

# **TOTEMK: Training of trainers process - First coaching session**

2nd June 2022, 15:00 - 16.30





# Program

- Experiences about the first activities
- Discussing planning phase and designing coming activities in breakout rooms
- Uploading and returning Activity report form (Google form and Moodle)
- Hints for training peers
- Wrap up and next steps



# Discussing planning phase and designing coming activities in breakout rooms

- Warm up: Start by telling your news to others. How has the last week gone?
- What kind of aspects has to be taken into account in planning?
- What kind of challenges have you met in planning? How have you solved the problems?
- When is your first activity? What is its topic and target group?



# Hints for training peers

- Take the role of a facilitator
- Be goal-oriented
- Be neutral
- Create a confidential and open atmosphere. It is ok to make slip-ups or fail every now and then, especially when you are trying something new
- Don't waste time discussing teachers' hourly resources (there is never enough time and you cannot change that). Teachers must negotiate time or money resources with their supervisors (bosses)



# Uploading and returning Activity report form

- In Moodle: <https://totem.ke/elearning/> → Log in → Training of trainers process → Follow-Up
- Activity Report Form (template)
- Returning the Activity reports



# Wrap up and next steps

- Start organising the activities
- Return an activity report after each activity
- Organise two activities before the second coaching session 17th of August
  
- Preparing for coaching sessions: 1) Take a picture/video of your activity. 2) Bring along one success and one lesson learnt.
  
- **Between September 2022 and February 2024:** Organise at least four more activities (altogether at least 6 activities by February 2024)
- The second coaching session takes place 17th of August at 15:00 – 16:30 (Zoom)