

APPENDIX D: SUMMARY OF COURSE ORGANISATION

CfBT (CENTRE FOR BRITISH TEACHERS) PRIMARY SCHOOL ACTION FOR BETTER HEALTH PROGRAMME Summary of Course Organisation

Before Course

1. Arrive at the venue earlier than the participants

2. Check on the following items

- Course Registration Form (To be filled in and signed by both facilitators and participants beginning)
- Contact Registration Form (To be filled in and signed by both facilitators and participants beginning)
- Travel Refund Summary Form (If course is funded)
- Daily Registration (Attendance) (Form to be signed by all in the morning and afternoon).
- Daily Report Forms (to be completed by rapporteurs at the end of each day; and verified and consolidated by the Course Organiser in case of double or more classes)
- Guidelines on travel/training allowances
- Relevant video tapes/cassettes

3. Further check and verify that each file has

- A writing pad
- A pen
- A name tag
- A timetable
- An evaluation sheet
- A Claim Form to be filled on arrival and left with the trainers registering participants

4. Check and verify the stationery supplied, namely:

- Foolscaps
- Newsprint
- Felt Pens
- Spirit
- Felt pen ink
- Chalk
- Pins
- Masking tapes
- Blue tack
- Envelopes
- Highlighters
- Chalkboard rulers
- Chalkboard dusters
- Stapler
- Stapling pins
- Paper punch

5. Check on the handouts and verify the number.

6. Check on accommodation for both trainers and participants.

7. Give and discuss the timetable with the institutional Head or Liaison Officer.

8. Complete list of attendance for certification per school and indicate TSC numbers, gender and position i.e. KRT, HTR or CR.

9. The following items should be part of the course summary report

- Fears and Expectations (Course A)
- Course Norms/Ground Rules
- Emerging Issues in and Out of School and Strategies – Course A
- Challenges and Experiences (Course B)
- Action Plans for A and revised in Course B
- Questions from Question Box and their answers attached
- Summary of attendance per district per Head Teacher, Resource Teacher and Community Representative and their gender
- Any irregularities should appear on the daily report as summary

10. In all aspects of running the course, high standards of discipline must be observed.

Conducting Arrival, Registration (Evening Session)

- Arrival – Registration – Distribution of Materials
- Ensure you are at hand to welcome participants
- Welcome for evening session by Facilitator on Duty (FoD)
- Facilitator on Duty introduces participants, preferably by school, to determine Head Teacher, Resource Teacher, and Community Representative representation
- FoD leads participants to come up with Expectations; Fears; Rules; and to elect officials, namely,
 - Group Leader
 - Group Welfare Officer
 - Group Spiritual Leader
- FoD introduces course organiser who in turn introduces course facilitators in the absence of CfBT Staff
- Project Coordinator takes over from the course organiser to conduct the rest of the programme i.e. introducing institute Head or Representative to address audience
- Project Coordinator calls upon Project Manager to give welcoming remarks
- Class secretaries and rapporteurs are elected the next day in their various classes
- Facilitators' responsibilities
 - Course organizer
 - Class leader
- Handouts / Training Materials
- FoDs for 6 days

During Sessions

- All trainers to be in the lecture room for support and reinforcement during sessions
- Those not facilitating could better be seated at the back so that only those facilitating be at the front
- Avoid time wasting
- Prepare and use legible charts
- Morning prayers and re-cap should not take more than 15 minutes
- FoD and class secretary to ensure attendance sheets are signed
- Avoid granting leave to participants unless on exceptional cases
- Issue handouts at the end of each day: number all the handouts. Return leftovers to Course Organiser
- No production of new material or photocopying of handout without consultation
- Always plan as a group and cross check your plans before presentation
- Organise for video sessions well in advance
- Give simple and clear instructions to participants

Conducting Closing Session

- Features of a Responsive School will be conducted as a whole group by the Course Organizer (1hour) followed by evaluation (15 min)
- Closing Ceremony takes 45 min, with the following speakers:

(a) Entertainment	5 min
(b) Hymn / Word of God	5 min
(c) Group Leader	5 min
(d) Course Organiser	5 min
(f) Institute Head	5 min

(g) Course Organiser	10 min
(h) Guest of Honour	20 min
(i) Prayer	5 min

Course Report

- Rapporteurs need to meet with Course Organiser and be carefully guided on how to report using the daily report
- Before a day's report is adopted the Course Organiser needs to clarify documented issues and proceedings for accuracy
- Interpretations and perceptions should be accurately recorded
- Consistency in all days' reports must be maintained
- Do a checklist for attachments and display it