

Term Planning Training

Objectives	Session Proceedure	Materials Needed	Assessment
Morning Welcome and Introduction Game	Catch the ball: pass ball around discussing what we did over break.	sports ball	Participation
Term 3 Planning A TTWBAT create a list of class needs for term three for each subject they teach based on the syllabus and exam scores.	<p>TPS-How do you prepare for a new term?</p> <p>Say: <i>we can talk about how to plan for the whole year towards the end of this term. But right now I want to focus on getting ready for term 3. We have some things to consider:</i></p> <ol style="list-style-type: none"> 1) <i>Remaining Syllabus items</i> 2) <i>Information we got from term two tests telling us what the kids need to review.</i> <p><i>Each of you will be in a different spot with each class. But you can plan out all of term three right now so that you know by the end of the term you accomplished what you needed to.</i></p> <p>Talk about how to plan review and get data from exams.</p> <p>End the day with each teacher having a list of what each class needs to focus on in term 3</p> <p>*Remind trainees to bring list with them tomorrow.</p>	<p>Copies of Syllabus</p> <p>Test scores and copies of test.</p> <p>Chart example for organizing data from assessments.</p>	Completed charts of term three needs for class.

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<p>Term 3 Planning B</p> <p>TTWBAT create on a provided blank calendar a topic plan for the term for teach class.</p>	<p><i>Say- Today we are going to plan out term three so that we will know exactly what we need to cover and when.</i></p> <p>Pass out copies of blank calendars for September/October. Teachers should have one for each class.</p> <p>Invite teachers to take one calendar and one list of topic needs. (see additional sheet)</p> <p>Demonstrate how to write in exam days and break days for the term.</p> <p>Have the teachers count how many instructional days are in term 3.</p> <p>Then have the teachers look at their list of topics/needs and assign a number of days to teach topic.</p> <p>Have teachers write in PENCIL topics onto the calendars.</p> <p><i>Say: You now have a map for the term and they can make individual lesson plans for each day now.</i></p> <p>Exit slip- one completed calendar</p>	<p>Blank Copies of Calendars</p>	<p>One Calendar Completed.</p>
<p>Term 3 Planning C</p> <p>TTWBAT create on a provided blank calendar a topic plan for the term for teach class.</p>	<p>Say- Now we are going to complete calendars for the rest of the classes.</p> <p>Walk around and spend time with those who are struggling</p>	<p>Copies of blank Calendars</p>	<p>Completed calendars.</p>
<p>Closing</p>	<p>Sticky Note Conversation:</p> <ol style="list-style-type: none"> 1) How will you use your term 3 calendar? 2) What should be considered for term 2 and 3 term planning? 3) What questions do you have? 	<p>-Three Poster Boards -sticky tack -questions written on a piece of paper -pieces of paper for participant responses.</p>	<p>Participation</p>