

TEACHER TO TEACHER (UK) Limited

Professional Development



Training & Support

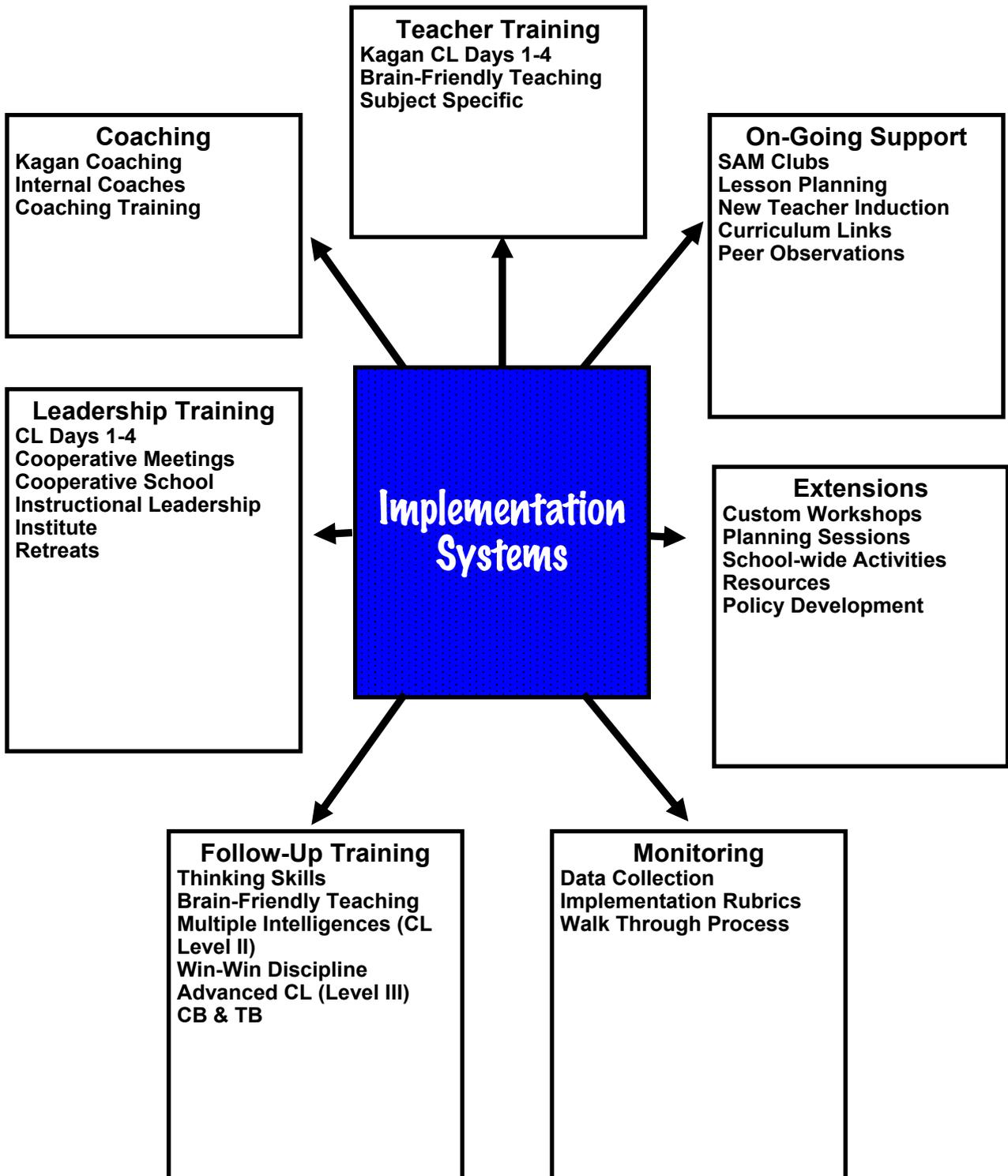
for a Whole School Cooperative Learning Approach



Gavin Clowes

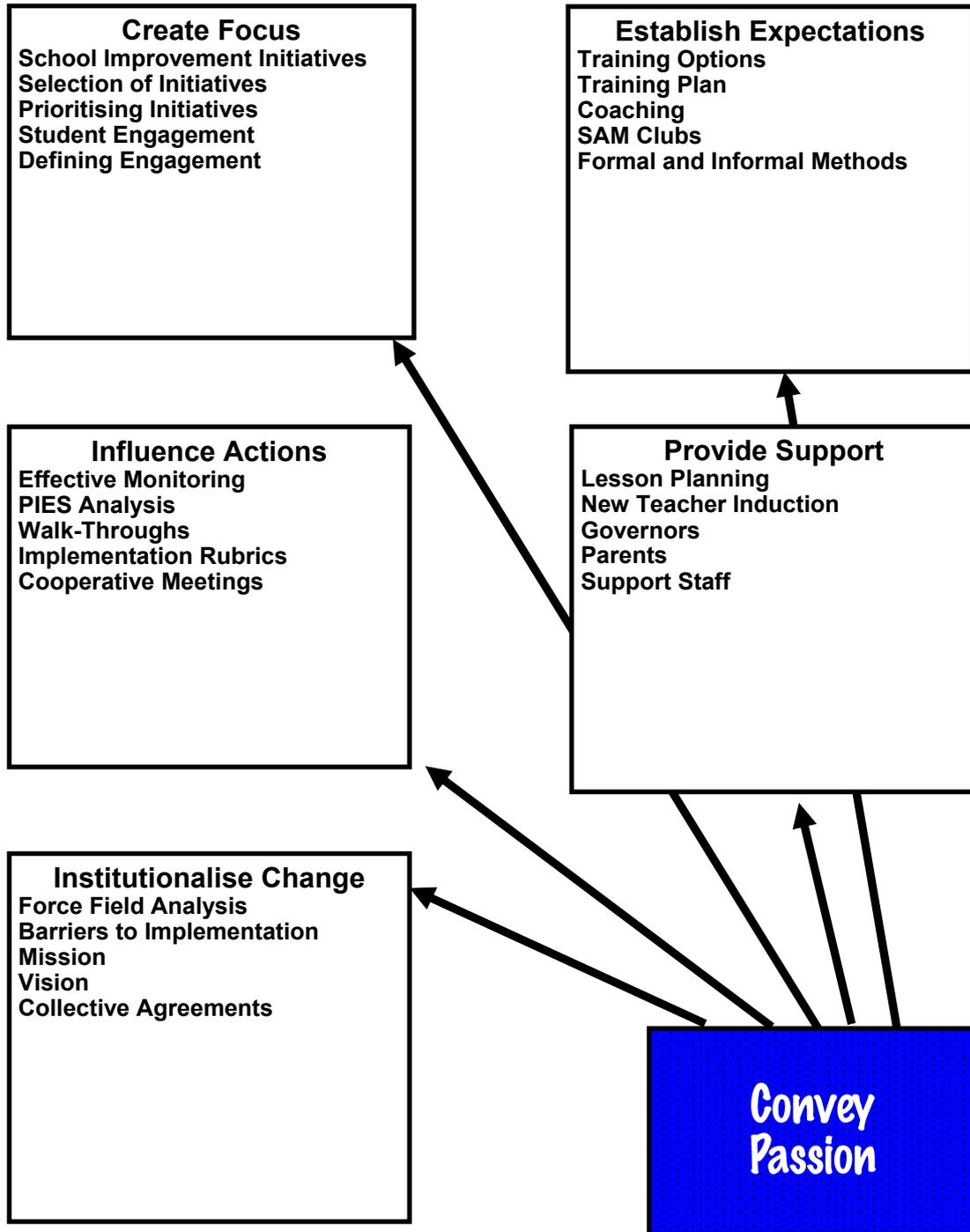
Cooperative Options for Results in Education

Implementation Systems



www.T2TUK.co.uk

Leadership Principles



www.T2TUK.co.uk

Training & Support Plans: Phase 1

In order to support full implementation and systemic change in a school or cluster, three essential components have been embedded into the scenarios below. Those components are:

1. Training for Teachers

All teachers in a school and/or cluster are trained in 4 days of Cooperative Learning.

2. Training for Senior Leadership Team (SLT)

All SLT are trained in 4 days of Cooperative Learning. This training can be done prior to teacher training or at the same time teachers are trained. All SLT are trained in Cooperative Meetings (2 days). It is recommended that this training occur after the four days of Cooperative Learning are completed.

3. Coaching

All teachers who have been trained are coached quarterly. SLT shadow Kagan coaches. Please see 'Kagan Coaching' on Page 25 for a brief description of Coaching.

Long-Term Planning

Any time during Phase 1, Kagan recommends developing a long-term plan to support classroom implementation and systemic change

Phase 1: Possible Scenarios

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Scenario 1	Cooperative Learning 4 Day Institute	Kagan Coaching	Cooperative Meetings for SLT	Kagan Coaching	Kagan Coaching	Move to Phase 2 as needed		
Scenario 2	Cooperative Learning Days 1-2	Kagan Coaching	Cooperative Learning Days 3-4	Kagan Coaching	Cooperative Learning Stretch & Review	Kagan Coaching	Cooperative Meetings for SLT	Move to Phase 2 as needed
Scenario 3	Cooperative Learning Days 1-2	Kagan Coaching	Cooperative Learning Day 3	Kagan Coaching	Cooperative Learning Day 4	Kagan Coaching	Cooperative Learning Stretch & Review	Cooperative Meetings for SLT
Scenario 4	Cooperative Learning Day 1	Kagan Coaching	Cooperative Learning Day 2	Kagan Coaching	Cooperative Learning Day 3	Kagan Coaching	Cooperative Learning Day 4	Cooperative Meetings for SLT

Recommended Support Materials

Books

- Kagan Cooperative Learning (BKCL)
- Classbuilding (BKC)
- Teambuilding (BKT)
- SillySports & Goofy Games (BKSS)



Management

- MegaTimer (JMT)
- Answerboards (WSAB)
- Kagan Structures Poster Sets (PKST1-5)

SmartCards

- CooperativeLearning (TKC)
- Cooperative Learning Structures (TSC)
- Communication Boosters (TCO)

Software

- SelectorTools (EST)
- TimerTools (ETT)
- Instant Engagement (EIT, EIC, EIP)

KaganUK offers an extensive line of books, SmartCards, software, and additional resources designed to support the implementation of Kagan Structures across the subjects and Year Groups. www.T2TUK.co.uk/Shop.aspx

www.T2TUK.co.uk

Planning for a Successful KaganUK Training

This document has been created to ensure the training experience is beneficial for all involved. Noted below are helpful suggestions on what should be considered before, during and after the workshop

1. Before the Training

► Communicate with staff

- Explain how the training is linked to the school/cluster mission and vision.
- Explain how the training is linked to the school/cluster initiative(s).
- Provide logistics information (e.g. location, schedule, materials needed, dress).
- Communicate expectations for follow-up and support.
- Highlight what will be learned during the training.

**Share the information above via a faculty meeting or through letter/e-mail.*

► Communicate with Trainer

- Share special interests, needs, and/or concerns with the KaganUK trainer.
- Review host checklist information received from the KaganUK office.

2. During the Training

► Beginning

- Introduce the trainer to staff.
- Provide housekeeping information (e.g. Agenda, lunch, refreshments).
- Share any information needed as mentioned in the "Before" list (see above).

► Middle

- Participate in the training. Sit with a team and be a full participant.
- Go to lunch with the trainer to discuss how the training is going and possible follow-up support options.

► End

- Disseminate and collect evaluations.
- Share expectations for implementation and follow-up support that will be provided.

3. After the Training

► Staff Support

- Watch for indicators of implementation during walk-throughs.
- Model newly learned structures with staff members in briefings and/or Faculty Meetings.
- Establish a support system for teachers to share how things are transpiring (e.g. coaching, year group/content area meetings, faculty meetings, discussions boards, T&L newsletters.)

► Follow-Up

- Send out a reminder 2-3 weeks after the training with review information.
- Dialogue with KaganUK to determine next steps. Visit with Gavin Clowes.
- Contact T2TUK/KaganUK with any implementation questions.

Sample Staff Meeting Agenda Prior to Cooperative Learning Day 1 Workshop

Intent: This sample agenda includes a compilation of talking points to lay the groundwork for a successful training and follow-up implementation. Leaders may need to pick and choose items that best address staff needs. The sequence of the agenda can be adjusted as deemed necessary.

1. Staff Welcome/Housekeeping

2. Introduction to Upcoming Training

A. School Improvement Plan Link

- Explain to staff how a focus on student engagement will help the school reach the improvement goals.
- Explain that Kagan Cooperative Learning will not focus on changing their content but will give them tools to engage ALL students with the content.
- Explain how student engagement connects to the school's vision, mission, and any other major current initiatives.

B. Workshop Focus

- The focal point will be differentiating between group work and cooperative learning. Knowing the difference is critical if we are going to engage ALL students and impact student achievement. There is no research to support group work; we have decades of empirical studies which support cooperative learning. By the end of the training, teachers will have a clear understanding of what the differences are between group work and cooperative learning.
- Teachers will learn how to form heterogeneous (mixed ability) teams.
- Teachers will also be introduced to key concepts in each of the following areas: brain research, relationship building, and classroom management.

C. Success Stories and/or Quotes

- Share sample success stories or quotes.
- If the leader or staff members have success stories, provide opportunities for sharing.

D. Research Articles

- Discuss one of the recommended articles below. These articles can be downloaded from the T2TUK/KaganUK website www.T2TUK.co.uk as well as from the Kagan website. Select "Free Articles" on the main page and then select the articles under "Dr. Spencer Kagan Articles" option.
 - 'The Instructional Revolution'
 - 'Excellence and Equity'
 - 'The Essential 5- A Guide to getting Started with Kagan Cooperative Learning'
- Make sure the article is handed out prior to the meeting so people come prepared to discuss.
- Select achievement data to share with staff from one of the sources below;
 - Articles noted above
 - Teacher To Teacher UK Ltd Website (www.T2TUK.co.uk)
 - Kagan Website (www.KaganOnline.com)
 - Chapter 3 of 'Kagan Cooperative Learning.'

www.T2TUK.co.uk

Sample Staff Meeting Agenda Prior to Cooperative Learning Day 1 Workshop (continued)

3. Follow-Up Support

A. Address how staff will be supported during the implementation phase.

- Coaching.
- Discussion and review in faculty meetings.
- Year Group meetings (sharing ideas, troubleshooting).
- In-house personnel that have attended previous trainings.
- Other.

B. Clarify expectations in the areas noted above.

- Room arrangement.** Teachers will be expected to arrange desks into teams as specified in the training.
- Quiet Signal.** All staff throughout school will utilise the new quiet signal. Teachers will also be introduced to key concepts in each of the following areas: brain research, relationship building, and classroom management.
- Team Formation.** By a defined date, teachers will be expected to place their students into mixed ability teams.
- Classbuilding and Teambuilding.** Teachers will be asked to do at least one Classbuilder and two Teambuilders per week.
- Structures.** The goal at this stage is to get teachers to start experimenting with structures. Begin by encouraging classbuilding and teambuilding structures as noted above. Within a month, teachers should begin utilising structures within content areas. It is highly recommended to start with structures that facilitate guided practise and review; however, it is also important to begin with the basic structures as recommended by the trainer.

4. Housekeeping

- Schedule for training (start, end, lunch, breaks).
- Dress code.
- Use of technology during training (we request all technology be put away.)
- Seating (in teams of four when they arrive).
- Graduate credit (if applicable).
- Directions for orders and/or sales display.
- Other.

Key: **Bold** = Kagan Structures, *Italic* = Key Concepts

Day 1

Goals
7 Keys
Mix-Pair-Share (CB)
Timed Pair Share
RallyRobin/RoundRobin
Think-Write RoundRobin (TB)
Classbuilding
Teambuilding
Teacher ABC
AllRecord RoundRobin
Stand-N-Share
StandUp, HandUp, PairUp
Team Formation
RallyCoach
Balloon Bounce
Research
Management Hints 1-7
Wrap

Day 2

Goals
7 Keys
StandUp, HandUp, PairUp
Quiz Quiz Trade (CB)
Management Hints 7-14
Numbered Heads Together
PIES....
Structures Functions
Fan-n-Pick
Multi-Structural Lesson
RoundRobin Variations
Triangle Tag
Instant Star
Wrap

Day 3

Goals
7 Keys
Management
Trading Cards (CB) = (TB)
Find The Fiction
Match Mine
Social Skills
Give One Get One
Inside-Outside Circle
Pretzel/Unpretzel
Jot Thoughts
Rally Variations
RoundTable Variations
Find A Partner
Wrap

Day 4

Goals
7 Keys
Swap Talk
Reservoir Room
Management
Communication Skills
Talking Chips
Decision Making
Spend-a-Quid
Team-Pair-Solo
Coop Project
Carousel Feedback
Pairs Compare
Pair Balance
Showdown
Find Someone Who
Wrap

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Building Capacity: Phase 2

In order to sustain change over time, schools and clusters must build internal capacity. The following components are next steps in building support and implementation. These steps are NOT sequential but must be addressed and implemented based on school's needs.

Key Components of Building Capacity

KaganUK will work directly with schools and clusters to establish priorities and develop a long-term plan.

School Improvement Plan

It is recommended that cooperative learning be an identified strategy on the school's improvement plan. A mission and vision should reflect the need for student engagement and social skills development.

Coaching

Once teachers have been coached by Kagan trainers, it is important for schools to begin selecting internal coaches. The recommended sequence is: 1) use structures for a year; 2) attend Kagan Coaching workshop; 3) shadow Kagan coaches for a year before taking over in the school.

Structure-A-Month Clubs

Lead teachers can be trained on how to conduct Structure-A-Month clubs where teachers review structures, share ideas, troubleshoot, and plan for more extensive implementation.

Team Planning

Year Group or content area teams meet monthly to discuss implementation and provide support.

Curriculum Link

Content area specialists or instructional coaches assist teachers in integrating structures into the curriculum. This can be done with new materials, curriculum guides, and curriculum maps. Specialists and instructional coaches should be VERY familiar with the structures and functions.

School Trainers

Strong teacher leaders are identified to apply for in-school trainer certification. Trainers apply through the application process on the KaganUK website. These trainers are then certified to train new staff in the 4 Day Cooperative Learning course. See requirements for certification on the KaganUK website under Workshops.

New Staff

A plan is devised to ensure that new staff members receive the training so implementation continues. This would include attending the 4-day training as well as coaching and support from fellow staff members.

Kagan Lesson Planning

A Kagan Certified National Trainer works with teachers and instructional specialists to integrate structures into lessons. It is recommended this be done in small groups with like content or Year Groups.

Kagan Structures onDemand

Teachers may continue to use Kagan Structures onDemand as a source of ongoing support. Through video, text, and support documents, this web-based platform enables teachers to get immediate access to steps, expert advice, trainer tips, and—importantly—models of successful implementation.



Build Internal Capacity to Sustain the Success Long-Term

www.T2TUK.co.uk

Sustained Implementation: Phase 3

Phase 3 is flexible. In this third phase, your staff continues to broaden their knowledge and experience with Kagan Structures. KaganUK offers a variety of trainings, listed on this page. Whether you choose a follow-up training or training for a specific need, KaganUK offers an abundance of opportunities to sustain implementation. Your school or cluster may be in all three phases of Kagan's Implementation Plan at once depending on how many schools and teachers have been trained.

More Structures More Engagement

Week Long Institutes

Kagan Structures Level I: Cooperative Learning!
Kagan Structures Level II: Engage Every Intelligence in Every Learner! (pre-req: Level I)
Kagan Structures Level III: Maximise Engagement and Achievement! (pre-req: Levels I & II)

Featured Workshops

Kagan Win-Win Discipline: Strategies to End Every Disruption
Accelerating Achievement: Boost Test Scores with Active Engagement!
Brain-Friendly Teaching I: Kagan Structures to Teach the Way Brains Best Learn!
Brain-Friendly Teaching II: Kagan Structures and Strategies to Target the 7 Memory Systems!
Thinking Skills: Kagan Structures to Develop and Engage 15 Thinking Skills!

Workshops for Trainers, Coaches and SLT

Kagan Coaching: A Revolutionary Approach to Ensure Implementation!
Kagan Cooperative Meetings: Leading and Inspiring Staff!
Kagan In-School Trainer: Get Certified!

KaganUK are in the process of adding 'subject' workshops so keep checking the training schedule:
www.t2tuk.co.uk/TrainingSummary.aspx

Avenues for Kagan Training

Hosted Workshops

Host a KaganUK training at your school or cluster. For small groups, send your teachers to one of KaganUK's scheduled training events throughout the year.

Autumn & Summer Academies

KaganUK's Autumn & Summer Academies at the Deanwater Hotel, in the NW is KaganUK's premiere training event of the year. Schools send teams of teachers to spend a week with KaganUK to experience the power of Kagan's revolutionary structures.

Kagan UK 'Out and About'

KaganUK's UK Tour is a great introduction to Kagan. The UK Tour offers 1-day workshops around the country on Cooperative Learning, Accelerated Achievement, Brain-Friendly Teaching, Thinking Skills, Classbuilding & Teambuilding and Win-Win Discipline.

See All KaganUK Events Online!

www.t2tuk.co.uk/TrainingSummary.aspx
To host a workshop, call Mathew: 01625 406414



Empower Your Teachers With Structures For Full Engagement.

www.T2TUK.co.uk

What is Kagan Coaching?

The research is clear: Student achievement is correlated with highly-qualified teachers. The TEACHER makes the difference! Yet the challenges of implementing a new strategy are substantial. Although teachers are drawn to Kagan Structures because of their ease to use and their step-by-step guides there is still a need to ensure that structures are being used correctly.

Kagan coaching is Kagan's breakthrough approach to enhancing teacher skills. Rather than giving feedback out of context after the lesson, Kagan Coaching™ offers immediate feedback in the classroom.

Traditional coaching methods, which are very effective for a variety of purposes, are limited in the immediate feedback that is often needed to improve instruction. In a traditional model, the emphasis is placed on a pre and post observation conferences that focus on individual teacher reflection. The main purpose of this method is global in nature. For example, teachers are asked to determine student goals and performances as well as instructional and assessment methods. These are discussed in pre-conference and reflected upon after the observation in a post-conference. It is obvious that this method of coaching is very useful and helpful to educators.

Kagan Coaching™ has a very different purpose: to provide corrective feedback in the moment. When learning a new strategy (i.e. Cooperative Learning), teachers need to know immediately what they are and are not doing correctly. This is not uncommon practice. Music teachers, sports coaches, and art instructors do this all the time.

For example, if a music group is singing a rhythm incorrectly, the teacher stops immediately to 'fix' the error. Just as a football or netball coach would find it a mistake to wait until the game is over to give his/her players feedback; after the lesson this is too little and too late. Through Kagan Coaching™, teachers see immediate benefits from correct implementation of structures. This is exciting, inspiring and rewarding and has an immediate

impact on your student's success.

T2TUK/KaganUK are able to unobtrusively give teachers feedback while they are teaching because students using Kagan Cooperative Structures are so engaged working in teams that this allows time for the coach to work with the class teacher to acknowledge the positives and provide a correction. No one is ever put on the spot, the corrections needed are made and everyone gains!

Kagan Coaching allows teachers to increase retention from workshops; it helps to establish consistent classroom practices leading to continuous improvement!

Teachers and Headteachers are busier than ever before. Increasing demands on us as professionals are mounting daily, yet as professionals we must keep learning. Kagan coaching is a time-efficient, and positive approach to improving teaching and learning today!



See www.T2TUK.co.uk for more detail on Kagan Coaching.

www.T2TUK.co.uk

TEACHER TO TEACHER (UK) Limited

Professional Development

You can contact me on:



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Visit our websites and Facebook pages for more ideas, free posters, downloads and Cooperative Learning resources:

www.T2TUK.co.uk
www.Kagan-UK.co.uk

“ It is the characteristic of the leader that he never doubts for one moment the capacity of the people he is leading to realise whatever he is dreaming. ”
Benjamin Zander



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