

IO3 Teacher Trainer – MANUAL

Day 1 Monday- WELCOME AND INTRODUCTION

Location:

Time	What	Goal	Material needed	Trainer
1 30 mn 17.30-18.00	<p>Introduction goal, programme and trainers</p> <p><u>Presentation</u> The trainer gives an introduction on the goal, structure and programme of the training. Start with Powtoon, then PWP with goals and structure.</p> <p><u>Padlet</u> What is your expectation of this week?</p> <p><u>Introduction of ourselves</u> You make first impression within a second. It's very effective and the following video will show it. https://www.youtube.com/watch?v=RS3iB47nQ6E For dinner we prepared a lot of questions. Your mission: Make a good first impression! After dinner is the follow up!</p>	Getting introduced to training and trainers	Beamer PWP / Powtoon / Padlet	
2 120 mn 18.00-20.00	<p>Dinner with questions. By every course we shuffle the table arrangement so we can talk with everybody.</p>	Make a good first impression!	Questions! https://musthavemom.com/wp-content/uploads/2015/06/Conversation-Starters-Page-1.pdf	
3 20.00-21.00	<p>During dinner, everybody talked to each other. At this moment we gonna look what the first impression is. We used answergarden:</p>	Know each	Links for	

		<ol style="list-style-type: none"> 1. Stand before the group. 2. Question to the group: What do you think about the person based on the first impression. Is she sportive? A lovely parent? Energetic? A movie addict? Everthing what comes in your mind is good! Fill in on answergarden! 3. Person x argument whats right or completly wrong. 	other	answergarden / PWP	
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Day 2 Science Tuesday

Location:

	Time	What	Goal	Material needed	Trainer
1	90 mn 09.00-10.30	Introduction Warming up: <ul style="list-style-type: none"> - Stand in a cirkel based on lenght. - Stand in a cirkel based on eyecolor. What do you see? It's a good practise for collobaration. A presentation about lean.	Get inspired: possibilities on blended learning and innovative thinking		
2	30 mn 10.30-11.00	Coffee break			
3	60 mn 11.00-12.00	<u>Knowledge</u> Introduction of lean learning thinking. <ul style="list-style-type: none"> - What is Lean? - Why PDCA? - Introduction of the A3 model. - This is the bridge to 21th business skills. 	Gain knowledge: project outline		
4	60 mn 12.00-13.00	Lunch break			

5	60 mn 13.00-15.00	<u>Introduction module structure.</u> Intruction: <ul style="list-style-type: none"> ▶ <u>Define the 3 themes!</u> ▶ <u>Describe a short explanation off the subject.</u> ▶ <u>Wich topics are covered in the modules?</u> Presentation <ul style="list-style-type: none"> ▶ <u>Every group give a presentation about t he themes.</u> <u>Module structure</u> Discussion about first version of the de module structure.			
7	15 mn 15.00-15.15	Coffee break			
8	45 mn 15.15-16.15	<u>Inspiration point</u> England – innovative lesson Presentation/ exercize about google classroom.			
	16.15 – 16.30	<u>Wrap up day 2</u>			
11	17.30-	Dinner t.b.d.			

Day 3 Wednesday – Co-creation Wednesday

Location:

	Time	What	Goal	Material needed	Trainer
1	60 mn 09.00-10.30	<p><u>Warming up</u> Who is this quiz! Kahoot! – With the output of Monday evening(first impression exercize) we did a kahoot quiz. This was a introduction of the digitool and a good warming up.</p> <p><u>Inspiration</u> 09.15 – 09.45 Tour around the school.</p> <p>10.00 – 10.30 Introduction of the day. What’s on the programm?</p>	Knowing the school.		
3	15 mn 10.30-11.00	Coffee break			
2	60 mn 11.00 -12.00	<p><u>Knowledge / mixed groups</u> Co- creation workshop – Let’s develop together a master piece of 21th business course. We use knowledge of every teacher experts of Finnish education and findings of the project. Introducing costumer service module of Careeria goals. Step 1, identifying needs of renewal of customer service training. Step 2 Present Gemba method.</p>	Working together on a good example of a module.		
3	12.00 – 13.00	Lunch			
4	60 mn	Find some ideas per phase of the module structure and work it out. Wrap up the	Inspire each		

	13.00 – 15.00	ideas. <ul style="list-style-type: none"> - <i>Make a presentation with your ideas.</i> - <i>Present to each other.</i> <i>'this is a taste bite'</i> on Thursday they'll work on own topic.	other with ideas		
5	15.00 – 15.15	Wrap up			
6	60 mn 15.00 – 16.30	Free time			
7	Afternoon/ evening	Social event:			

Day 4 Thursday – Action Thursday

Location:

	Time	What	Goal	Material needed	Trainer
1	60 mn 09.00-10.30	<p><u>Inspiration</u></p> <p>09.00 – 09.45 public speaker Joonas Mikkilä Head of Digital and Educational Affairs FEDERATION OF FINNISH ENTERPRISES</p> <p>09.45 – 10.00 Q&A with speaker</p> <p>10.00 – 10.30 Group discussion how can i use it in my project? <u>Whats in it for me and our project? 30 minutes</u> Thoughts – ideas - Key findings for the project</p>	Knowledge about finnish business education	-	
3	15 mn 10.30 - 11.00	Coffee break			
4	60 mn 11.00 – 12.30	<p>Innovative lesson</p> <p>Tjtech – Digttool for math education</p> <p>Germany – Giving effective feedback / reflectoin method.</p>	Inspire each other	-	
5	60 mn 12.30-13.15	Lunch			
6	60 mn 13.15-15.00	<p><u>Plan of action</u></p> <p>Working on own project. 1 of 3 module topics.</p> <p>Work out the steps of module structure. What’s your idea per phase? What are the possibilities and topics?</p>	Making a plan of action		

		Work it out and present later.			
7	15 mn 15.00-15.15	Coffee break			
8	15.15 – 16.30	<u>Plan of action</u> Working on own project. 1 of 3 module topics. Work out the steps of module structure. What's your idea per phase? What are the possibilities and topics?	Making a plan of action		
9	16.00 – 17.00	Wrap up day 4 Group reflection on the day			
	Afternoon/ evening	'Free' evening – no activities			

Day 5 Future Friday –

Location:

	Time	What	Goal	Material needed	Trainer
1	60 mn 09.00-10.00	Innovative lesson of Holland - VR-glasses/360 camera - Demo experience.	Inspire each other	-	-
2	60 mn 10.00-11.00	<u>Trend and topics of new knowledge of future orientated education.</u> Native speaker CEO Careeria – Sari Gustafsson	Knowledge about finnish business education	-	-
3	15 mn 11.00-11.15	Coffee break			
4	60 mn 11.15-12.15	<u>Evaluation / Voice of the participant</u> Evaluation café 4 tables / 4 groups. 4 minutes to give feedback on the following questions. After 4 minutes we moved a table. <ul style="list-style-type: none"> - What was positive about the whole week? - What could have been better? - What was your absolute WOW moment(s) of the week? - Place of compliment (positive feedback or whatever?) How do we succeeded as a group. What are the expectations for the future? Used the expation padlet to reflect. Everyone gets one minuut for a final statement.	Reflection of the week and looking forward to September.		

		What's next? September is coming!			
5	60 mn 12.15-13.15	Optional lunch			
6	13.15	End of training			