



## FACILITATOR TRAINING – FULL DAY FORMAT FOR CTTE TRAINING PROVIDERS (6hrs)

Time		Notes
0915	Arrive/Introductions/Refreshments	Area set up – Visual Presentation – TTB delivery/CTTE promo/Copy prog etc/Delegate Pack/Support Materials
0930	Fun based Energiser	Discuss further ops from box for Ice Breakers/Energisers etc.
0950	Formal Introductions – Overview of CTTE – powerful nature of TTB – delegates consider resources - role of facilitator - contextual setting/establishment – who/what/where/when/how – relate to team tasks – ‘closing the loop’ - Hot/Cold reviews	Box and Manual open for delegates to peruse. Q&A as required.
1020	Lead by Trainer AG/GBC: Take delegates through whole process –   Discuss – Core Values/Standards/Versatility for different learner groups etc	Have all resources/training area prepared in advance – be prepared to input alternatives/similar activities using same kit to demonstrate versatility.
1130	Refreshments – Discuss process and value/ place in educational establishment – cross curricular opps – refer to team training models KOLB/ADAIK etc. Give Delegates Scenario related to setting/Establishment – eg INSET/INCLUSION GROUPS/PREFECTS/REWARD GROUP/MIDDLE MANAGERS/SMT etc. Ask delegates to plan a session from TTB manual and resources relevant to scenario. Whole group to discuss outcomes T.O's / E.O's 2 delegates - Ice Breaker/Energiser 2 delegates - Main Activity 2 delegates – Review Method 2 delegates – Review value of whole process and feedback session	Company TTB letter headed notepaper for notetaking – branded writing materials (Delegates Pack)
1210	LUNCH	

# TEAM TOOLBOX

Cont.....		
1250	Fun based energiser	Discuss versatility and relevance of post lunch energiser
1300	Lead by Delegates Facilitate whole process – 	Delegate to have prepared resources etc according to plan.  Trainer looking for opportunities to input interventions/differentiation etc.
1420	Refreshments - Delegates to review process according to Training Objectives and Enabling Objectives (TO/EO's)	Refer to core values / review vocabulary /
1430	Trainers to review delivery of whole process.	Trainers refer to notes from session. Discuss relevant 'transference' of skills to setting/learner eg 14-19 – work/school/leadership/club/friendship group – lifelong learning
1450	'GETTING TO KNOW TTB' Flexible session allowing delegates opportunity to consider resources/manual/values etc Q&A for trainer/s	TTB open – resources/manual available
1545	Close	

