

BRAC University



Internship Report

**Prepared for,
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4/5/2018**

**"Training and teacher's skill
improvement system and teacher's
satisfaction on the existing training and
development programs in the School"**

Letter of Transmittal

April 5, 2018

To

MS. RifatIqbal

Faculty, BRAC University

Subject: Submission of the internship report on Wordbridge School .

Dear Maam,

With due respect and humble, we would like to inform you that I am the following students of Brac University and want to submit my internship report on current teacher's training system and their satisfaction on it.

In the writing of the term paper I have tried to follow all the guidelines provided by you and tried to make our analysis in an effective way. I tried relentlessly to make & let it look like a professional one.

It is a great pleasure for me to have the opportunity to prepare this research paper on Wordbridge School. In this research paper I have tried to frame out the issues and factors regarding the marketing operations of Gloria Jean's. Any shortcomings are expected to have a kind view for my encouragement. I also want to claim that throughout our work, I did not do anything unethical and all the writing materials are my own work.

Thank you for your sincere & honest efforts to make me familiar with the terms & facts of this course which help me prepare the paper and a successful internship research paper.

Sincerely Yours,

Name	ID	Signature
Nadia Sharmin	15164047	

Acknowledgement

I would like to express my deepest appreciation to all those who provided me the possibility to complete this report. A special gratitude I give to my Management Director, Mr. MuhiturRahman, whose contribution in stimulating suggestions and encouragement, helped me to coordinate my project especially in writing this report. Furthermore I would also like to acknowledge with much appreciation the crucial role of my senior, who gave the permission to use all required equipment and the necessary materials to complete the task. A special thanks goes to my colleagues who helped me to assemble the parts and gave suggestions. Last but not least, many thanks go to the faculty, MS. RifatIqbal who have invested her full effort in guiding me in achieving the goal.

Executive Summary

This project involves the current training and development system of teachers and teachers' satisfaction level toward it.. The primary motive is to identify the training process and also how they are performing to solve teacher's problems . For this, I have identified the process of the teacher's training system . I have demonstrated their opinions in charts. In a separate section I have mentioned about their evaluation process. It is not only about the analysis, I have also covered the improvements that the school needs to do. Wordbridge is a very new school. But within a very short time they have gained popularity. Every session new students are joining the school. So it has a bright future ahead. But teachers are the pillars of the school. They need to be properly and fairly treated. Otherwise they would not be motivated to pursue their career in Wordbridge. This is why the school should concentrate on betterment of teacher's performance and the ways to improve their talent and productivity. Thorough this project we will be considering the existing training system of the teachers and how they are satisfying teachers' needs.

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Overview of the organization

Wordbridge School was established in the year 2014 with the joint effort of a prominent industrialist and some renowned educators. It is a forward-thinking school, aiming to prepare its students to be recognized as the leader in world-class educational community. The school nurtures creativity, critical thinking and problem solving skills and inspire values of honesty, integrity, loyalty, and compassion. It aims to create responsible and independent individuals who will possess the skills to continue to grow and learn throughout their lives.

Vision& Mission:

To create a vibrant institution that provides highest standard of education for students to excel academically and develop into ethically strong and morally elevated individuals. By working together we will strive to empower them to succeed in an ever changing world without forgetting our language and Bangladesh heritage.

The speech of Chairman

I feel privileged to say something about the launching of a new school among hundreds in Dhaka. I am pretty sure there is an unquenchable thirst for a good institute among many of you and to mitigate that need we are working hard. If you take a quick look around you, I am sure you will all agree that our school has come a long way in the last few months. Word Bridge envisioned the dream of establishing a world class educational institution; a school that would mold and guide future generations of enlightened minds. Again, I would like to thank all the dearest parents who have constantly extended their love and support to all the high prospects of this school and to each one of its faculty. Also I would like to show my gratitude to all the teachers and students, who are the part and parcel of this institution in my modest words. I hope all of your benign cooperation will lead to our grand success. Thank you.

Main Facilities:

Class duration of one hour and twenty minutes for maximum learning benefit. • No Extra coaching is required, if required it will be provided free of cost (for O and A level). • Advanced LAB facilities. • Library with Internet printing, Photocopy & Teachers resource center • Air-conditioned classrooms. • Mandatory computer classes from Nursery to 'A' Level. • Experienced & dedicated teachers. • Automated SMS generations system for late entry, late leaving, home work, assignments, absent mark. • Cafeteria and In house primary medical facilities. • Full campus under close circuit supervision • CCD (Career Counseling Dept.) • Counseling room for students • Multimedia room • Children's play area/Common room • Teachers common room.

Introduction

Training makes a man competent to do a job. Training is a systematic process. Teacher training is to learn how to conduct teaching on the basis of fixed objectives, following appropriate techniques. By training a teacher can successfully run his / her teaching learning according to curriculum and syllabus. At the same time one can gain experience how to evaluate a lesson. Not only that training also provides leadership quality and personality, which are necessary for professional improvement. In a nutshell there is no alternative of training for a good teacher. Training is essential for quality education. In this backdrop, to study the present teacher training system of Wordbridge School is very much logical. We are also going to find about the satisfaction level of the teachers towards the current training and development program of the school. Implementation of teachers' training is not enough for a school. It is very important to ensure that the development programs are fulfilling the inefficient skills of the teachers. Different teachers need different programs of skill development. So, It is very important to identify the deficiencies of the teachers where they need to work on. In this report we will be able to comprehend the current situation of teachers in the school.

Our school mainly provides with pre-primary and primary training to the teachers. It also offers painting courses with certificates.

Objectives of the study

The main objectives of the study are as follows:

- To explain the mode of delivery of primary teacher training.
- To know the present situation / status of primary school teachers training system.
- To make recommendations for improvement of primary school teachers training system
- To identify the constraints of the effective training system

Scope of the term paper

The scope of the study is ranged within different types of primary school teacher. The teachers are already busy with various weekly based teaching trainings.

Limitations:

- The study is confined only to the teachers of Wordbridgeschool.
- Due to shortage of the time in the ongoing training schedule.
- Most of the activities have been rationing of team.

Literature Review

It is not an easy task to prepare a term paper A Study on “Training system for teachers of primary education in Bangladesh: I depended much on some literatures available at NAEM library to find guidelines. Training manual for primary level subject teachers curriculum and syllabus of C-in-ED courses helped me much in this regard. Few other literatures like “Management of Education” and “Dictionary of Primary Education” were also very helpful for this research.

Despite inability to collect relevant data and information regarding PE training system I had to explore both formal and informal sources of dependable information in for of formal areas of information I have consulted different reports on training manuals and other papers, specially reports on training, articles on training and some have magazines helped me enormously.

Informally my personal experience as an assistant teachers of PE school, observation of different types of professional behaviorism of my colleagues and continuous queering behaviors of my students have enriched my way of thinking about primary school system.

Besides, most of the members (parents, guardians caretakers, teachers) of our society are very critical about the defects of primary training system. A part from this our newspaper are the great source of information and evaluation of teacher primary training system in Bangladesh. In view of all I have formulated my conception towards preparation of this term paper.

Teacher's training and Development program in Wordbridge School

Mainly the school provides five types of training programs among which mostly are provided internally within the school teachers. Only painting has collaboration with British Council. The trainings are done within school campus. They are-



- Painting
- Communication with students
- Class control and monitor
- Spoken English
- Peers interaction
- Fire and accident training etc

The school organizes weekly training for teachers. These trainings are held every week to motivate teachers. In weekly meetings communication with students and class control are generally discussed. Best methods are being shared among teachers and then they discuss about their own methods and tactics. Teachers sometimes demonstrate their ways of teaching. On basis of their demonstration, teachers are evaluated. Group works are also assigned sometimes. Teachers make groups, discuss among themselves and finally come up with new ideas. Different activities are included in these trainings. Indoor games are also included to remove their boredom and monotonous workload. Some of the training programs are described below-

Painting: Wordbridge held painting classes on special occasions. On events like PohelaBaisakh, Independence day, teachers are called and gathered to enjoy art competitions. Art teachers provide guideline for better paintings. Craft works are also taught to teachers. Teachers are provided with colorful papers and freedom to make anything they want. Later on the winners are also announced. Recently, On the eve of Independence Day, teachers had an art competition



along with students' one. Teachers were pleased with such exceptions. This type of training can bring enthusiasm among teachers. It is useful because-

It brings a fresh air to the tedious work life, teachers can use craft ideas to encourage students, they can use paintings to elaborate a difficult topic in a easy way, with the crafts teachers can decorate their classes. Two weeks back

Wordbridge arranged a free art workshop with Faber Castel. Willing teachers could join the session and learn painting and crafts.

Communication skill: As a teacher, it is mandatory to have good communication skill. Teachers face problem delivering the right information to right people. Teachers also face problem talking to parents. To solve this problem, our school keeps this premise in every weekly meeting. Wordbridge focuses on friendly delivery of lectures and also moderate control over students. The training basically gives idea on developing communication skill. This can include training on spoken English, right pronunciations, appraisal technique etc.



Class Control and Monitor: Monitoring is a classroom management technique loosely defined as listening to the learners for their accuracy and fluency, or checking to see whether activities are going to plan and that the learners are 'on task'. Teachers are advised to follow different rules for effective class control. The school doesn't want to create a strict environment

for students. Rather it tries to bring out the best outcome with less restrictions. Teachers are always encouraged to build a responsive relationship with students.

Spoken English: Spoken English training focuses on -

- to get a highly qualified and experienced teacher who will design the course depending on teacher's specific needs.
- To do a variety of authentic communicative tasks in pairs and groups.
- To focus on natural English pronunciation.
- To improve the fluency and accuracy of your spoken English.
- To increase teacher's vocabulary and have more confidence and control when speaking and listening in English.

Peers Interaction: In any working environment, it is very important to build a cooperative relationship among colleagues. To develop this quality, our school arranges **peer to peer bonding training**. In this training the school teaches how to increase tolerance level and to improve behavior with peers.

Fire and Accidental training: To my opinion, this is very important for every school and college. As because we deal with children, we should take the highest security measures for them. Our school organizes fire and accidental training for teachers every quarter. In this training session, teachers are taught how to extinguish fire if there is any fire accidents. It is important to know how to use the cylinder and when to use. Teachers should know the emergency exit and how to pass through it. Teachers are trained to stay calm and focused on students. Students should be the first priority to safety. If teachers start panicking, then students would be horrified. So in this long session, teachers are trained how to keep cool headed in hazardous situations. In earthquake, what should we do is also taught in this training. Above all these, the training teaches us how to save lives and people.

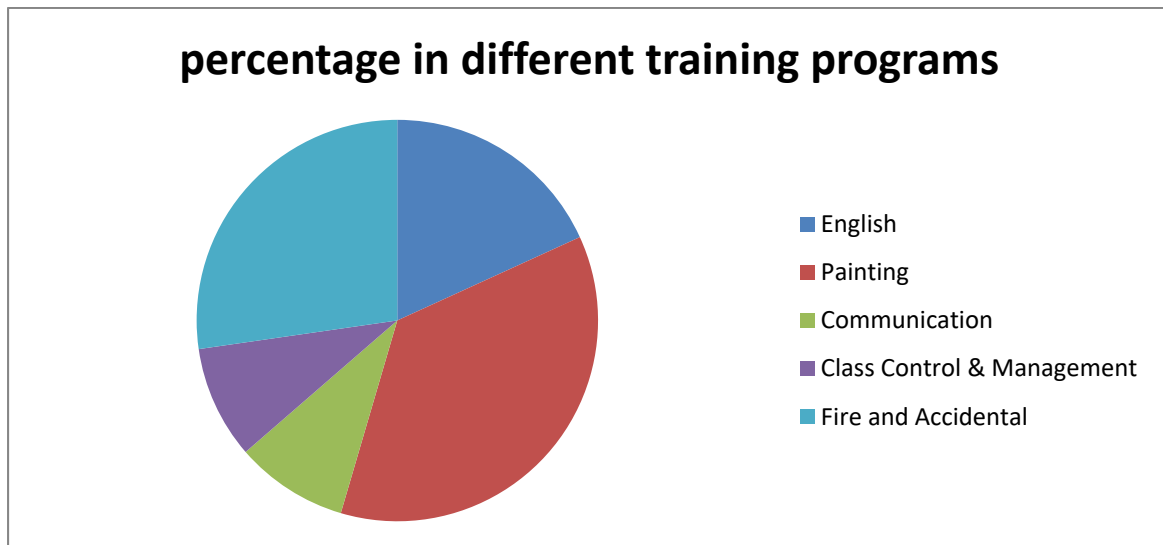
Methodology

As social study I have used some methods of research particularly both primary and secondary sources of data reports, manuals, training guidelines, policy of training have been consulted as secondary source of data. Discussion, interview, observation and visit have been used as methods of collecting of data. I have consulted some reports submitted by previous participations. Sometimes I have collected information from daily newspapers. I have specially used some Bengali papers and magazines. I have surveyed ten teachers and accumulated their opinions in charts.

Analysis and Interpretation of Data

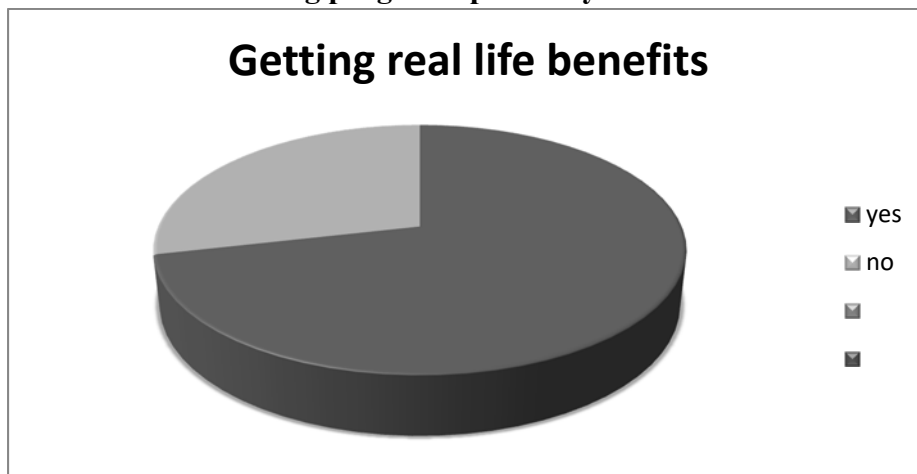
Our school systematizes various trainings and I have put few questions in my survey questionnaire to find out teacher's satisfaction toward the existing training program. The purpose of this analysis is to find out the effectiveness of the training program along with any kind of improvements need to be utilized.

1. Which training program have you enjoyed so far?



I asked teachers on their best training experience and most of them chosen painting. The reason behind this preference is that teachers find the painting session lively and enjoyable. Teachers find fire and accidental training also useful.

2. Are the training programs provide you with real life benefits?



Teachers reacted positively to this question. Mostly the answer was "yes" and they said the trainings help them to come out with new ideas and techniques for teaching. The best part is that the trainings are not vague and ambiguous. The trainings are helping them out to solve problems.

3. Honestly give me the answer, "Did you learn something beneficial from the trainings?"



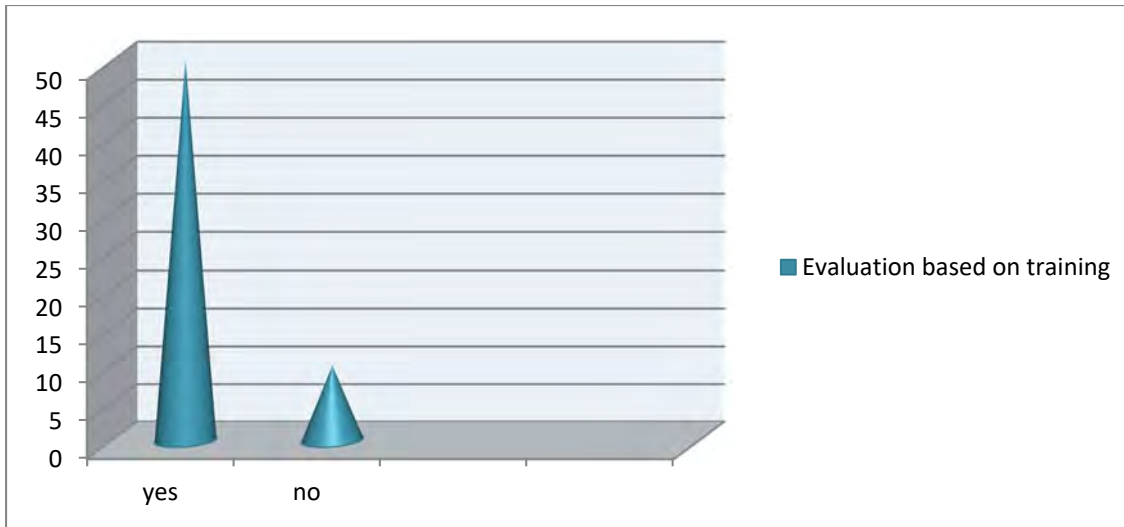
I don't know about being honest or dishonest, but teachers are pleased with the training and almost 90% of them said that they actually learned something constructive from the trainings that help them to shape their career.

4. Are the trainers well prepared and efficient enough?



The trainers are well prepared and efficiently provide the information in our school. But the trainers are not from outside organization. The senior teachers from the school take the training classes. Few teachers shared their opinion that better training sessions can be conveyed sometimes with foreign trainers from British Council or other renowned schools. This type of session can be expensive and held yearly.

5. Is there any teacher's evaluation based on the training?



WordBridgeSchool arranges evaluation program for teachers after each session. According to their performance the school provides benefits and compensation.

6. Do you like the way that the teaches are being trained through? Do you want to suggest any other way? please feel free to share your opinion.



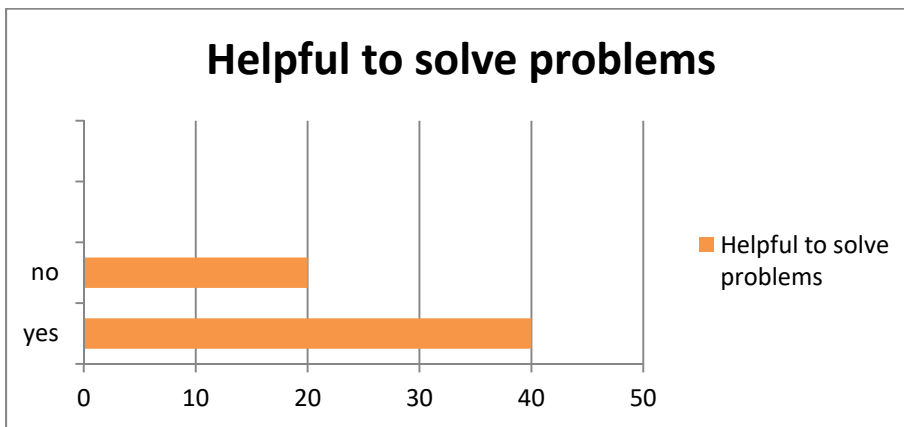
The teachers are mostly satisfied with the training and development program. Few teachers suggested that the training programs should include games and other activities to encourage teachers. Sometimes they can be shown movies. One teacher mentioned that teacher should have handwriting classes to improve their handwriting. Many teachers have bad handwriting when they are teaching students to write neatly. Another recommendation I got was that the school held training programs during Ramadan holidays which actually demotivate the teachers and they don't feel attending the programs. So, She suggested to keep the program during weekdays and after school time so that teachers feel easy to bring their hidden thoughts.

**7. Did you compare our school's teachers' training system with those of renowned schools?
If yes, then what did you find out?**



This part was critical as many teachers are new in this school. But the experienced teachers said that renowned schools like Mastermind and Scholastic take their teachers to British Council and assign teachers to collaborative meetings. They also take teachers to international seminars outside the country which broaden their mind. Many good reputed school assemble yoga and mental development trainings. This can also help our teachers to gain health benefits.

8. Are these training programs helpful to solve your problem?



Teachers happily answered this question that the training sessions are very helpful to them in solving their problems. During training sessions they can discuss their problems with the trainers. The trainers can often give functional suggestions.

9. Do you think our school should hold these programs more often?

Teachers want these programs to be held more often but at their convenient time. They want short but frequent training sessions where they can freely talk to their coordinators and discuss about their problems.



Findings

From the analysis, we have found out that most of the teachers like painting session most. They find painting classes lively and interesting. When it came to relation with real life experiences, teachers said they don't find the trainings practically viable. Many of the classes are theoretical. One of the problems I came across was that our coordinators always instruct us to be friendly with the students. At the same time they want us to control classes strictly. So, It becomes contradictory to some points. But the trainings are helpful to the teachers to learn something useful. Oral discussions can provide solution to their problems. The trainers are also well prepared and are able to deliver their speeches properly. The good thing about the trainings in Wordbridge school is that after every session teachers are being evaluated by providing certificates. Many teachers share their opinion in changing the way of taking the training classes. Most of them said that trainings should be held just after the classes so that they can reach their home timely. One of the teachers said that trainers don't use communicative methods to train teachers. She also suggested that the school can organize trainings in British council which is done by other renowned schools. Junior teaches said that they are not fairly evaluated. Senior and permanent teachers are appreciated more even they are not highly performed. But the noticeable thing to share about these trainings are that they can solve teachers' problem and they want them to be held more often. Teacher's training in Wordbridge is bringing g positivity among teachers and it should continue. We can summarize the findings in following points:

- Teachers are satisfied with the training and development program. They can get real life benefits from the trainings.
- Among various types of trainings, teachers like painting most. Then they find fire and accident training beneficial.
- Most of the teachers are new here, but the experienced teachers have recommended some changes to the existing training system.
- Teachers positively like the way they are trained, but they want some changes.
- The trainers are well prepared for the classes. But sometimes teachers prefer trainings from outsiders also.
- After a training session, teachers feel like to go for international trainings.
- Teachers have compared their training with other popular schools and they found that our training system is also upto standard.
- Teachers are evaluated on their performance on these training session. Monthly exams are held on the training programs.

WordBridge is doing a great job on its journey of spreading light of education. From the survey I found out that teachers are overall happy with the training system of the school. They want some changes but the changes should come with time. Training is supplementary not mandatory. So changes should be brought from inside. I took an interview of our respected principle. From her

concern I came to know that our school is working on this aspect and very soon it will implement new training system.

Recommendations

For the proper implementation of the training program and for the sake of quality teaching learning the following are recommended:

- It is mandatory to focus on teachers in low-income and crisis-affected contexts as professionals, learners and individuals. As with any vocation, teachers need to develop strong identities as professionals. In addition to obvious factors such as recruitment, remuneration, and opportunities for advancement, teacher professionalism is also impacted by access to quality professional development.
- To develop, apply, measure and institutionalize standards for teacher professional development. We know from research what constitutes effective professional development. Despite this knowledge, within donor-funded humanitarian and development projects, there are no standards defining quality professional development and too few qualified providers. Without a shared and codified understanding of “quality” professional development, teachers are often subjected to mediocre, and in some cases, malign professional development that doesn’t help them and that in fact wastes their time and donor money.
- Creating professional development opportunities that promote teacher collaboration can be helpful for teachers.
- Providing teachers with ongoing support is a great way to help teachers. Teacher “support” is not monolithic, but rather a multilayered array of different types of assistance that help teachers successfully transfer learning from a professional development setting to a classroom setting. It can include administrative, instructional, resources, peer support, supervisory support and instructional support from a “more knowledgeable other.”
- Using Information and Communication technology (ICT) to provide access to content, professional development and professional learning communities can provide better way of training teachers.
- The school should provide health benefits to teachers by organizing training session on Yoga and other mental developments.

Conclusion

Any educational institution, be it in the primary, middle school, high school or even the university level. Teachers at all levels need to be trained in their related fields and subject matter on a regular basis if they are to change their teaching beliefs, attitudes and daily life practices in classrooms. Such programs will help teachers sharpen their teaching skills and deepen and improve their knowledge in the subject matter they teach, and hence improve students' learning and schools education. For positive and beneficial change to take place, there should be an alignment between the curriculum and teachers' actual experiences in teaching. Another important point is related to the time that teachers spend on professional development and its efficiency. Teachers will benefit better from professional development that has as its main focus activities which focus on high-quality-subject-matter content.

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Survey Questionnaire:

1. Which training program have you enjoyed so far?

2. Are the training programs provide you with real life benefits?

YES NO

3. Honestly give me the answer, "Did you learn something beneficial from the trainings?"

YES NO

4. Are the trainers well prepared and efficient enough?

YES NO

5. Is there any teacher's evaluation based on the training?

YES NO

6. Do you like the way that the teaches are being trained through? Do you want to suggest any other way? please feel free to share your opinion.

YES NO

7. Did compare our school's teachers' training system with those of renowned schools? If yes, what did you find out?

YES NO

8. Do you feel to go for International teacher's training program after doing our school's ones?

YES

NO

9. Are these training programs helpful to solve your problem?

YES

NO

10. Do you think our school should hold these programs more often?

YES

NO