



FREEDOM ENGLISH ACADEMY
Free coaching for better jobs

Blueprint - STM- 1 Induction Book 1 & 2

Duration: 24 Days

v19.11.19

Training Module for New Facilitators

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Day	Theme	Objectives
1	Orientation	<ul style="list-style-type: none"> • Introducing FEA - vision and mission, organizational structure, work environment and culture, growth opportunities, trainings and workshops, and procedures and policies. • Plan of Induction program - objectives of the induction training, various milestones to be achieved, selection stages, ratings, contact persons, do's and don'ts. • Branch Visit - objectives and plan of the branch visit. • Introducing Question of the day.
2	Getting to know FEA branches	<ul style="list-style-type: none"> • Observing facilitators in action. • Introduction to various components of the FEA program like - question of the day, computer based training, library program, visual learning through wall displays, PLC meeting, etc. • Going through various registers and welcome kit. • Hands on experience of using LMS to record attendance. • Sending email using FEA email guidelines. Reading FEA posters and a book from FEA library.
3	How learning Happens	<ul style="list-style-type: none"> • Sharing the experience of the branch visit. • Introduce IER. • Introducing how learning happens, FEA teaching methodology and facilitator like qualities. • Introducing facilitator handbook and student workbook along with do's and don'ts of using them. • Introducing pre-enrolment lesson and how FEA is making learning fun and interesting. • Introduce Khan Academy and let the participants enroll themselves for MOOC 1

4	Planning a lesson	<ul style="list-style-type: none"> ● Introducing mind-maps and discussing their use in planning and preparation. ● Helping trainees prepare lessons using mind-maps. Demonstrating how lessons have to be presented using the procedures & mind-map ● Introducing how to share/receive constructive feedback.
5	Presentation Skills	<ul style="list-style-type: none"> ● Training how to prepare and present using the procedures. ● Introducing the library program, book selection activity and concept of power hour.
6	Classroom routines	<ul style="list-style-type: none"> ● Introducing classroom routines to manage the class and time - during transitions, activities, group discussions, Avs, etc. ● Preparation and practice through presentations (in pairs) keeping learning of the day in mind. ● Email writing Part 1- Importance of specific and short subject line.
7	Polite and appreciative tone	<ul style="list-style-type: none"> ● Understand the importance of being polite in the classroom. ● Practice using appreciative words and understanding the impact of it. ● Using polite tone and practicing polite words in the classroom. ● Email Writing 2 - Practicing emails skills & understanding the importance of being polite in a mail.
8	Group bonding ceremony and Buffer lessons	<ul style="list-style-type: none"> ● Introduction of GBC and Buffer lessons. ● Preparation and practice of GBC and Buffer lessons. ● Discussing the essentials to take care at the time of GBC and Buffer lessons.
9	Giving Instructions	<ul style="list-style-type: none"> ● Learning the importance of instructions in the classroom. ● Practicing giving simple instructions in the classroom. ● Book reading
10	Questioning Skills	<ul style="list-style-type: none"> ● Using different types of questions, like - open ended, close ended, follow up, probing, clarifying, etc. to engage students. ● Book Reading and Book discussion.

11	Learning a Language	<ul style="list-style-type: none"> • Teaching and practicing consonant and vowel sounds. • Email writing.
12	Articulation and sounds	<ul style="list-style-type: none"> • Understanding the importance of Sounds in English Language. • Learn and practice ways to help students pronounce the right sound. • Practice articulation activities. • Introduction to PLC • Conducting PLC session
13	Goal Setting 1	<ul style="list-style-type: none"> • Introduction to Learning Contract and SMART action plan along with its importance • Introduction to Career and Guidance cell • Conducting PLC session • IER scores to be shared.
14	Assessing for Learning 1	<ul style="list-style-type: none"> • Discussing the importance of assessment and how it helps in improving students' language • Practice Viva voce and action plan • Participants to practice Keyboarding.
15	Time management	<ul style="list-style-type: none"> • How to manage time during the lesson - spending appropriate time on each step • Become familiar with Feedback sessions
16	Practicing Facilitation Skills 1	<ul style="list-style-type: none"> • Session 1/5 - Marking attendance and observing the session. • Session 2/6 - Asking QOD and questions based on A/V. • Session 3/7 - Presenting a lesson from Book 1 with the facilitator's help. • Session 4/8 - Writing observation mail keeping the e-mail guidelines in mind.
17	Roles and Responsibilities	<ul style="list-style-type: none"> • Branch Visit Feedback to be discussed. • TM and Trainer to discuss the roles and responsibilities of a facilitator

18	Building habits	<ul style="list-style-type: none"> • Emphasizing on building habits using lessons on hygiene, healthy living, safety, being considerate, etc. • MOOCs • Keyboarding
19	Learning a language 2	<ul style="list-style-type: none"> • Presentations • Practice Email Writing Skills
20	Goal Setting 2	<ul style="list-style-type: none"> • Presentations • Conducting PLC to identify ways to help students make effective SMART Goals.
21	Assessing for Learning 2	<ul style="list-style-type: none"> • Final assessments • Presentations • Reading and Book Discussion
22	Practicing Facilitation Skills 2	<ul style="list-style-type: none"> • Session 1/5 - Asking QOD and questions based on AV • Session 2/6 - Presentation of a complete lesson from Book 1 or 2 • Session 3/7 - Presentation of a complete lesson from Book 1 or 2 • Session 4/8 - Writing observation mail keeping the e-mail guidelines in mind
23	Completion and consolidation	<ul style="list-style-type: none"> • Branch Visit Feedback to be discussed • Presentations • Consolidation of the learning from Book 2.
24	Final Steps	<ul style="list-style-type: none"> • Individualized action plans for continuous learning. • Meeting with Head of Operations and the HR • Final interviews • Reflection of learning – MCQ • Consolidated feedback by the trainer