



MODULE 2

Building and Leading a Team – building, developing, and leading a team

LESSON PLAN

Details

Date & Time of Workshop	<ul style="list-style-type: none"> 27 April 2024 11:00 (UK) 		
Zoom link for Workshop session	<ul style="list-style-type: none"> Link to zoom workshop 		
FACILITATOR name	<ul style="list-style-type: none"> FACILITATOR name/CO-FACILITATOR 1/CO-FACILITATOR 2 		
Resources & external links	<ul style="list-style-type: none"> Workshop Presentation Figjam Feedback form Post workshop reflection assignment 		
Breakout groups & CO-FACILITATOR names	<p>Group 1 (FACILITATOR)</p> <p>Learner Names</p>	<p>Group 2 (CO-FACILITATOR 1)</p> <p>Learner Names</p>	<p>Group 3 (CO-FACILITATOR 2)</p> <p>Learner Names</p>
Assessment methods	<p>Participation with peers in workshop plenary and breakout group work - implementation of module knowledge in group work and presentations (including participation and use of TAG)</p>		

Running order

Welcome and ice breaker (10 mins)	<p>SLIDE 1 - COVER, 2 - AGENDA, 3 - HELLO</p> <ul style="list-style-type: none"> Welcome, introductions of Beacon Team Agenda points – briefly go over. Ice-breaker activity: 1 positive thing: participants to post in chat one positive thing that happened in their lives recently. They should write no more than 6 words. After they type in the chat, they take turns to tell everyone their sentence. This is a combined mic check.
Segue into breakout rooms (5 mins)	<p>SLIDE 4 - EXPECTATIONS</p> <ul style="list-style-type: none"> Given what you've learnt from the Module, what are your expectations for today's workshop? After posing this question, CO-FACILITATOR shares Figjam link to post in chat Give participants no more than 5 minutes to jot down their expectations



Empowering Future Leaders

<p>Breakout Group Activity (50 mins)</p>	<p>SLIDE 5 – BREAKOUT GROUP EXERCISE</p> <p>SLIDE 6 - ACTIVITY</p> <p>SLIDE 7 - GROUPS</p> <p>Go into breakout rooms</p> <p>CO-FACILITATOR script in breakout room:</p> <p>Lights, Camera, Action!</p> <p>CO-FACILITATOR Instructions:</p>
<p>Presentation and discussion (20 mins)</p>	<p>SLIDE 8 - PRESENTATIONS</p> <ul style="list-style-type: none">● Present – each group will have 5 - 6 minutes to present their Presentation to the whole group (share their screen)● CO-FACILITATOR gives first feedback as a model (advise all to take note of how does it as this is a reference of how TAG is delivered)● Whole group discussion – allow for feedback and questions from whole group● Practical application of feedback learning – ask about the group dynamic (explain what this means) during the breakout group session
<p>Aha! Moments + Learning Outcomes (15 mins)</p>	<p>SLIDE 9 – AHA MOMENTS + LEARNINGS</p> <ul style="list-style-type: none">● Facilitate discussion through questioning:<ul style="list-style-type: none">○ What techniques have we learned that we can apply today?○ What should we not do?○ Could include your own personal anecdote○ Opportunity to ask clarifying questions – allow peers to reflect and answer
<p>Next Module, introduce reflection activity, evaluations (10 mins)</p>	<p>SLIDE 10 – NEXT STEPS</p>
<p>Buffer (10 mins)</p>	<ul style="list-style-type: none">● Buffer time