

## Teacher Preparation Checklist for Student Workshops

Please review and action the following points to ensure a fantastic delivery for your students.

### Key information:

- Talk The Talk will send a number of trainers into your school as detailed in your **Service Agreement**
- Each trainer will need to be based in a classroom for the full day
- For full day workshops - each trainer will work with the same group of students for the full day
- For half day workshops - each trainer will work with the two different groups of students on an am/pm rotation – as detailed in your Service Agreement

### Before the workshop

- Check and sign the **Service Agreement**, complete the **Supplementary Information Form** and return both to Talk The Talk
- Post the **Talk The Talk Press Release** in school, on social media, newsletters, school website etc
- Brief all teachers supervising the workshops by sending them the **Supervising Teacher Brief**
- Arrange exclusive use of one suitable classroom for each trainer and their student group. Avoid rooms that have students transiting through during the sessions or have fixed tables – typically Science/Tech
- Ensure a qualified classroom teacher is present in each workshop at all times - where possible, this should be the same teacher for the full day
- Check no more than 30 students are assigned to each group
- Ensure students assigned to groups are not scheduled to be removed from the workshop for any other avoidable purposes – please contact your **Schools Liaison Director** if you have any concerns
- Make arrangements for lunch for the trainers on the workshop day

### On the day of the workshop

- For maximum student engagement and progress, supervising teachers should be actively involved in the workshop. Please brief supervising staff accordingly
- Prepare classrooms with tables moved out of the way to the edges of the room and chairs arranged in a semi-circle facing the board – this should be completed before trainers arrive
- Meet the trainers in reception and take them to their classroom at least 15 minutes before the workshop start
- Ensure lunch is available for the trainers

### After the workshop

- Collect the student's workbooks from the workshop and together with the free follow up lesson on Talk The Talk's website, use them as an oracy resource to further embed oracy within your school
- Encourage your students to share their talks in class or assembly
- Please provide any feedback to your **Schools Liaison Director**
- Let your **Schools Liaison Director** know about potential rebooking dates for next academic year or interest in another Talk The Talk workshop