



FREEDOM ENGLISH ACADEMY
COACHING FOR PROFESSIONAL JOBS

STM 4 - Book 4, Part 1

Duration: 2 Days

v10.10.19

Objectives:

- To train participants in the first 20 lessons (139 to 158)
- To train participants to conduct MOOC 2
- To brush upon their facilitation skills and reiterate the importance of peer learning

Material Required:

- FHB & SWB 4
- Stationery
- AV lessons and MOOC 2 instructional video

STM 4 - Book 4, Part 1

Day 1

Timing	Objective	Activity / Tool	Trainer's/Trainees' Action
9:00-9:05 AM	<ul style="list-style-type: none"> Trainer to send attendance to the managers 		If somebody's name is not on the list, send them to the training manager.
9:05-10:00 AM	<ul style="list-style-type: none"> Icebreaker (Appendix 1) Objectives of Book 4 Essential agreements for presentation Certification criteria Appointing cops (Grammar, pronunciation, discussion detective, time management, etc.) 	PPT/ Whiteboard	<ul style="list-style-type: none"> Trainer to give an overview of Book 4 curriculum Trainer to share expectations of an effective presentation (lesson plan/mind map, introduction to the lesson, relevancy of questions asked, board usage, workbook usage) Trainer to share that presentations will be given in pairs and out of two, anybody would be asked to do any step Trainer to share rating (3-5) criteria (minimum 3 to certify) Trainer to appoint cops and write their names on the board.
10:00-11:00 AM	<ul style="list-style-type: none"> Introduction to MOOC 2 (Massive Open Online Courses) MOOC 2 Guidelines 	PPT/MOOC instructional video	<ul style="list-style-type: none"> Trainer to help trainees to get a hands-on experience on MOOC 2
11:00-11:15 AM	Tea Break		
11:15-12:00 PM	<ul style="list-style-type: none"> Lesson allocation & planning Meanwhile, trainer to make LMS Batch and mark attendance 	Chart paper, colours, and other stationery	<ul style="list-style-type: none"> Trainer to allot the lessons in pairs keeping the experience and strength of the trainees in mind Trainees to read the reference in FHB and watch A/V related to the lesson along with the lesson planning Trainer to assist and guide trainees in case of any confusion

12:00-1:00 PM	<ul style="list-style-type: none"> • Discussion - Lesson 139 & 140 		
1:00-1:45 PM	Lunch Break		
1:45-2:00 PM	Energizer		
2:00-4:00 PM	<ul style="list-style-type: none"> • Presentations - Lesson 141 & 143 • Presentation - 30 min/pair, including briefing of the lesson. Feedback – 5 min. Q&A – 15 min. • Discussion – Lesson 142 (20 min) 		<ul style="list-style-type: none"> • Trainees to talk about each step of the lesson briefly before presenting. If a trainee is underprepared, the trainer can ask him/her to present later. • Trainer and trainees to observe and note down the feedback for the presenter, mentioning areas of strength and improvement. • Trainees to share ideas along with the feedback to make lessons more effective, if required. • Trainer to give feedback and guide as per the requirement of the trainee • Note for the Trainer: - trainees might face problem to understand the following exercises: Lesson 142- exercise C (fact, opinion, generalisation) Lesson 143- Discuss self and peer assessment rubric in exercise B
4:00-4:15 PM	Tea Break		
4:15-5:45 PM	<ul style="list-style-type: none"> • Presentation (lesson 144 & 145) 		<ul style="list-style-type: none"> • Trainer to help trainees understand the following exercises: Lesson 97- exercise D on BD Lesson 98- exercise B (Move in to fit in)
5:45-6:00 PM	<ul style="list-style-type: none"> • Wrap up the session 		<ul style="list-style-type: none"> • Trainer to collect feedback from the trainees

Day 2

Timing	Objective	Activity / Tool	Trainer's/Trainees' Action
09:00-11:00 AM	<ul style="list-style-type: none"> • Discussion – Lesson 146, 147 & 148 • Presentation – Lesson 149 		<ul style="list-style-type: none"> • Trainer to help the trainees with the concept of employment exchange, job portals, cover letter, and the difference between resume' and CV
11:00-11:15 AM	Tea Break		
11:15-01:00 PM	<ul style="list-style-type: none"> • Presentation - Lesson 150 & 151 		<ul style="list-style-type: none"> • Trainer to ask any of the struggling trainees to present individually, if required
1:00-1:45 PM	Lunch Break		
01:45-2:00 PM	Energizer		
02:00-4:00 PM	<ul style="list-style-type: none"> • Discussion – Lesson 152, 153, 154 • Presentation – Lesson 155 		<ul style="list-style-type: none"> • Note for the Trainer: - Trainees might face problem to understand the following exercises: Lesson 140: exercise A (SMART goal setting) Lesson 147: IKIGAI concept Lesson 152: relevance of article A with the lesson
04:00-4:15 PM	Tea Break		
04:15-5:00 PM	<ul style="list-style-type: none"> • Discussion - Lesson 156 & 157 		<ul style="list-style-type: none"> • Note for the Trainer: - Trainees might face problem to understand the following exercises: Lesson 157: Rules of conditionals Lesson 158: Cycles of feelings/logic
05:00-6:00 PM	<ul style="list-style-type: none"> • Discussion – Lesson 158 • Declaring result • Closure 		<ul style="list-style-type: none"> • Trainer to prepare the report while trainees discuss Lesson 158. • Trainer to share the grades with the entire batch. Trainees are encouraged to discuss their performance with their trainer over the phone on assigned days (PD day). • Trainees to share their learning from the training as an exit pass. Or Trainees to write learning from the training on the slips and paste them on the wall.