



FREEDOM ENGLISH ACADEMY

TRAINING MODULE - BOOK 4

DAY 1

DAY 1					
Session	Time	Objective	Activity	Preparation Required	Notes For Trainer
1	09:00-09:15	Icebreaker	Trainer's Choice		
	09:15-09:45	Reflection of book 3 and expectations from Book 4.	Think, Pair & Share	Copy of book 3	Discuss challenges/joys/misconceptions/what worked well/ what did not work well/common errors of Book 3. Discuss the objectives of book 4 as well.
	9:45 -10:00 am	Essential Agreements on Presentation & feedback. Book 4 training certification criteria.		Copy of Certification Criteria	Norms of effective presentation like lesson plan, Introduction/closure of lesson, activity, workbook and discussion. Should be able to connect the videos/ audios with the lesson. Explain how to link all four components of the lesson and talk about the critical thinking section.
	10:00 - 11:00	Watching/Listening - Audio/videos (Weeks 25, 26 & 27)		Book 4 Audio/videos	Trainees watch/listen one audio/video at a time and discuss follow-on questions from those lessons.
11:00-11:15 Tea Break					
2	11:15-11:45	Preparation time for presentations		Copies of Book 4 FHB and SWB.	Divide the trainees in group of three and allot lessons from week 25, 26 and 27. The groups should be balanced. Experienced or the effective facilitators should be grouped with the new joiners or the less effective ones.
	11:45-13:00pm	Presentations (Week # 25)			Keep a track on presentations, lesson plan formation and team work. Evaluate the trainees on certification parameters. Emphasize the importance of LC and ensure that it is discussed and delivered well.

	13:00-13:45pm	Lunch break			
3	13:45-14:00pm	Energizer	Trainer's Choice		
	14:00-14:15	Discussion on Week # 25 Presentations		Notes of the presentations	Overall and general feedback shared by asking trigger questions.
	14:15-15:45	Presentations (Week # 26)			Keep the record of presentations - strengths and weaknesses.
	15:45-16:00	Discussion on Week # 26 Presentations		Notes of the presentations	Overall and general feedback shared by asking trigger questions. Emphasize on fixed and growth mindset.
	16:00-16:15	Tea Break			
4	16:45- 17:30	Presentations (Week # 27)			Keep a track on presentations, lesson plan formation and team work. Evaluate the trainees on certification parameters.
	17:30-18:00	Discussion on Week # 26 Presentations Reflections on the Day's learning	Poster making	Notes of the presentations Chart papers, sketch pens.	Overall and general feedback shared by asking trigger questions. Trainer allots lessons for the next day.

DAY 2

1	09:00-09:15	Recap			Previous Days Lessons & introduce the current day's agenda.
	09:15- 10:15	Watching/ Listening - Audio/ videos (Weeks 28, 29 and 30)		Audio/videos	Let trainees watch/listen one audio/video at a time and discuss follow-on questions.
	10:15 - 10:45	Read articles		Articles from week 28,29 and 30	
	10:45 - 11:00	Preparation time for presentations Review CBT alignment for the lessons			Swap the group members so trainees will be in habit of working with different peers. Trainer will keep a track on in lesson plans and help trainees if required.

2	11:20 am - 12:45 pm	Presentations (Week # 28)		Copies of Book 4 FHB and SWB.	Keep a track on presentations, lesson plan formation and team work. Evaluate the trainees on certification parameters.
	12:45 - 1:00 pm	Discussion on Week # 28 Presentations		Notes of presentations	Overall and general feedback has to be shared by asking triggered questions. Emphasize on fixed and growth mindset.
13:00-13:45pm		Lunch break			
3	2:00 - 3:45 pm	Presentations (Week # 29)		Copies of Book 4 FHB and SWB	Keep a track on presentations, lesson plan formation and team work. Evaluate the trainees on certification parameters.
	3:45 - 4:00 pm	Discussion on Week # 29 Presentations		Notes of presentations	Overall and general feedback has to be shared by asking triggered questions. Emphasize on fixed and growth mindset.
4:00 - 4:15 pm		Tea Break			
4	4:15 - 5:30 pm	Presentations (Week # 30)		Copies of Book 4 FHB and SWB	Keep a track on presentations, lesson plan formation and team work. Evaluate the trainees on certification parameters.
	5:30 - 6:00 pm	Power 30		Articles from week 31 & 32	Shared reading of Book 4 articles so that trainees have awareness about them during the presentations. Allot lessons from week 31 and 32

DAY 3

1	09:00-09:15	Recap			Previous Days Lessons & Introduce the current day's agenda.
	09:15- 10:15	Watching/Listening - Audio/videos (Weeks 31 and 32)		Audio/videos	Let trainees watch/listen one audio/video at a time and discuss follow-on questions.
	10:15-10:30	Preparation time for presentations Review CBT alignment for the lessons			Trainer will keep a track on in lesson plans and help trainees if required.
	10:30-11:00	Preparation time (Week # 31)			Trainer will keep a track on in lesson plans and help the trainees if required.

2	11:20 am - 12:45 pm	Presentations (Week # 31)		Copies of Book 4 FHB and SWB	Keep a track on presentations, lesson plan formation and team work. Evaluate the trainees on certification parameters.
	12:45 - 1:00 pm	Discussion on Week # 31 Presentations		Notes of presentations	Overall and general feedback has to be shared by asking triggered questions. Emphasize on fixed and growth mindset.
3	2:00 – 2:30 pm	Keyboarding		Laptops with keyboarding software	Emphasize importance of keyboarding in professional life. Make sure that trainees are aware of the keyboarding technique, speed and accuracy for Book 4
	3:30 - 4:00 pm	Presentations (Week # 32)		Copies of Book 4 FHB and SWB	Keep a track on presentations, lesson plan formation and team work. Evaluate the trainees on certification parameters.
4	4:15 - 5:00 pm	Discussion on Week # 32 Presentations		Notes of presentations	Overall and general feedback has to be shared by asking triggered questions. Emphasize on fixed and growth mindset.
	5:00-5:30	Level 2 evaluation details Motivational video & discussion		Video- http://youtube.com/watch?v=ic7AFH1UwSw or Ugly Indian.	Reflect on - ‘What changed for me?’
	5:30 - 6:00 pm	Power 30			Discuss certification and next steps individually.