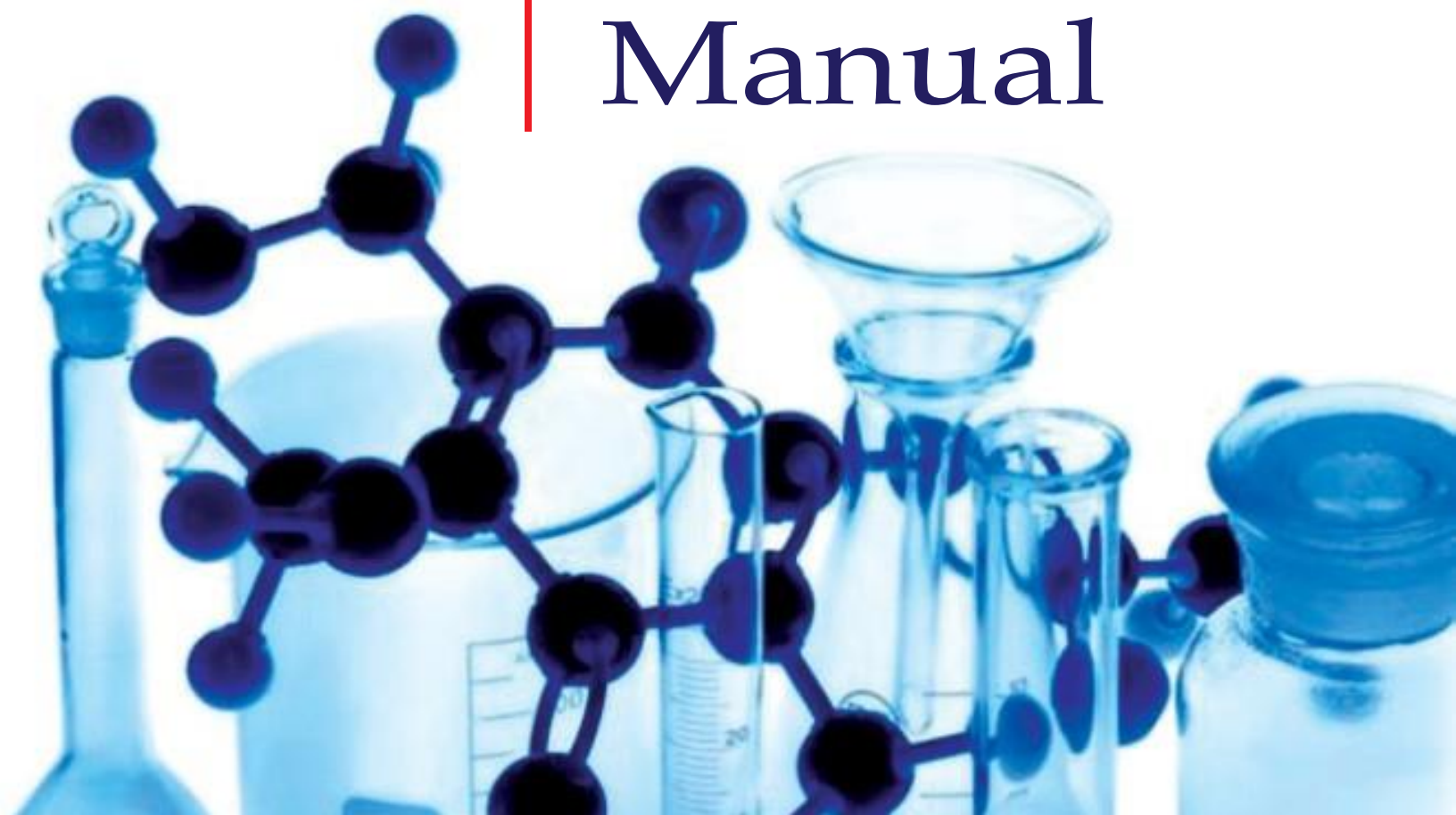
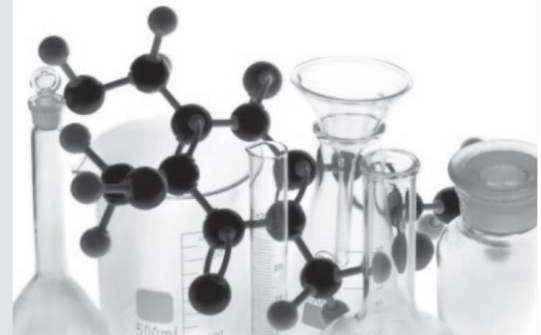


# 10 | Trainer Manual



# ***ASTI Leap Challenge (ALC) Trainer Manual***



## ***Introduction***

The manual serves to inform the trainers on the delivery of the training. It guides the trainer through the process of knowing and understanding the content of the training, preparing for the training, gathering needed materials, lesson planning, and one's eventual relationship with each participant.

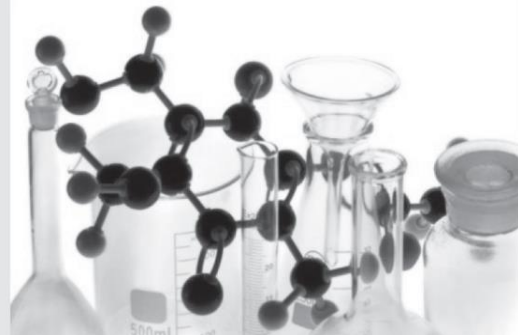
## ***Trainer's Goals for the Training***

The trainers should aim to achieve the following goals by the end of the 3 training sessions:

- Help students achieve the learning objective detailed in the next section
- Help participants to get to know each other and develop trust especially among their teammates.
- Identify what participants want to get out of each training.
- Increase participants' understanding of basic communication skills.
- Encourage communication and participation during the training.
- Build confidence in the participants.
- Engage all participants in discussions and/or activities.
- Encourage teamwork through group activities/hands-on activities.

## ***Learning Objectives***

- Participants must have learnt the objectives of the 3 training sessions before the school level competition is organized.
- The 3 training sessions will cover the 3 topics/modules as stated below. Each training should cover 1 topic/module of training.
- The order of the training should be as below:
  - 1) Training 1 – Creative Thinking
  - 2) Training 2 – Critical Thinking
  - 3) Training 3 – Design & Innovative Thinking
- These 3 modules are to be given to the trainers to conduct training in their respective school.
- On completion of the training course the participants should be able to:
  - Think creatively, identifying problems and finding solutions
  - Identify the best solution and solve them in a “hands-on” method
  - Find and use the resources needed to solve the problem
  - Be innovative with the resources provided/available/found



### ***Preparation for the Training***

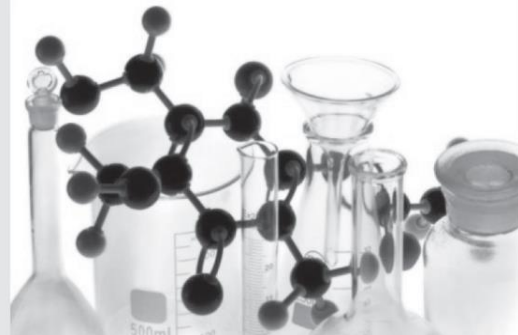
- Step 1        **REVIEW** the module/training slides and the guidelines for activities.
- Step 2        **REVIEW** the lesson plan and adjust as necessary.
- Step 3        **PRACTICE** your delivery.
- Step 4        **MAKE** copies of Handout (if necessary).
- Step 5        **GATHER** the materials you need for activities.

### ***General instruction for the trainers:***

- Please read the entire module/slides and guideline thoroughly before conducting the training.
- Plan and prepare visual aids for the training.
- Arrange all required stationery/supplies for the activity sessions.
- Use available or affordable materials for the activities during training.
- Activate each participant in group work. The training must be interactive.
- Give enough time for practice.
- Spend time for review during the training session.

### ***Methodology***

- Trainers can start their training/presentation with an introduction and learning objectives of the training.
- Trainers are encouraged to do group exercises to enhance the participants' communication skills. Some suggested activities are given in the guideline for the trainers to use in the training. Trainers may alter/adjust the activities according to resources availability or affordability but must achieve the objective of the activity.
- The entire training course should follow the principles of hands-on learning.
- Each session/training should have a 3-stage methods:



**(1) Stage one: INPUT**

The trainer should introduce the concept/objective of training or present the information for consideration or action.

**(2) Stage two: PROCESS**

After getting input from the trainer, participants should put into practice their newly gained knowledge via the activities given.

**(3) Stage three: OUTPUT**

In this stage, participants should demonstrate their achievement by producing something relevant to the topic/training.

It is recommended that trainers incorporate participatory training methods including pairs or group work.

**Final tip:** It is not necessary to complete all of the material in the training. What is important is the students understand the topic. The trainer may modify the training as needed, as long as the main concepts addressed in the lessons are not lost. Please provide your feedback about the training materials and tell us what works and what does not.

