This suggested half-day training programme (three hours) supports educators with the knowledge on how best to reflect on the success of the Welcome Weeks introduced before the official start of the SAGE programme. You can adapt and change the suggested activities that best suit both your setting and the needs of your participants. The programme can support a range of stakeholders including, ministry and district officials, headteachers, teachers, community-based educators and community members.

You will need to plan your training days to include breaks, rest breaks and time for lunch etc. Consider introductory and plenary type activities to welcome participants and to consolidate learning.

This half-day training should be completed after the 14-20 hour training **Establishing an effective learning environment** a and/or **Introducing the SAGE learning programme**.

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Half day-training: **Reflecting on Welcome Weeks
Target group:** Local stakeholders and educators

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| **Reflecting on Welcome Weeks** | **Objectives**1. To share experiences from SAGE Welcome Weeks to date and learn from each other.
2. In depth look at certain aspects of different remaining units
3. An appreciation on how we can find out how the learners are learning.
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| **Time**  | **Topic and Materials** | **Session Guiding Steps** | **Facilitators**  |
| *30 minutes* | **Welcome and introductions**  | The lead facilitator to welcome everyone to the workshop, and they will explain that this is one of many workshops meeting with the SAGE team in a bid to enhance each other capacity on how to efficiently and effectively support the SAGE programme. |  |
| *60 minutes* | **Sharing experiences of welcome weeks and learning sessions so far*** *Sticky notes/ coloured paper*
* *Flipchart*
* *Markers*
* *Handout with questions*
 | **Activity 1** * Make groups of four – six.
* **Plus, Minus** or **Interesting** (reflecting on experiences to date) – Identify up to 3 things for each label and give example(s) for each thing.
* Written on sticky notes – put on labelled flipchart paper.
* **Room Walk** –ask participants to walk around the room and read the Post-it notes of groups.
* **Draw the group together** and ask participants for feedback on what went well during Welcome Week.
* **What key questions** – What key questions are still outstanding? Where might they did help?

**Activity 2** * **Think** (2 minutes), **Pair** (5 minutes) and **Share** (8 minutes) Reflect on the following statements:- The right learners are coming to my learning setting.
* Parents/caregivers are encouraging.
* Learners are motivated.
* *Think of other statements relevant to your programme.*
* Then choose one idea from each statement that you think will be valuable to share with the whole group.
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| *60 minutes* | **Clarifications and Arising Matters**  | * Class make-up and composition (teacher: learner ratio 1:30)
* Sitting layouts (groups not rows)
* Teaching hours (8 hours per educator)
* Screening results and future actions
* Any payment information to share
* Responding to any raised questions
* Registers, Reporting and log sheets (Submission dates, templates and emphasis on submissions)
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|  | **End of session**  |  |  |