As a coach of ProFuturo, your work is pivotal to the success of this programme. Thank you very much for your commitment and enthusiasm. Together we build more innovative capacity in primary schools all over the region. Our goal: facilitate access to technology and digital education to more children in the Caribbean!

About this document
You will find in a cloud folder all the resources to and guides that will facilitate your work and training sessions. The link to that folder is in our virtual network and also in the following link:

Go to the cloud folder – Coaches Kit

This document aims to explain the objective and order of those materials. Some icons and numerical order will guide you through these resources. Organizing the available information is an ongoing process; please feel free to give us any suggestions to improve our guides. Send your comments to chernandezo@oas.org

Structure of the Coaches kit
The kit contains so far two main folders. In the first one, you will find all the materials, presentations and resources to train the teachers. The second one contains some forms and administrative information just for you.

We will begin with the training resources and guides.
The objective of ProFuturo Let's Innovate Training chapter is to support coaches and teachers in the organization and preparation of the first training sessions. Let’s Innovate Kit consists of three main Modules and some subjects:

1. **Innovation and Skills**
   a. Educational Innovation
   b. Differentiated spaces
   c. Teacher’s role
2. **Exploring We are Digital**
3. **Skills and Competences**
   a. Communication
   b. Leadership
   c. Teamwork

**Content of each module:**

- **PowerPoint presentation:** Use this presentation to introduce the subject to the teachers.

- **Manual:** This resource is for you. It explains the content of the PowerPoint presentation, recommendations, explanation of the activities and uses of additional material.

- **Action plan:** Most of the modules have a proposed Action plan. This is an activity to practice and apply the learned lessons.

- **Additional resources:** Some modules have videos, examples, class activities, among others.
1. Module Innovation

The objectives of this Module are:

- Reflect and discuss educational innovation, envisioning new possibilities of action and practices in educational processes and facing the challenge of taking innovation to school contexts.

- Expand the teacher’s view on the learning spaces, environment, and understanding the meaning of creating differentiated spaces to be able to address each child’s needs and reflecting on how this influences the quality of education.

- Think about and value the role of the teacher in the preparation of citizens for the 21st-Century society.

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<tr>
<th>Folder name</th>
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<tbody>
<tr>
<td>1. Educational Innovation</td>
<td>The main objective of this presentation is the introduction to the concept of innovation, once the participants understand it, the coach moves to introduce innovation in education.</td>
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<td></td>
<td>Manual: This is to support the PowerPoint presentation &quot;Education Innovation&quot;. It contains each activity, time, goals, development and materials needed. It offers minute by minute for each slide of the presentation, it also offers messages and recommendations for the coach.</td>
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<td>Micro book on Design Thinking: This is a resource for coaches and teachers when they deliver a workshop on Design Thinking.</td>
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<td></td>
<td>Video - The Fun Theory: Gives a concrete example on how to solve a problem using innovation.</td>
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<td>The Action Plan that closes the workshop is offered in editable format.</td>
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<td>2. Differentiated spaces</td>
<td>Starts with a discussion What is the right environment for my students to learn? Then it explains the difference between learning spaces and learning environments. The presentation continues with &quot;The Third Teacher&quot;, which is a reading and a reflection on some actions regarding spaces in other schools.</td>
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<td></td>
<td>Manual: To support the PowerPoint presentation.</td>
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<td></td>
<td>Mindfulness Guide- This is optional resource use in case the coach feels the participants need a quiet atmosphere to continue focused on the topics. The coach puts music on, participants close their eyes and are relax and transported to a place in nature or the beach.</td>
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School Brazil/Wins Riba News: This is an innovative case about learning spaces. Participants read it and then debate or comment on it.

Template on How To Do: A dynamic where participants receive a card with a situation that requires the use of one of the schools' space. Each group reads the card and suggests in 2 sentences how they would carry out the proposed activity, how they would transform the school spaces.

Template Action Plan: All participants must create one at the end of the workshop.

2. Teacher’s role

5 hours workshop.
This presentation starts with a reflection, where all participants must think of a teacher who was special. Participants share about their special teachers and mention what qualities this teacher had.

Manual: To support the PowerPoint presentation.

Video “Am I a 21st Century Teacher”? The video will help participants think about the role of the teacher about new challenges. The video leads to a Case analysis and socialization regarding possibilities for innovation concerning the role of the teacher.

Template Class Plan: Each participant must create and plan a class integrating all the material covered on this workshop.

Template DLO's – This template complements the Class Plan Template, this format is use when creating an activity that uses technology.

Action Plan Teachers Role
## 2. Module Exploring

The objectives of this Module are:

- **Facilitate an attractive entrance to the use of the ProFuturo solution for teachers without experience in the introduction of technology in the classroom**
- **Promote a positive attitude towards the entry of technology into the classroom and provide teachers with a foundation that will allow them to implement a change in their classroom.**
- **Provide teachers with a trigger that motivates them to use the ProFuturo solution to offer new learning experiences**

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<tr>
<td>1. Power Point presentations and manual</td>
<td><strong>PowerPoint on “Level Up”</strong> presentation for teachers when delivering the class.</td>
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<td><strong>Training manual:</strong> Contains a description of Module and Activities which include-Materials, Activity Sequence, and Instructor Role. For each topic, it offers an objective and duration of time it takes to deliver it.</td>
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<tr>
<td>1. Videos</td>
<td><strong>Opening Video:</strong> Introduction to Balti and Yoki, who have been traveling around the world and in order not to forget what they have learned. They are making a travel diary with information about the countries they have visited. They tell kids to pay attention because they will ask questions latter.</td>
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<td><strong>Closing Video:</strong> This is when Balti and Yoki say good-bye</td>
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<td>2. Guides</td>
<td><strong>Coaching Guide Exploring:</strong> The objective of this guide is to facilitate the accompaniment of coaches during this phase. It provides indications on how to present the application of Augmented Reality and the educational materials that accompany it, intending to resolve any question that teachers may have, as well as facilitate decision making for its incorporation into the classroom.</td>
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<td><strong>Teachers Guide- Exploring we Are Digital:</strong> Suggests 6 class activities on different content linked to the Sustainable Development Goals (SDG).</td>
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<td>3. Augmented reality</td>
<td>Follow the indications of the Manual and guides to use the installer of the Augmented reality app and its markers. These folders contain markers to work with the App, and also resources in PDF format that can be used without technology.</td>
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### 3. Module Skills and Competencies

The objectives of this Module are:

- *Strengthen soft skills in coaches, particularly in: communication, leadership, and teamwork.*

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| **1. Communication** |  **Presentation**: It introduces the concept of communication, emphasizing acting listening, empathy, and assertive strategies.  
**Communications Manual**: the manual supports the Coach in guiding the delivery of two activities: Communication Wavelength and Hat.  
**PDF document Hats**: this contains pictures of six different hats in different colors. This is used for an activity described in the manual. |
| **2. Leadership** |  **Presentation**: The Presentation starts defining leadership and its characteristics. Then continues reviewing stereotypes and an interpreting exercise, emphasizing work maturity.  
**Leadership Manual**: The manual guides the trainer by offering objectives, the sequence of activities and the Role of the trainer in every topic and activities of the PowerPoint Presentation "Leadership".  
**Practicing the Model**: The objective is to internalize the Situational Leadership Model and learn it.  
**Correcting Styles**: The objective is to continue to practice the Model and become aware of the need to be flexible to be able to adapt to each person and understand that sometimes our leadership style is ineffective.  
**Leadership Closing Template**: This is the template done at the end of the workshop, where each participant will create the Model and implement it playing their role as a leader. |
| **3. Teamwork** |  **Presentation**: Begins with a teamwork activity and reflection. The rest of the presentation focuses on the 10 indicators to have high performance in a team.  
**Trainers Manual**: The manual guides the trainer by offering objectives, a sequence of activities and the Role of the trainer in |
every topic and activities of the PowerPoint Presentation "Teamwork".

- **Robot Photograph**: It's used in the first activity. Its objective is for participants to be aware of the two areas that need to be developed (knowledge and Tasks) in a coach and the area that he/she must already have (skills).

- **Observations Template**: This format is used for participants to write down observations when working on the Spaghetti Tower.