

2019 INTED SCHOOL SPECIFIC PROGRAMME REPORT

Training type	School Specific Programme
Modules	Lesson Design & Factors Affecting Student Learning, Active Student Engagement
Facilitators	Emma Acolatse, Annie Pomeyie
INTED Admin	Louisa Koomson, Evans Hokey, Elorm Billy-Awittor
Date	April 4 - 5, 2019
School	Presbyterian Senior High School, Tema-Greater Accra Region
Population	67 Teachers / 8 Heads of Departments / 923 Students



Group Picture of the teachers who took part in the workshop

Introduction:

To make a somewhat difficult training timing possible due to some communication breaks, the INTED team worked around the clock to be at the Presbyterian Senior High School in Community 11, Tema, at about 9am on Thursday 4th April. The headmistress, Madam Dora Danquah met and welcomed the facilitators and other members of the INTED Team upon arrival. Immediately the training room was selected on the top floor of the three-storey classroom block where an initial workshop room arrangements and setups were quickly made. Out of the 67 teachers of Tema Presec, only 30 teachers participated in the training.

The welcome address from the Headmistress and the Metropolitan Director, Mrs. Margaret Nsiah-Asante of the Educational Directorate of the Tema Area all wished the teachers well and encouraged them to take a good advantage of the opportunity and to make the best of the training they were to receive.

On other hand, the Senior Programmes Manager (Ms. Louisa Amba Koomson) of INTED also thanked the teachers present for availing themselves to be part of the training. She then gave a brief introduction about INTED, the work done with other schools, and the need for continuous professional development. Ms. Koomson stressed on how essential it is for teachers to move from teacher-centred way of teaching to student-centred to benefit the

different characters of students in the classroom. She then went over the schedule and programmes modalities with the trainees after introducing the facilitators MF Annie and Emma. MF Annie added her voice to the need for teachers to upgrade themselves to improve the delivery of their lesson. MF Emma also shared testimonies on how INTED’s training has improved her teaching and impacted her students’ performance.



Introductory remarks from the Headmistress and the GES Metro Director

The trainees watched the INTED Overview video after the introductions and welcome address by the headmistress, Metro Director, and the Senior Programmes Manager of INTED. The teachers went into the Building a Pyramid team building activity with MF Annie. They shared their observations on teamwork, collaboration, communication and resource management as it applies in their professional life. This set the tone for the day’s programme.



Building a pyramid team building activity

Lesson Design and Factors Affecting Student Learning

At 10:10am, MF Emma started with the lecture session on Lesson Design and Factors Affecting Student Learning sharing the backward design principle and strategies to deliver lessons as their ‘favourite teacher’ would. Because of the delay in the start of the programme, the training did not follow the schedule. The morning lecture went through to lunch time at 1pm for a 40mins break. The INTED Team were hosted at the headmistress’ office for lunch while the teachers had theirs in the classroom.



Trainees being taken through assessment for learning strategies

After the lunch break, trainees went into design studio to practice what they learnt by preparing lesson plan that inculcate some of the strategies. Usually, the Master Fellow leading the training set teachers to start the design studio before lunch break but MF Emma could not set them up, therefore teachers were given limited time to prepare their lesson plans after lunch break. After brainstorming in their various departmental groupings, trainees presented their lessons plans and MF Emma made inputs and answered questions on sections they did not fully grasp.



Design studio and lesson plan presentations by trainees

Instructional Leadership

While the design studio session was ongoing, the Heads of Department went into the Instructional Leadership with MF Annie at 2:04pm. They were taken through tools and structures that support the use of the new teaching practices learnt. They were grouped into two and tasked to prepare an organogram for the school and also come out with some obstacles that they anticipate to face during the usage of the strategies and supervision of teachers. They also joined the rest of the trainees for the presentations of their lesson plans. The leaders were asked to read the High Leverage Article for a discussion the next day.



Heads of Departments in Instructional Leadership session with MF Annie

Debriefing

The INTED Team met the Headmistress and her Assistant Head (Academic) to have a meeting to discuss the highlights of the way. The headmistress thanked the INTED team for the opportunity because their school has been classified as non-performing. Some of the feedback and issues raised includes:

1. Teachers' comportment and enthusiasm was commendable
2. The training has brought a new dimension to their teaching practices
3. Mathematics has been the worst performing subject but this training will enhance the teaching methods of the maths teachers
4. The beginning was so good that one head wished it had never ended.
5. A lot of the comments from teachers indicated that the INTED concept is great
6. Facilitators were congratulated for a good work done
7. Teachers were not sure of the cost of the programme and as such wanted to postpone it hence the reason for the few number that signed up for the programme



Day 2

The second day of the workshop started with an opening prayer around 9am, then an opening remark from the headmistress who also shared some of the feedback from the previous day’s debriefing. The 21st Century Education video was shown and Ms. Koomson followed with a discussion on what the video entailed. She urged the teachers to be innovative and creative in their classrooms by improvising materials during their usage of the strategies. She talked briefly about the module and the schedule for the day.



Headmistress welcoming trainees to Day 2

MF Annie followed with the Team building activity for the day. The teachers were grouped into 4 and tasked to prepare and perform a skit that demonstrates worst collaboration in any setting. Teachers were given 5 minutes each to plan and present the skit.



Trainees planning and performing skits demonstrating Worst Collaborative Moves

Active Student Engagement

MF Emma started the training at 10:00am, where she spent about 15-20mins addressing questions and comments on the previous day’s exit cards. She then started the lesson of the day, and took the teachers through strategies they can use to involve students especially those that are passive. The session was very interactive. Teachers were introduced to strategies such as T-Chart, Double Entry Journal, Pass that Question, Pass That Answer, Say Something, Matchbook Foldables, Inside-Outside-Circle, and Exit Cards. On the other hand, MF Emma spent too much time explaining the Double Entry Journal to the teachers, the

reason being that teachers asked a lot of questions to clarify their misunderstanding. MF Annie had to chip in at a point to help explain some of the strategies to the teachers. MF Emma also did the Inside-Outside-Circle strategy in the classroom instead of taking the trainees outside, but the teachers enjoyed it.

The morning session ended around 1:30pm for lunch break. MF Emma prepared the teachers for the design studio and asked them to break into their various departments and prepare lesson plans inculcating the strategies from the previous day and the ones learnt in the morning for presentations after lunch break. A teacher from the home Economics department requested to be separated from the sciences in the preparation of the lesson plans. MF Emma tasked the class rep to manage his colleagues and the time while the INTED team were having their lunch at the headmistress' office. Design Studio started at 2:15pm. Trainees prepared and presented their lesson plans after which feedbacks were shared and corrections made. The teachers demonstrated their understanding of the strategies during their presentations. The home economics teacher gave an exceptional presentation and was applauded for a good work done.



MF Emma taking trainees through new ways of teaching that involves the students

Instructional Leadership:

MF Annie kick-started the Instructional Leadership session with a recap of the previous day's lesson. She then went through the High Leverage article with the leaders and brought out some points to summarize the whole article. Annie also used the Concept map strategy to take the leaders through the features of an Action Plan. However, she could not do the Professional Learning Community article with the leaders as planned because of the limited time. She prepared the leaders to meet with the members of their department to prepare a department specific action plans after observing the presentations.



Action Plan

The leaders together with the members of their department prepared and presented their action plans to the INTED team. The headmistress could not join because she had an engagement at the Presbyterian Church Council. Some of the feedbacks shared were that, timelines should be allotted to the walkthroughs by the leaders and the meetings to discuss the usage of the strategies. Some were also asked to indicate the number of strategies they intend to use in a term.

Closing

One of the teachers (Madam Stella) was assigned to give the vote of thanks. She thanked the INTED team for this opportunity and management of the school for organising such a refreshing in-service training for them. On the INTED Admin side, Ms. Koomson took the floor to thank the management and the teachers for their cooperation towards a successful programme. She entreated the teachers to not only focus on the certificates that they will receive but be the agent of change that INTED seeks and shared testimonies of some of the Master Fellows who have used the strategies. She went on to talk the other modules and INTED's Tier II and III programmes. The teachers expressed interest in completing all the Tier I modules this year and also the other Tiers in the future. They also expressed their gratitude for such an eye opening programme. On the whole, the training was successful and ended with a prayer by one of the teachers.



Make up Session

The following teachers: Dorothy Opare-Baidu, Adellaide Tweneboah, and George Darko and Juliana Ohui Indome who is the coordinator for the Second Cycle Schools in Tema missed Day 1's session and availed themselves for a make-up during the preparation of action plans. MF Emma took them through all the strategies in the Lesson Design and Factors Affecting Students Learning module.

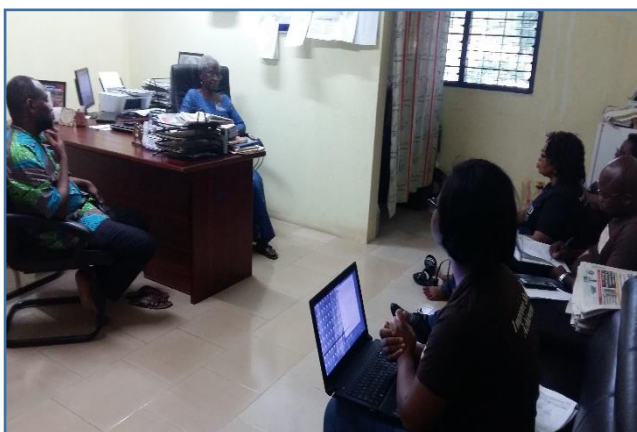


MF Emma leading the make-up session

Debriefing

Again, the INTED team met with the headmistress and assistant head (Academic) to share feedback on the training. The following feedback were shared:

1. Generally, the programme was highly successful and the teachers are ready to do the remaining modules
2. Resources will be made available to encourage teachers to use the strategies
3. At the latter part of programme, the teachers did not comport themselves and management apologised on their behalf
4. It was observed that the HODs did not have much control on the members of their department and that can affect the effective monitoring of the strategies
5. Management were informed that a WhatsApp platform will be created for the leaders and INTED team to support the school on challenges they may encounter in the implementation of the strategies
6. The INTED team were commended for a good work done



INTED Team in a debriefing session with Management of Tema Presec

Closure

Some of INTED’s School Specific Programme primers were given to the Coordinator of Second Cycle schools to share with heads of other Senior High schools in the Tema Metropolitan area. The training was successful and it is our hope at INTED that we work with Tema Presec again.

The report was prepared and signed by:

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Volunteer, INTED

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