

## **2019 INTEDE SCHOOL SPECIFIC PROGRAMME REPORT**

<b>Training Type</b>	School Specific Programme
<b>Modules</b>	Lesson Design & Factors Affecting Student Learning, Active Student Engagement, and Using Prior Knowledge
<b>Facilitators</b>	Raphael Aidoo-Taylor, Albert Amponsah, and Annie Pomeyie
<b>INTEDE Admin</b>	Kwabena Amporful (CEO), Louisa Amba Koomson (Senior Programmes Manager), and Elorm Billy-Awittor (Volunteer)
<b>Date</b>	January 3- 5, 2019
<b>School</b>	Mfantsiman Girls' Senior High School, Saltpond – Central Region
<b>Population</b>	120 Teachers/15 HODs/ 3,068 Students



*Group picture of the staff of Mfantsiman Girls' Senior High School and the INTEDE Team*

### **1.0 Introduction:**

The INTEDE team comprising Kwabena Amporful, Louisa Amba Koomson, Elorm Billy-Awittor, Raphael Aidoo-Taylor, Annie Pomeyie, and Albert Amponsah arrived at Mfantsiman Girls' Senior High School (MGSHS) during the afternoon of Wednesday, January 2, and met the Headmistress Mrs. Phyllis Arthur-Simpson with her team. The meeting was to discuss the school's preparation with regards to the pre-training logistics arrangements sent ahead of the training. The Assistant Head (Administration) afterwards took the INTEDE team around the available facilities to select suitable rooms for the training. Both sides agreed on the Assembly Hall, Library, and French language lab for the various cohort trainings, and continued on to getting the rooms ready and configured for training.

Having had supper at the residence of the Headmistress, the INTEDE admin team went through the programme schedule with the headmistress and discussed the daily team building activities to factor in her preferences to address staff needs.

## 2.0 Day 1

### ***Introduction and Opening Remarks***

The INTED team arrived by 7:00am and finished setting up the Assembly Hall for the workshop by 7:30am. Madam Phyllis (Headmistress) welcomed the trainees present and encouraged them to take the workshop seriously. She handed over to INTED's CEO and founder, Kwabena Amporful who also introduced the rest of the team present. In his introduction, Kwabena gave a brief profile of INTED, and went over the program schedule, housekeeping rules, as well as the attendance and certificate policy. The INTED Overview video was also played so attendees could get a broader sense of the organization since its inception.



*CEO and Founder welcoming trainees*



*A cross-section of the trainees being introduced to INTED*

### ***Team Building Activity (Tallest Tower)***

Due to the late arrival of the trainees, the team building activity was delayed till about 9:40am, when it was introduced by Master Fellow Raphael. The trainees appeared to enjoy the activity as they discussed their observations during the activity, and related that to their work as teachers. Key success factors such as collaboration, planning, teamwork, sharing of ideas, and division of labour were realized from the activity.



*Trainees working to build the tallest tower as a team activity*



*MF Raphael taking observations from trainees on activity*



Following the activity, Master Fellow Albert then divided the trainees into two cohorts each with about 60 teachers based on their departments and subject areas. They moved into the designated rooms and started actual work for the day.

### ***Cohort A-Lesson Design***

At 10:38am, Madam Annie kick-started the Lesson Design and Factors Affecting Student Learning module with the General Arts, Languages, and Social Sciences Departments. The *List-Group-Label*, *My Favourite Teacher*, *Backward Induction*, *Learning Partners*, *Think-Write-Pair-Share*, and other strategies were discussed. There was a 10 minutes snack break around 11:54am and the morning session ended at 1:15pm.



*MF Annie interacting with a trainee during the Lesson Design session in Cohort 1*



*Trainees in Cohort 1 going through the Lesson Design strategies*

### ***Design Studio***

Trainee groups of six were created for the design studio session. Trainees were asked to use the strategies learnt to design lesson plans on topics of their choice in their subject areas. The groups prepared their lesson plans before going in for lunch break at 2pm.



*Trainees designing a sample lesson plan with the new strategies*



*Trainees in design studio preparing for presentations of their lesson plans*

### ***Presentations***

The trainees came back from lunch break at 3pm to start with the presentations of their designed lesson plans. A representative from each group presented their lesson plan with emphasis on

the strategies that they have integrated. MF Annie reviewed the plans and made suggestions for further improvement, taking on board feedback from other trainees.



*Trainees presenting lesson plan on behalf of group*

## **Cohort B**

### ***Lesson Design***

The second cohort in the Library started the lesson design and factors affecting student learning with MF Albert stating the objectives of the session. Identical to Cohort A in the General Assembly, trainees were taken through strategies including *foldables*, *exit cards* whiles looking at lesson objectives, procedure, assessment as key components of a lesson plan.



### ***Design Studio***

Since both sessions were held concurrently, the trainees were placed in six groups of their subject areas. Similarly, they were to design a lesson plan on a topic of their choice and embed the new strategies within the new plan. MF Albert reminded them of the emphasis on the integration of the new strategies at the various levels of the lesson delivery and to use them moderately.





Trainees designing a lesson plan



Design Studio – deliberating how to embed strategies

**Presentations**

At about 3pm, the sample lesson plans prepared by the groups under the guidance of MF Albert were presented by the six groups on topics such as simultaneous equation, shapes, etc. Remarks were given to trainees to make adjustments where needed.



Sample Lesson plan being presented



Lesson Plan Presentation

**Instructional Leadership**

Whiles the design studio was ongoing, the head of departments moved to the French Centre for the Instructional Leadership module. Raphael Aidoo-Taylor, a pioneer Master Fellow led 18 heads of MGSHS to discuss the leadership support with a focus on building effective teams for the use of the strategies for improving educational outcomes.



MF Raphael during the Instructional Leadership Session



Heads discussing support for new strategy implementation

### ***Daily Debriefing Meeting***

The INTED team and facilitators met the school management represented by the Headmistress and her three assistants. The meeting with management is to review how the day went, and preview and prepare for the next day.



*Meeting to Review Workshop Day 1*

Some noteworthy observations made at the debriefing were that:

- (1) Late comers dampened the enthusiasm of early comers with delays
- (2) Time for snack should be prompt to accommodate early eaters
- (3) There should be equal sharing of food between the two cohorts
- (4) Manage the break periods as advertised to give adequate time
- (5) Request was made of the soft copies of the materials, after which it was explained that the one-page summaries would be made available
- (6) A Reminder on IL reading for Day 2 was requested to be shared on the Heads platform, as well as a general reminder for teachers to arrive at 7:30am
- (7) A Group picture was arranged to be taken during the morning of Day 2, and locations and other logistics were further discussed.

### **3.0 Day 2**

#### ***Opening***

The second day of the workshop started with an open forum review on the first day. Kwabena initiated a conversation on evaluations from trainees on what they thought about the previous day's activities. Comments were very largely positive except the ones on time management and copies of training notes being given out. Kwabena appreciated the inputs and responded accordingly and hoped that despite the holiday season, trainees will continue to cooperate to make the training very impactful as they show even more commitment. The opening prayer was then officially given at about 8:30am as more trainees arrived.





*Morning Feedback forum*



*Evaluating workshop day 1*

### *Team Building (Pyramid)*

Day 2 of the workshop saw MF Raphael lead the *Cup Pyramid* building activity with the trainees who were numbered and grouped around 10 tables that had the materials to be used placed on each of them. Trainees shared their observations after the timed task and just as with the previous day, discussions were held on the critical role of communication in building collaboration amongst teachers aiming to achieve their targets for their learners.



*Building the pyramid*



*Pyramid team building activity*

Before participants moved to their various rooms for the training business of the day, they assembled for a group picture, as did the Heads of Departments along with the INTED Team.



*MGSHS Leaders in group picture with INTED Team*

## ***Active Student Engagement***

### **Cohort A**

At about 9:40am, MF Annie started in her cohort by addressing the questions and issues from the exit cards. About four teachers who were not present the previous day joined the session. Annie then led the Active Student Engagement module and introduced trainees to additional strategies for actively engaging especially passive students. Some of the strategies included *T-Chart*, *2 Minute Pause*, *Double Entry*, *Cone of Learning*, and *Pass that Answer/Question* amongst others.



*Active Student Engagement session with MF Annie*



*Inside-Outside Strategy for engaging passive students*

### ***Design Studio***

The practice of strategies continued on Day 2 with trainees in their six groups as they continue with their lesson plan preparation with the focus on strategies learnt relevant to active student engagement, after which presentation and feedback sharing was done.



*Trainees in a design studio session*



*Design Studio on ASE*

### **Cohort B**

In Cohort B, MF Albert reviewed the exit cards from Day 1 and used the opportunity to show trainees how the strategy is used. MF Albert also took trainees through strategies that are aimed at consistently engaging the learner's mind. Trainees discussed the combination of overt and covert participation while introducing more strategies such as *foldables* and *graphic organizer*, amongst others.





*MF Albert presenting on ASE*

### ***Design Studio***

Before trainees presented their sample lesson plans, in their groups, they resumed brainstorming and designing using the strategies learnt at all levels of the lesson delivery procedure.



*Planning lesson using active student engagement strategies*



*Presenting the lesson plan from ASE Strategies*

### ***Instructional Leadership***

Day 2 of the Instructional Leadership session with MF Raphael had discussions on building departmental action plans. After 1:10pm, the Heads of Departments then joined the teachers to decide on targets and action items towards such. Trainees, in collaboration with the Heads of Department, then began preparing their Action Plans.



*Heads of Departments planning actions for their departments*



*Instructional leaders working with teachers in developing action items*

### *Day 2 Debriefing Meeting*

The second debriefing meeting took place at the Headmistress bungalow at about 6:40 pm. Kwabena was filled with gratitude for the way things had improved with the help of the management with respect to time (break) management, adherence to housekeeping rules and general involvement during the sessions. The facilitators were also particularly satisfied with how trainees engaged with the lessons.

## **4.0 Day 3**

### *Opening*

On the final day of training, trainees started arriving for the make-up session that was announced the previous day for those who were unable to attend or missed parts of either Day 1 or Day 2. It was previously explained that those who missed Day 3 would have their make-up sessions scheduled at a later date.



*MF Albert conducting the make-up session on Lesson Design*



*MF Annie leading make up session on Active Student Engagement*

Kwabena used the morning session to go through the 21<sup>st</sup> Century Education Video with other trainees present.

### *Team Building (Cardinal Points)*

Having previously pasted the personality styles of the Cardinal Points around the stage of the assembly hall, MF Raphael took the trainees through facilitated discussions on the realizations from what they had learnt about the other groups, and made connection points related to their work as teachers and how they intended improving upon their practice.





*MF Raphael giving instructions on team building activity*



*Cardinal Points Team Building Activity*

## ***Using Prior Knowledge***

### **Cohort A**

In connecting students' prior knowledge and cultural and personal experiences to a subject area, MF Annie took the trainees through strategies such as *K-W-L*, *Show What You Know*, *Frayer Model*, *Anticipation Guide*, etc.



*MF Annie leading UPK discussion*



*Section of trainees during UPK workshop*

### ***Design Studio/ Presentations***

As a continuation, trainees went into the teaching practice session with the concepts they learnt in mind to prepare sample lesson plans for presentations. Some subject areas built on the lesson plans they had earlier designed and inculcated the principles as discussed. Representatives of the various groups presented their plans.



*Trainees in design studio preparing sample lesson plan*

## Cohort B

MF Albert in the second cohort also explained strategies including *Concept Maps*, *Pause, Anticipation Guide* in relation to activating relevant previous knowledge in lesson delivery. Trainees asked questions and also gave examples of what works in their classrooms. Trainees also read through and discussed the text on *Building and Activating Background Knowledge* by Douglas Fisher and Nancy Frey.



MF Albert presenting strategies for Using Prior Knowledge



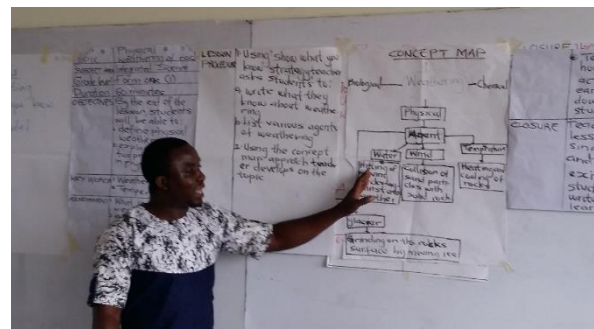
Trainees in group discussion designing the lesson with focus on UPK

## ***Design Studio / Presentations***

As usual, trainees in the cohort went into their groups to further build on the sample lesson plans they had done, and in this case, put in the strategies around previous knowledge activation they had learnt. They talked about new ways of ensuring that learners' relevant knowledge from their experiences were productively used during lesson delivery in their presentations.



Lesson Plan preparation



Lesson Plan presentation

## ***Instructional Leadership***

The session on Day 3 for Instructional Leaders saw them go through team building activities with MF Raphael. He observed that the trainees will need some extra practice time for the strategies. He however could not review the article on *High Level Principles for Effective Leadership* during the session.





*MF Raphael discussing principles for effective leadership*



*Instructional Leaders discussing team building strategies*

## 5.0 Closure

As requested by the assistant heads of the school, MF Raphael took the trainees through a discussion on the Organogram of the school. The short discussion also touched on leveraging the communication channels given the leadership structure to ensure that the action plans and strategies were productively used to achieve academic goals.



*Kwabena presenting on PLCs*



*Raphael presenting on Organograms*

Survey forms were then handed to the trainees to evaluate the three-day program. As they wrote what they thought, Kwabena took them through the Professional Learning Communities presentation emphasising the need for continuous evaluation and improvement in best practises, laser focus on learning as opposed to teaching, and being accountable to results as a team of educators training the next generation for the world of work.

After closing remarks from Head of School Madam Phyllis and the Assistant Head in charge of Academic matters Rev. Quaynor (Academic), the vote of thanks and prayer was given at 3:40pm to bring proceedings to an end.

Despite the make-up session provided, a number of teachers were unable to complete all requisite modules during 3-day training programme. The table below lists participants who are outstanding various portions of the programme (and whose certificates will be withheld).

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
Francis Nkansah			✓
James Attah Aidoo		✓	
Victoria Dzikunu		✓	
Benjamin K. Ofori Twum			✓
Comfort Dankwa	✓	✓	
Timothy Arhin			✓
Eric Oppong			✓
Patrick Bentil Ogoe	✓		
Michael Morrison		✓	
Michael Arloo			✓
Godfred Hanson Jnr			✓
George Nyanteh	✓		
Emmanuel Arko-Mensah	✓		
David Bryan Somuah	✓		✓
Robert Kwakwa	✓	✓	✓
Henry Tiekua – Frimpong	✓	✓	
Emma Awuku		✓	✓

Prepared by:

Signed By:

Elorm Billy-Awittor

Kwabena Amporful