



FREEDOM ENGLISH ACADEMY
COACHING FOR PROFESSIONAL JOBS

STM 8 - Growing with FEA

Duration: 2 Days

v25.5.19

Eligibility

Facilitators who hold an experience of at least 3 months in the organization.

Objectives:

- Participants will reflect on their journey in the organization.
- Participants will discuss their challenges faced till now and the solutions for them.
- Participants will learn the importance of MER in their growth.
- Participants will learn about the opportunities available for them within the organization.

Material Required:

- Small sticky notes
- Colored A4 size Sheets
- Sketch pens

STM 8 - Growing with FEA

Day 1

Time	Objectives	Activities
9:00am -11:00am	<p>To make the participants comfortable.</p> <p>To understand the process of growth.</p>	<p>Ask the trainees to be in groups of 3.</p> <p>Provide them with different seeds and ask them:</p> <p>How will you take care of it? How will you help it grow? How will it look like after it grows?</p> <p>Transition to the process of growth within the organization by sharing your own journey of growth and what it took to get where you are.</p> <p>To inspire them, share a clip of an employee and share the data of the FEA graduates who later became FEA employees.</p>
11:00am - 11:15am	TEA	
11:15am - 1:00pm	<p>To make the participants reflect on their journey of growth in last 3-4 months.</p>	<p>Trainees will be given 2 colored A4 size sheets.</p> <p>Trainees will be asked to think about the skills that they have acquired in these 3-4 months and draw a picture to show their journeys of growth.</p> <p>How was the journey? What were the challenges you faced? How did you overcome them? What challenges are you still facing? What support have you received so far? How would you like us to help you?</p> <p>Let them answer these questions on the 2nd sheet and share their answers. (2 min per person)</p> <p>End the session by talking about MER as a diagnostic tool for the facilitators.</p> <p>MER plays an important role in promotions.</p> <p><i>(Communicate that we will be discussing</i></p>

		<i>the challenges in the later part of the day in the presence of one of the Regional Managers).</i>
1:00pm - 1:45 pm	Lunch	
1:45pm – 4:00pm	<p>To introduce MER.</p> <p>To make the participants indirectly reflect on their MERs.</p>	<p>Participants will be given 1 slip of paper (with the first 10 MO parameters and one different facilitation skill written on each slip) (Designed to develop question skills, knowledge of the content, interaction with the students etc.) –</p> <p>Appendix 1</p> <p>Note: Explain the effective behavior of each point too (Effective Behavior sheet)</p> <p>Participants will be given 5 minutes to think about the skills and rate themselves on a 1 to 5 scale, along with a justification.</p> <p>Ask how can we score better in a particular skill?</p> <p>Ask for suggestions from them.</p>
4:00pm – 4:15pm	TEA	
4:15pm – 6:00pm	To discuss the challenges.	<p>Discuss the challenges shared by the participants in Session 2 in the presence of a Regional Manager.</p> <p>Write the solutions discussed or shared by the Regional Manager.</p>

Growing with FEA

Day 2

Time	Objective	Activity
9:00am – 11:00am	<p>To make the participants aware of the opportunities available in the organization.</p> <p>To reflect on the goals that participants have in their life.</p>	<p>Show the “How to Stay Ahead of Others” video to the participants.</p> <p>Link: https://www.youtube.com/watch?v=0jHw-_IKivo</p> <p>(Play till 2:42 only)</p> <p>Ask:</p> <ul style="list-style-type: none"> • What will happen when you are ahead of everyone at your workplace? • What opportunities will you get when you are ahead? • What opportunities are available for you in FEA? <p>Steer the discussion to the posts and departments available within FEA.</p> <p>Show the participants PPT of the Success Ladder in the organization.</p>
11:00am – 11:15am	TEA	
11:15am – 1:00pm	<p>To make the participants reflect on the next 10 MER Parameters.</p>	<p>Reiterate that knowing your strengths and weaknesses is the first step to grow and MER helps us with that.</p> <p>Write the next 10 Parameters of M0 on the board and ask the participants to rate themselves on these parameters. (Appendix 1)</p> <p>Note: Explain the effective behavior of each point (Effective behavior sheet)</p> <p>Discuss and talk about the effective behavior expected by each parameters by the facilitators.</p> <p>Conclude the discussion and ask the participants to think about a classroom where all of these 20 Parameters have their effective behavior and what other parameters would you like to add with these?</p>

1:00pm - 1:45pm	Lunch	
1:45pm - 4:00pm	<p>To introduce MER.</p> <p>To make the Participants indirectly reflect on their MER.</p>	<p>Give the participants sticky notes and ask them to write the additional parameters that they thought of. (Write the parameters which already are a part of MER)</p> <p>Add the remaining MER parameters and write them on the board. (Appendix 2)</p> <p>Note: Explain the effective behavior of each point too (Effective behavior sheet)</p> <p>Discuss the importance of these parameters and effective behavior related to each parameter.</p> <p>Narrate your story to talk about the sequence or order of the MER Parameters.</p> <p>Reiterates the importance of MER in the organization and how it is a diagnostic tool.</p>
4:00pm - 4:15pm	TEA	
4:15pm - 6:00pm	Action Plan and Goal Setting.	Ask the participants to share where they want to see themselves in the organization after 1 year and to prepare an action to get there.



FREEDOM ENGLISH ACADEMY
COACHING FOR PROFESSIONAL JOBS

Appendix 1 (M0 & M3)

1	Welcoming new students
2	Facilitator interactions with students
3	Monitoring student behavior
4	English-only environment
5	Student participation
6	Materials and resources
7	Directions and procedures
8	Learning activities and Clarity about the objective of the lesson
9	Performance of non-instructional duties
10	Structure and pacing
11	Management of transitions
12	Questioning skills
13	Explanations of content
14	Accuracy
15	Importance of the content
16	Linking previous lessons with the current lesson
17	Evaluating strengths and weaknesses of the students
18	Reflection on learnings from the lesson
19	Monitoring students' learning
20	Feedback to students



FREEDOM ENGLISH ACADEMY
COACHING FOR PROFESSIONAL JOBS

Appendix 2 (MER)

1	Monitoring student behavior
2	English-only environment
3	Management of transitions
4	Performance of non-instructional duties
5	Laptop & Headphone management
6	Directions and procedures
7	Delivery of content
8	Linking of previous learning / lessons with the current lesson
9	Student participation
10	Questioning skills
11	Complete sentences
12	Body language and intonation
13	Mutual respect
14	Structure and pacing
15	Lesson objectives, learning activities and wall displays
16	Accuracy
17	Reflection on learnings from the lesson
18	Monitoring and evaluating students' learning
19	Feedback to students
20	Timely completion of program
21	Student resources
22	New students
23	Branch trunk inventory
24	PLC score
25	Student retention