

This is a sample task from *ELT Playbook Teacher Training* by Sandy Millin, a book of reflective tasks for teacher trainers. Find out more, including how to buy your own copy, at <http://eltplaybook.wordpress.com>.

What is training? 4

Examining your context



Task: 30 minutes

Reflection: 20 minutes



ELT Playbook
Teacher Training



Sandy Millin


Write a short description of a context you expect to train in soon. Consider the following aspects:

- why the training was requested and by who
- who you will train (background, education, qualifications, English level, etc.)
- what the training will involve
- where you will train (type of institution, facilities available, etc.)
- who you will be working with (co-trainers, managers, etc.)



- Were any of the questions challenging or impossible to answer? Can you think of ways to get the answers?
- Is this a context you have trained in before? If yes, what did you learn the last time that could help you this time? If no, do you know anybody else who has trained in a similar context who could offer you advice?
- Do you think the trainees will find your training useful and/or applicable? Why (not)? If not, how could you adapt it to them? How can you help them to see connections between your training and their everyday work?
- What challenges or opportunities does this context present? How can you counter or exploit them?
- How can you evaluate whether the training you provide is appropriate to the context, while also meeting the needs of the people who requested it?



Blogpost: Describe one of the challenges that this context might present. Suggest two ways you might overcome it. Use the #ELTplaybook hashtag to share what you have written.

Video or audio recording: Talk about how you plan to exploit at least two of the opportunities this context will provide.



Image post: Sketch the place that you will be doing the training, indicating how you can use the space.

Private journal: Write about how you plan to run the training to make it as useful as possible to the trainees and why you have made those decisions. Include how you plan to evaluate the training.



This is the full list of tasks in *ELT Playbook Teacher Training* by Sandy Millin, a book of reflective tasks for teacher trainers. Find out more, including how to buy your own copy, at <http://eltplaybook.wordpress.com>.

What is training?

1. Teaching v. training
2. The apprenticeship of observation
3. The wider community
4. Examining your context
5. Practising what you preach

Planning training

1. Needs analysis
2. Linking content and practice
3. Tracking development
4. Evaluating training
5. Desert island resources

Observation: written feedback

1. What is good?
2. The clarity of comments
3. Action points
4. Including the students
5. What do you write about?

Observation: spoken feedback

1. Balancing participation
2. The relationship with written feedback
3. What can go wrong?
4. Input in feedback
5. Varying feedback

Workshops and input sessions

1. Planning sessions
2. Timing and pacing
3. Who's doing the work?
4. Use of materials (or not!)
5. Takeaways and follow-up

Other aspects

1. Doing something different
2. Observation of other teachers
3. Dealing with challenges
4. Trainer wellbeing
5. Beyond the training room

Complete all of the tasks in one section of *ELT Playbook Teacher Training*. Claim your badges by sharing your responses to the tasks using the #ELTplaybook hashtag on [Twitter](#) or [Instagram](#), or on the [ELT Playbook facebook group](#).

