



GROUP LEADER'S TRAINING FOR DIASPORA

Duration – two Days

PREPARATION BEFORE THE TRAINING

To conduct an effective training among diaspora you need to start working on it much in advance as you will not get responses immediately. Particularly if you are doing it for migrant workers or refugees. Work with local coordinator / migrant leaders, look for two possible dates for the training.

1. Decide on how many days you will need for the training. (For migrants and refugees, a two day's training is recommended).
2. Fix a place which is convenient as well as it has all the facilities needed for the training (a well ventilated or air-conditioned hall, chairs and tables for small group discussion, white Board & pens, LCD projector and a Laptop).
3. Prepare the timetable according to available time slot.¹
4. Fellowship leaders should be informed ahead of time so that they can collect the names of suitable persons, who are willing to be trained.
5. Get the name list of participants as in their Passport or I/D (Caution! - You may not get this finalized until they come and register at the training spot)
 - Name list will give you idea as to how many participants will come so that you can prepare the training resources accordingly
 - Another reason we need to collect the name list early, so that their Certificates can be prepared and printed early.
 - Name list will also help in preparing the name tags for the participants to be used during the training.
 - Divide all participants in equal number (if possible) for each table groups, assign one trained tutor to guide and help at each table group.
6. Get the training resources ready:
 - Abundant Life (Student Books)
 - Abundant Life (Tutor Manual)
 - Training Manual
 - Relevant Forms: Tutor Registration Forms, Class Registration Forms, Attendance sheets, Training Evaluation & Personal reflection sheets

¹ A sample Timetable is attached as Appendix

- Single line notebook
 - Pens
7. Trainers & Helpers:
- Who will teach different topics? Usually there are two or three trainers.
 - Helpers are already trained and experienced tutors to help with the table group discussions. Those who can speak the language.
8. Teaching Aids:
- Each trainer will have their Power Points or other teaching aids
 - Some may want to use White Board.
 - White Mahjong Papers are handy to get the table groups to write their responses.
 - Sketch pen, colored markers, post it pad, Blue Tag, Cellophane tape, scissors, glue, stapler, paper clips are some of the stationary needed for the training.

DURING THE TRAINING:

1. Follow the Timetable
2. There will be some teaching sessions and some practical sessions in which the participants will get practical training.
3. Practical Sessions during the training are very important as it helps to prepare the participants to start their own TEE classes.
 - The first lesson is lead by some experienced tutors and seen as 'model group'. The feed back for model group, should be given by one of the trainers.
 - From next lesson assign short sections to be led by each participant.
 - After each session there is feedback on the group leader's leading, so that others may learn from it.
 - For the second practice give half lesson to be led by each participant if there is time.
 - The leader of each group will evaluate the trainees for which have the Skill Evaluation Sheets ready. Have these translated in the language of the group.²
4. Important Topics to be included in the Schedule are suggested below:
 - Introduction to TEE

² Skills evaluation sheets prepared by Increase Association are attached as Appendix in English

- TEE Method (Railway Track Puzzle to be included)
 - Use of Tutor Manual
 - Preparation to lead the Group Meeting
 - Introductory Class
 - Responsibilities of a Tutor.
 - How to fill registration form, attendance sheet etc.
 - Plan of a Group Meeting
 - Group Dynamics
 - Teaching Methods
5. Reflection on the Training & Evaluation of the Training: These Evaluation sheets are also available from Increase Association and should be translated in the language participants are familiar.
 6. Finally, you can give out the Certificates of attendance and the certificate will have the Tutor Registration number (For Nepali group we follow this system which ITEEN has developed). Certificate may differ for each group.
 7. During the training think of Including some games or fun activity to keep the training interesting For the winners you can give out some gifts, which can be shared in the groups.

AFTER THE TRAINING

The job is not done yet. After the training few things need to be done:

1. Go through the participant's Training Evaluation and note down their suggestions.
2. Do the evaluation yourself along with the helpers, to improve the training next time.
3. Keep in touch with the leaders of each fellowship as follow up is a key factor in growing new groups.
4. Find out if anyone needs books or other resources to start the new class.
5. Make sure tutors send you the class registration form duly filled.
6. When one course is finished, and if the course is exam based then conduct exam for them when they request. Collect the attendance sheets from the leader.
7. Arrange to give them certificate of completion after each course.
8. Give out the books for the next course.

Appendix 1.

Check List for the Group Leader Training – for Diaspora Groups

ITEMS	Person Responsible	Done / Not
Dates for Training		
Timetable		
Send information Leaflet to the persons concerned		
Names of Participants		
Name Tags		
Certificates		
<u>Resources for Participants</u> Training Manual Abundant Life (TM) Abundant Life (S) Notebooks (80 P.) Ball Pens		
<u>Stationary:</u> <ul style="list-style-type: none"> • Marker Pens • Sketch pens • Blue Tag • Cellophane tapes • Mahjong Papers • A4 Papers • Post it pads • Laptop • LCD projector • Paper Clips • Stapler • Glue 		
<u>Arrangement of the Hall:</u> <ul style="list-style-type: none"> • Display Banners • Book Table • Registration Table • Tables for Group Discussion 		

<u>Arrangements of Food & Refreshments</u> (This can be done by host Church or Fellowship) <ol style="list-style-type: none"> 1. Food 2. Water 3. Tea/Coffee 4. Snacks 		
<u>Registration of Participants:</u> <ul style="list-style-type: none"> • Registration Sheet • Money Bag 		
<u>Facilities for Training Place:</u> <ul style="list-style-type: none"> • LCD Projector • Air Condition • Tables • Chairs • White Board • White Board Markers • Duster 		
Group Photo: Don't forget to take a group photo after the training		
<u>Giving of Certificates:</u> Invite a Pastor or local leader to give out Certificates and pray for the participants.		
<u>Collection & Payments:</u> <ul style="list-style-type: none"> • Collect the Registrations & Fees • Any books money • Make payment for lodging • Make payment for food 		
<u>Wind Up</u> Clear the place Set it back in original order		

Appendix 2.

Sample Training Schedule for Two Days Training

Group Leader's Training - Pekan Nanas 15th & 16th August 2019

Day 1 – Sunday September 15th, 2019

9:30 AM	Registration	
10:00 AM	Welcome and Prayer	Pastor Bijay
10:15 AM	Introduction to TEE & Vision	Sister Rina
10:45 AM	Introductory TEE Class	Bro Martin
11:15 AM	Tea Break	
11:30 AM	Model Group Meeting (Lesson 1 – New Birth)	Pas Bijay, Pas Amrit, Bikram
12:30 PM	Feed Back	Bro Bikram
12:45 PM	Lunch Break	
1: 30 PM	Preparing for class using Tutor Manual	Sis Rina
2:00 PM	Preparation & Leading a short Group Discussion (Lesson 2 – Repentance from sin) 1 st member (TM P.18-19a) 2 nd member (TM P.19 b - 20a) 3 rd member (TM P. 20b) 4 th member (TM P.21b – 22)	
3:15 PM	Feed Back	Leaders
3:00 PM	TEE Method	Bro Martin
3:45 PM	Tea Break	
4:15 PM	Plan of Group Meeting	Sis Rina
5:00 PM	Question & Answer	Bikram

5:30 PM	Group Dynamics & Common Mistakes	Sister Rina
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6:30PM	Dinner	
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2nd Day – Monday September 16th, 2019

9:00 AM	Morning Devotion and Prayer	Pas Bijay
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9:30 AM	Responsibility of a Tutor	Bro Martin
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10:30 AM	Tea Break	
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11:00AM	Preparation for group leading (Lesson 3)	Participants
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11:30 AM	Leading a Group Discussion, Lesson 3 (Faith & Forgiveness) First group Member (TM P.23 – 24 a) Second group member (TM P.24 b – 25a) Third group member (TM P.25b – 26) Fourth group member P.27)	
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12:30 PM	Feed Back in groups	Bijay, Amrit, Bikram
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1:00PM	Lunch Break	
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1:30 PM	Registration Form, Attendance sheet etc.	Bro Bikram
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2:00 PM	Reflection and Evaluation on Training	Participants
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2:30 PM	Certificate Distribution	Sister Chew
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3:00PM	Prayer & Conclusion	Leader from Church
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Appendix 3

SAMPLE PLAN OF A GROUP MEETING

For Abundant Life

(Prepared by Increase Association adopted for Nepali Training)

सामुहिक भेलाको योजनाको नमूना

भरपुर जीवनको निम्ति

भाग	Task (कार्य)	समय
1.	Welcome & Prayer स्वागत र प्रार्थना	3 min
2.	Report back on last week's practical application बिते हप्ताको व्यावहारिक कार्य	5 min
3.	Introduce the Topic and Goal of the Lesson बिषय र लक्ष्यको परिचय	2 mins
4.	Check answers of Test (swap books) साप्ताहिक परीक्षाको मुल्यांकन	5 min
5.	Check Memory Verse and practice it in a creative way कण्ठस्थ गरेको पदहरु Mark in the record sheet हजिरी भरनुस	5 min
6.	Discussion time – छलफलको समय	50 min
7.	Review today's meeting – आजको भेला फेरी संछिप्तमा हेर्नुस	5 min
8.	Practical Application – व्यावहारिक कार्य अर्को हप्ताको निम्ति Work out practical application and come ready to share in the next meeting	5 min
9.	Time to share and pray – कुरा गर्ने र प्रार्थना को समय	10 min
10.	Reminder- To complete the next lesson from the study book. अर्को हप्ता को निम्ति गृहकार्य को बिषय सम्झना	
	Total Time for the group meeting कुल समय	90 Min

Appendix 4

Increase Association Introductory TEE Training

(Adopted for Nepali Training)



Personal reflection on the training

प्रशिक्षण सम्बन्धित व्यक्तिगत सोच - बिचार

a. What do you see as the most important things that you have learnt about TEE in this training?

अ) यस प्रशिक्षण द्वारा के कुरा सब भन्दा महत्त्वपूर्ण सिख्नु भयो?

b. What do you think the Lord has been saying to you through this training?

आ) यस प्रशिक्षण द्वारा परमेश्वर तपाईं संग के बोल्नु हुन्छ?

c. How could you use TEE in your situation?

इ) तपाइको परिस्थिति मा टि.ई.ई को प्रयोग कसरी गर्न सक्छौं?

d. What do you want to do as a result of this training?

ई) प्रशिक्षण पाए पछी तपाइको केहि योजना छ?

Appendix 5

KEY SKILLS FOR LEADING A GROUP – EVALUATION SHEET (Prepared by Increase Association)

Name

Section from Lesson 2

What proportion of the time was the Group Leader speaking for?					
More than 50! DANGER – you are not giving a chance for your group to speak		30% - 50% CAUTION		Under 30% GOOD – well done!	

Key Group Leader Skills	Feedback from the coach
1. Did the Group Leader listen well to the group members?	
2. Did the Group Leader ask relevant & important open questions?	
3. Did the Group Leader involve everyone in the discussion?	

Section from Lesson 4

What proportion of the time was the Group Leader speaking for?					
More than 50! DANGER – you are not giving a chance for your group to speak		30% - 50% CAUTION		Under 30% GOOD – well done!	

Key Group Leader Skills	Feedback from the coach
1. Did the Group Leader listen well to the group members?	
2. Did the Group Leader ask relevant & important open questions?	
3. Did the Group Leader involve everyone in the discussion?	
4. Did the Group Leader deal sensitively and well with any difficult issues or dominant people?	
5. Did the Group Leader use the guidelines in the Group Leader Manual effectively?	
6. Where appropriate, did the Leader help the group to find and commit to relevant practical application?	