



FREEDOM ENGLISH ACADEMY

Free coaching for better jobs

STM 38 - Working in a team

Duration: 1 Day

v17.8.19

Objectives:

- Participants will understand the value of time management in professional life.
- Participants will learn and practice efficient techniques to plan and prepare lessons.
- Participants will learn to engage all the students in the given time.
- Participants will learn and practice the 'Question of the Day' exercise.
- Participants will learn and practice efficient ways to perform non-instructional duties.
- Participants will learn effective ways to make their students punctual.

STM 38 - Working in a team

Day 1

Time	Objectives	Activity	Notes/Comments
9 am – 10 am	<ol style="list-style-type: none"> To make the participants comfortable To set the objectives of the workshop 	<p>Icebreaker – Blindfold relay</p> <p>Discussion</p>	<p>The class is divided into two teams.</p> <p>Round 1: A deck of cards is given to each team. Each team has to sit in a row. The team members should pass the entire deck from one side to the other side without letting any card fall on the floor.</p> <p>Round 2: The team members conduct the same task while being blindfolded or closing their eyes.</p> <p>Discussion points:</p> <ol style="list-style-type: none"> How did the winning team manage to win? What did they do differently? What did they learn from the activity and how can it be related to a classroom? If given another chance, what would they do differently?
10am – 11am	<ol style="list-style-type: none"> To explore the concept of teamwork 	Discussion	<p>Discussion points:</p> <ol style="list-style-type: none"> Why work in teams? How to choose team members? How to define and communicate the objectives? Who becomes a team leader? Why? What are the roles of other team members?
11am – 11:15am	Tea		
11:15am - 12:30pm	<ol style="list-style-type: none"> How to create a win-win situation 	<p>Video – The rabbit and the turtle</p> <p>Thomas-Kilmann model of conflict management</p>	<p>Link: http://youtube.com/watch?v=af3nu6Spf3s</p> <p>Discussion points:</p> <ol style="list-style-type: none"> What's the main idea of the video? Have they observed someone behaving like the turtle? Have they observed someone behaving like the rabbit? How do they behave at work? What do they learn from the story?

			<p>Attached: Thomas-Kilmann model</p> <p>Discussion points:</p> <ol style="list-style-type: none"> 1. How to create a win-win situation? 2. When to avoid, compete, accommodate, compromise or collaborate?
12:30 pm – 1 pm	Wrap up the session	PLC	The participants conduct a PLC to talk about whatever they have learned since morning and how they are going to implement what they have learned in their classrooms.
1 pm – 1:45 pm	Lunch		
1:45 pm – 2 pm	Energizer	Shake Hands	<p>The participants form pairs. They stand facing each other. Each participant has to pull his or her partner's hand towards themselves and keep a count of number of times they pulled the other person.</p> <p>It should sound like a competition.</p> <p>Debrief: It is to check if they have learned to collaborate or not. To win all they needed to was lose in turns. At least some of them will end up trying to pull the other person really hard. The trainer can take a note and then address how it could have been a win-win situation.</p>
2 pm – 4 pm	1. To ideate how they can solve the issues at their branches using teamwork	Presentations	<p>The class is divided into four teams. Each team chooses some real life issues that they are facing at their branches. They sit together, ideate and prepare an action plan.</p> <p>The action plans are drawn on white sheets of paper and displayed.</p> <p>Gallery walk: Then they paste their action plan at different places in the classroom. Each participant is expected to analyze the action plans and share feedback/suggestions using sticky notes.</p> <p>The trainer needs to analyze each action plan deeply and take down notes of the areas of improvement.</p>
4 pm – 4:15 pm	Tea		

4:15 pm – 5 pm	Wrap up	Gallery walk PLC	<p>Back to the drawing board: After each participant receives the feedback, the trainer points out common areas of improvement and requests everyone to improve their action plans.</p> <p>Once the final drafts are ready, they are put on display and participants go for another gallery walk.</p> <p>After the gallery walk, PLCs are conducted.</p> <p>Homework: The participants are expected to implement their action plans and come to the next workshop with new observations.</p>
5 pm – 6 pm	Power hour		The trainer conducts book discussion.

Appendix 1

Thomas-Kilmann Model of Conflict Management

