



EQ-IN-ACTION CLASSROOM DEPLOYMENT CHECKLIST

THINGS TO DO BEFORE, DURING AND AFTER
YOUR MENTORING SESSIONS WITH YOUR MENTEES
IN THE EQ-IN-ACTION CURRICULUM DEPLOYMENT

SECTION 1: BEFORE THE SESSIONS (GETTING READY)

Successful deployment of the curriculum begins with proper preparation for the sessions. This section covers everything you need to do to prepare adequately for the sessions:

1. **Print and administer questionnaires:** Supervisors must ensure that all the questionnaires required to establish the baseline scores for each student are administered before the first class in their projects. Ideally, this should be done on the day of the orientation, and this could take up to 45 minutes to administer. This means that as much as is possible, supervisors must seek to agree with the institution on a suitable day and time for the orientation before the main sessions start.
2. **Go through the manual:** Every mentor and supervisor is expected to go through the story they will be treating before the session. Read the story, go through the different sections of the story on your mentors' manual, understand the story philosophy, objectives and slippery areas to watch out for. And go through the questions on your manual for that story. **Note that the questions on the manual are the questions you will be treating in class with the students, not the questions on the main book.**
3. **Evaluate homework:** Before each session, mentors are to arrive early enough to pick up the workbooks the students would have submitted to the teacher(s) delegated for the purpose and they are to evaluate the submissions before their session.

SECTION 2: DURING THE SESSIONS (DEPLOYMENT)

On the day of your sessions, the following is the order of activities for deploying the stories using the mentors' manual:

WEEK 1:

1. **Read the story (10 minutes):** The first thing to do is to start with reading the story for the day. This should be done in **10 minutes** at most. Note that each story will be treated twice and this means that for the second week of treating a story, you will only read the summary of the story from the students' workbook.
2. **Address slippery places (5 minutes):** After reading the story, take time to address the slippery places in the story, acknowledging the diverse perspectives the story may provide for each student and how it may reflect differently on the students.
3. **Define/explain the resiliency skills in focus (5 minutes):** Take some time to explain the resiliency skills in focus for the stories to help the students understand what skills they will be identifying.
4. **Introduce the learning aid/tool (5-10 minutes):** Show the students the learning tool/principle that will be used to leverage the resiliency skills.
5. **Answer Section A questions (25 minutes):** Guide the students through the selected questions for the story for that day.
6. **Homework and closing (5 minutes):** Explain their homework for the week and close the session.

WEEK 2:

1. **Read the story summary (5 minutes):** For week 2, you will only read the summary of the story from the students' workbook instead of the full story.
2. **Re-address slippery places (5 minutes):** After reading the summary, take time to address the slippery places again.
3. **Define/explain the resiliency skills in focus (5 minutes):** Take some time to address the resiliency skills in focus for the stories this week.
4. **Re-introduce the learning aid/tool (5 minutes):** Re-introduce the learning tool/principle that will be used to leverage the resiliency skills.
5. **Answer Section B questions (10 minutes):** Guide the students through the selected questions for the story for that day.
6. **Deploy VES Model Activity (25 minutes):** Use this section to deploy the VES Activity for this given story.
7. **Homework and closing (5 minutes):** Explain their homework for the week and close the session.

CHECKLIST

BEFORE MENTORING COMMENCES:

- Print the questionnaires
- Administer questionnaires
- Go through the mentors' manual

BEFORE EACH SESSION:

- Go through the story for the next session in your mentors' manual
- Evaluate the homework

WEEK 1 CHECKLIST:

- Read the story (10 minutes)
- Address slippery places (5 minutes)
- Define/explain the resiliency skills in focus (5 minutes)
- Introduce the learning aid/tool (5-10 minutes)
- Answer Section A questions (25 minutes)
- Homework and closing (5 minutes)

WEEK 2 CHECKLIST:

- Read the story summary (5 minutes)
- Re-address slippery places (5 minutes)
- Define/explain the resiliency skills in focus (5 minutes)
- Re-introduce the learning aid/tool (5 minutes)
- Answer Section B questions (10 minutes)
- Deploy VES Model Activity (25 minutes)
- Homework and closing (5 minutes)