

## Best Performers E-Learning Training Course - Lesson Plan

<b>Module</b>	School Culture	<b>Targets</b>	At the end of this e-learning course individuals will be able to: <ul style="list-style-type: none"> <li>• use the Metaplan techniques</li> <li>• develop a mission statement together with their colleagues</li> <li>• explain the Johari window and its group dynamic meaning for constructive feedback</li> <li>• to use different feedback techniques</li> <li>• moderate a feedback round</li> </ul>	<b>Duration</b>	13 hours
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Timetable	Activities	Method	Setting	Material/Notes for the trainer
0:00 – 0:10	<b>Welcoming of participants</b>	Theoretical explanation	Webinar	Slide 1
0:10 - 0:15	<b>Overview of the webinar</b>	Theoretical explanation	Webinar	Slide 2
0:15 – 0:25	<b>Organizational development</b>	Theoretical explanation	Webinar	Slide 3 - 6
0:25 – 0:50	<b>The mission statement</b>	Theoretical explanation	Webinar	Slide 7 - 16
0:50 – 1:50	<b>Write a short report on profound changes</b>	Assignment	Practice	Slide 17 Participants have to submit a word document (2 pages)
1:50 - 2:50	<b>Create an example mission statement</b>	Assignment	Practice	Slide 18
2:50 – 3:50	<b>Get feedback to your example mission statement and improve it</b>	Peer learning	Practice	Slide 19 Participants have to submit a word document (2 pages)
3:50 – 4:50	<b>Get familiar with the Metaplan techniques</b>	Self-study	Practice	Slide 20
4:50 – 6:50	<b>Practice the Metaplan techniques</b>	Assignment	Practice	Slide 21
6:50 – 9:50	<b>Design a workshop</b>	Project work	Practice	Slide 22 Participants have to submit a word document
9:50 – 09:55	<b>Feedback culture</b>	Theoretical explanation	Webinar	Slide 23 - 25



Timetable	Activities	Method	Setting	Material/Notes for the trainer
9:55 – 10:10	<b>The Johari window</b>	Theoretical explanation	Webinar	Slide 26 - 33
10:10 – 10:20	<b>Feedback as a steering instrument for working groups, teams and groups</b>	Theoretical explanation	Webinar	Slide 34 - 36
10:20 – 10:40	<b>Get familiar with different feedback methods</b>	Self-study	Practice	Slide 37
10:40 – 11:40	<b>Practice different feedback techniques</b>	Assignment	Practice	Slide 38
11:40 – 12:00	<b>Get familiar with a feedback method to use in working groups</b>	Self-study	Practice	Slide 39
12:00_13:00	<b>Moderate a feedback round</b>	Project work	Practice	Slide 40 Participants have to submit a word document

