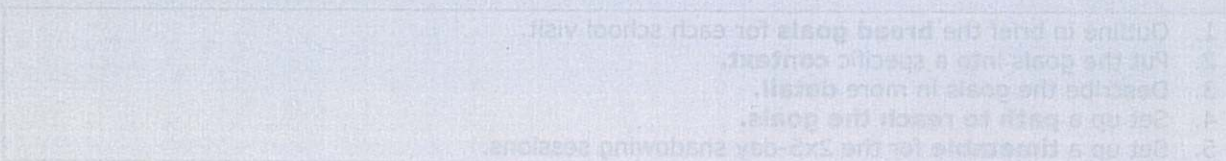


Tandem 2 Project

Report on preliminary visit to schools in Mlada Boleslav, March 18-19 2013

Hampson Language Academy

Steve Button / Taal Millard



Unfortunately, Martin was ill on the day of the workshop so he was only able to set it up before leaving at this point. It was agreed that the partners would send Martin a feedback report on the outcomes of the two-day message to keep him informed.

Both Taal Millard (Doe and teacher at ILS English) and Steve Button (teacher/leader, ILS English) sat in on both sessions with each partner school (Hampson and Philadelphia) to discuss their needs and how we might best deliver the programme to them. The Philadelphia Academy mainly focuses on teaching automotive workers and suppliers, whilst the Hampson Academy has a strong focus on accelerated learning techniques in general English. Hampson has two main sites - a school in Mlada Boleslav for general English courses and a 'farm' in Plynov, on the outskirts of the town, where they have intensive, week-long courses for business customers. The farm is a full-board and training ('boarding school') set up, where the students lodge for the duration of their courses.

The broad outline of shadowing requirements is given below. More detail can be found in the feedback on the Tuesday individual email messages which took place.

Workshop Meeting - Hampson Language Academy

Monday 18th March 2013

1. Outline in brief the **broad goals** for each school visit.
2. Put the goals into a specific **context**.
3. Describe the goals in more **detail**.
4. Set up a **path to reach the goals**.
5. Set up a **timetable** for the 2x5-day shadowing sessions.

1. **Academic:** the school was looking to acquire a general improvement in their teaching, and it was hoped that the two main teachers at the school, Marine and Petra (the owner's daughter) would be able to hand down to other teachers the feedback they received in the first 5-day period. **Management:** input was requested on implementing management change.
2. **Academic context** of the school is, as mentioned, split between the boarding school for intensive accelerated learning courses, and the general English courses offered at the Mlada Boleslav centre; the **management context** is the current organisational restructuring.
3. **Academic goals** to shadow Marine and Petra and provide feedback on teaching methods and activities in order to train the rest of the 25 teaching staff at Hampson using the feedback given by ILS trainers, also to generate ideas from ILS trainers about how to develop new and unique courses; **Management goals** to advise on effective marketing and business management strategies.
4. **Academic & Management** Conduct shadowing and make recommendations in week 1; recommendations to be implemented prior to second visit; feedback and additional consultation and advice to be given during second visit.
5. For the first 5-day block of shadowing an ILS trainer would sit in with Marine and Petra and provide feedback (this was later expanded – see Tuesday feedback). Training would take place between June 3rd-7th 2013 (provisional, t.b.c.). Most of the training would take place at the boarding school centre, with perhaps 2 days spent at the school building in Mlada Boleslav at the end of the visit. Dates for the second 5-day shadowing block have yet to be finalised, in consultation with ILS English availability.

Individual On-Site Meetings with Hampson Language Academy

Tuesday 19th March 2013

In the morning we were the guests of the Hampson Language Academy in Mlada Boleslav and Ptryov. The meetings lasted between 3-4 hours

Both sites were very well-appointed and had comfortable classrooms equipped with modern technology and resources. There was a clear sense of investment in the teachers, and the directors/main teachers were very keen to train and retain their teachers through programmes of development.

The individuals we met clearly felt valued and involved in the processes of the schools, and this would suggest that motivation for the training blocks will be very high among those who attend.

We met with:

- Pavel Sudik (School Owner)
- Marine Sarkisjan (Head teacher)
- Dana Weberova (School Manager)

Dates requested:

Spring week: w/c 3rd June 2013 (provisional, t.b.c.)

Autumn week: t.b.c.

Tandem 2 Project

Report on preliminary visit to schools in Mlada Boleslav, March 18-19 2013

The Philadelphia Academy

Steve Button / Taal Millard

1. Outline in brief the broad goals for each school visit.
2. Set up a timetable for the 2x2-day shadowing sessions.
3. Describe the goals in more detail.
4. Set up a plan to reach the goals.
5. Put the goals into a specific context.

Unfortunately, Martin wasn't on the day of the workshop so he was only able to set it up before leaving at this point. It was agreed that the partners would send Martin a feedback report on the outcomes of the two-day meetings to keep him informed.

Both Taal Millard (Dof and teacher of US English) and Steve Button (teacher/teacher trainer of English) set in on both sessions with each partner school (Hampson and Philadelphia) to discuss their needs and how we might best deliver the programme to them. The Philadelphia Academy mainly focuses on teaching automotive workers and suppliers, whilst the Hampson Academy has a strong focus on accelerated learning techniques in general English. Hampson has two main sites - a school in Mlada Boleslav for general English courses and a 'farm' in Píčov, on the outskirts of the town, where they have intensive, week-long courses for business customers. The Farm is a full-board and training ('boarding school') set up, where the students lodge for the duration of their courses.

The broad outline of shadowing requirements is given below. More detail can be found in the feedback on the Tuesday individual needs meetings which took place.

The Philadelphia Academy

1. Outline in brief the **broad goals** for each school visit.
2. Put the goals into a specific **context**.
3. Describe the goals in more **detail**.
4. Set up a **path to reach the goals**.
5. Set up a **timetable** for the 2x5-day shadowing sessions.

1. **Academic:** the academy requires training in specialised language teaching courses delivered by academy staff. The key element was how to make lessons more engaging for their students. **Management:** the director requested Management Coaching.
2. The Philadelphia Academy has strong links with the Skoda company, with classes delivered both in-company and at school to Skoda managers, employees and suppliers. **Academic:** it was felt that teachers were not always team players, particularly the Czechs, and perhaps more engaging teaching methods would help bring teachers together to share ideas. However, it was acknowledged that the teachers were self-developers, reliable, flexible and prepare well. **Management:** following the economic crisis there is more competition in the region for the delivery of foreign language training.
3. **Academic:** the school requested specific training in the following areas of English teaching - *Business English, Finance, HR, Technical English and the Automotive industry*, and how to make these subjects and lessons more engaging. **Management:** the director wishes to focus more on strategic planning and to handover some of the day-to-day responsibilities.
4. **Academic:** the main requirement for the initial 5-day block was for ILS to provide workshops in the above areas of English teaching and to provide lots of usable activities, websites and resources for the Academy's teachers. **Management:** to shadow the director and advise on more efficient practices.
5. Two dates (provisional, t.b.c.) were suggested for the initial 5-day shadowing period. **Academic:** July 22nd – 26th 2013 would be good for the teachers at the academy as most of them would be available to attend. Dana asked for a series of 3-hour workshops to be delivered by ILS trainers, and suggested they could be between 10.00 and 14.00 each day. **Management:** May 27th when activity for the director at peak.

Individual On-Site Meetings with The Philadelphia Academy

Tuesday 19th March 2013.

In the afternoon we were the guests of The Philadelphia Academy in Mlada Boleslav. The meetings lasted 3-4 hours.

The school was very well-appointed and had comfortable classrooms equipped with modern technology and resources. There was a clear sense of investment in the teachers, and the director was very keen to train and retain her teachers through programmes of development which included the possibilities of CELTA training (possibly at ILS English), encourage and fund teachers to present at conferences, and develop materials with a view to approaching major publishers and attempting to arrange writing deals for their teachers.

The teachers we met clearly felt valued and involved in the processes of the schools, and this would suggest that motivation for the training blocks will be very high among those who do attend.

We met with:

- Dana Zbiralova (School Owner)
- Milan Hencel (Head teacher)
- Dita, Daniel, Marketa (School Teachers)

Dates requested:

Spring week: w/c 27th May 2013 for Management consultancy; 22nd July for Teaching consultancy (both provisional, t.b.c.)

Autumn week: t.b.c.

There were two main aims identified: **teacher training** for the academy staff in specific ESP areas and **management consultancy** for Dana as she seeks to hand over some of the responsibility of the day-to-day running of the school.

Tandem training Středočeský kraj 18. – 19. 3. 2013

Academy of Productivity & Innovation (API) (Proposal)

Project Goals

- ❖ To gain knowledge of tools, techniques and skills that will help to improve API's consultancy and training service to clients
- ❖ To experience use of tools and techniques

Week One (June 2013 - dates to be confirmed)

Objectives

- To support API development of a business plan and strategy for period to be defined
- To develop and implement personal development plans for key staff
- To provide transferable key skills training and coaching for key staff

Content

- *Understanding current business strategy*
- *Undertaking organisational audit*
- *Complete training needs analysis for key staff members*
- *Training workshops/individual coaching on identified skills, tools and techniques*
- *Evaluate and feedback on learning outcomes from the week*
- *Agree on-going projects and activities within the company*
- *Plan week 2*

Possible Ideas for Week 2 Consideration

- *Review implementation of agreed actions resulting from week 1*
- *Continuation of individual and/or group training and coaching*
- *Business planning, as appropriate*

Methods

The sessions will be interactive, using consultant inputs, group discussions, self-analysis, training workshops and business-based project work/activities

Tandem training Středočeský kraj 18. – 19. 3. 2013

Centrum andragogiky (Proposal)

Project Goals

- ❖ To create a future income stream less dependent on E.U. funded development monies
- ❖ To create a client base willing to pay for high quality training & development

Week One (8th – 12th July 2013)

Objectives

- To outline current UK trends and practices, as requested
- To investigate current practices within company
- To identify strengths and potential weaknesses of current practices
- To develop training needs analysis for key personnel
- To feedback and action plan for week 2

Content

- *Respond to questions raised by Renata and discuss appropriate applications for Centrum*
- *Investigate roles, goals and relationships (internally and externally) and their impact on current and future business*
- *Highlight strengths, weaknesses, opportunities and threats for the business*
- *How to conduct training needs analysis, followed by in-house application*
- *Evaluate and feedback on learning outcomes from the week*
- *Agree on-going projects and activities within the company*
- *Plan week 2*

Possible Ideas for Week 2 Consideration

- *Individual and/or group training and coaching*
- *Business planning*

Methods

The sessions will be interactive, using consultant inputs, group discussions, self-analysis, and business-based project work/activities