



***Operating
Procedure
– Teaching
&
Programs***

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**TRAINING PROCEDURE FOR
TEACHERS**

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1.0 POLICY:

Elephant Thoughts requires that all ET teachers are trained in a uniform manner to the highest quality standards and their skills verified by the ET Trainer to a set of benchmarks before they are allowed to teach a program or workshop. Training will include motivating students, dealing with problem students, incident reporting, ET Code of Conduct, ET Charter, promoting ET Mission and membership, problem-solving and cultural sensitivity.

ET teachers may be subject to random inspection in the classroom by an experienced ET manager or trainer to ensure the quality standards are being maintained.

ET teachers will obtain student feedback from each class taught to permit validation of student satisfaction with the teaching standard and content.

2.0 PROCEDURE

2.1 New ET teachers will attend the Nottawa office for initial mandatory training. This will be pre-scheduled in groups with the appropriate ET trainers.

2.2 Hands-on training will be provided on each of the classes/workshops/ that the teacher is expected to deliver. Written training instructions will be provided for each program/workshop which include the scientific objectives of the class, the equipment list required to deliver the class, and the methodology and procedures to deliver the class, including safety procedures and accident prevention.

2.3 Teachers will be trained on the preparation checklist and the designated forms required to be completed for ET head office; e.g. Weekly Report, Equipment Breakage, Incident Report, Client Satisfaction Survey, etc.

- 2.4 Teachers will be trained in the relevant significant ET Policies and Procedures to understand their significance; e.g. workshop harassment, student discipline, client complaints, travel and reimbursable expenses, pets up North, etc.
- 2.5 Teachers will be trained in driving the ET van and trailers safely, hitching and securing the trailers, safe driving practices, etc.
- 2.6 Teachers will be trained in roadside emergencies and procedures when traveling to a class location.
- 2.7 Teachers who are to work as a group in a remote location will be given the opportunity to get to know each other in order to function as an effective team without direct supervision.
- 2.8 A lead teacher will be designated for each group who will be responsible to liaise with the client and complete the required forms. Extra training will be given to this lead teacher how to liaise with the client and deal with problems.
- 2.9 Teachers will be given time after the training to consolidate their notes and questions in order to clarify and solidify their knowledge to ensure quality training.
- 2.10 Training will include an equipment checklist, practice packing the appropriate equipment, and materials required to deliver the designated programs/workshops.
- 2.11 There will be a written and oral test of new teachers following training to ensure they have learned the program/workshop delivery to a satisfactory level.
- 2.12 Teachers will be given a background on their designated students/participants and a methodology of classroom management and cultural sensitivity issues.
- 2.13 Where possible, teachers will be given an opportunity to “shadow” an experienced teacher delivering the program/workshop live.
- 2.14 Where possible, teachers will be asked to deliver the program/workshop individually to the group to ensure hands-on understanding and obtain peer feedback on their delivery.
- 2.15 Teachers should ask their first classes for feedback on the effectiveness of the delivery according to the participants, and adjust their delivery accordingly.
- 2.16 ET reserves the right to do random classroom visits to observe the teacher delivering the program/workshop in order to provide objective feedback.
- 2.17 Teachers who do not complete the training to ET’s satisfaction may have their employment terminated.

