



# TEACHER HANDBOOK

VICTORIAN YOUNG LEADERS:  
EMERGING LEADERS FORUMS (YEAR 5-6)

JULY 2023



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# PART 1: INTRODUCTION

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## 1.1 ABOUT THE EMERGING LEADERS FORUM

The 2023 Victorian Young Leaders: Emerging Leaders Forum (pilot) program is an exciting initiative funded and supported by the Victorian Department of Education and delivered by the Asia Education Foundation (AEF), Asialink at the University of Melbourne. The forum is aligned with the Victorian Curriculum Level 5-6 General Capabilities and Cross-curriculum Priorities and supports the Framework for Improving Student Outcomes (FISO) 2.0, the Amplify: Student Voice Practice Guide, the Victorian Practice Principles for Excellence in Teaching, and utilises High Impact Teaching Strategies.

The forum is a comprehensive three-part learning program that aims to develop students' communication and empathy skills and build their understanding of what it means to be a good youth leader. Participants will interact with peers from across Australia, India and Indonesia, share diverse lived experiences, explore different perspectives, and apply their knowledge and skills to discuss school-based challenges. The program is designed to equip students with the capabilities to become active community members and youth leaders.

### **Learning outcomes**

Through their participation in the program, students will have the opportunity to:

- Understand and strengthen the skills and capabilities of a young leader and global citizen, including empathy, listening skills, intercultural communication, critical thinking, teamwork and collaboration.
- Strengthen awareness and understanding of diversity, inclusion, intercultural capability and intercultural communication.
- Deepen understanding of what it means to be a global citizen by building connections with other students, sharing ideas and working collaboratively to make change in local communities.
- Deepen understanding of the role they can play in making positive local and global contributions.
- Develop effective communication skills to ask questions, actively listen and understand diverse perspectives to foster positive relationships with our peers across the Asia-Pacific.

The ELF forum (July cohort) is open to Year 5-6 students from across Victoria, India and Indonesia to explore leadership skills, intercultural understanding, critical thinking, and global goals with a local lens. Each school can register 6-15 students per school.

Throughout the program, students will use Zoom and its breakout room functionality to connect with other students and teachers from Victoria, India, and Indonesia, as well as with Asia Education Foundation staff and invited guest speakers and facilitators (all have valid Working with Children Checks/National Police checks). Students will use a 6-step problem-solving framework to consider the United Nation's Sustainable Development Goals through discussion of identified school challenges. They will develop communication skills including listening, asking questions, building empathy and developing a pitch to create change in their own school community. The program is designed to create a fun, interactive, and engaging environment that empowers students to become confident, compassionate, and culturally aware leaders.

## 1.2 KEY EVENTS, TIMINGS AND ZOOM LINK

**Day 1:** 9.00 am – 3.00 pm (AEST), Monday 24 July

**Day 2:** 9.00 am – 3.00 pm (AEST), Wednesday 26 July

**Day 3:** 9.00 am – 3.00 pm (AEST), Friday 28 July

**Post-Program Focus Group Debrief Sessions (2 options):**

10.00 am - 12.00 pm (AEST), Wednesday 2 August (online)

**OR**

10.00 am to 2.00 pm (AEST), Tentative Friday 25 August TBC (face-to-face at University of Melbourne)

*Note: A detailed schedule of activities is at Appendix.*

**The Zoom Link**

All Zoom sessions for the event will use the SAME Zoom Link, as follows:

<https://unimelb.zoom.us/j/84220209922?pwd=K2FBbkd1VXdyaWdxeVVBOXQ5alBDQT09>

Password: 595355

## 1.3 THE HANDBOOK AND TEACHER'S ROLE

This Teacher Handbook is a comprehensive guide designed to help teachers prepare for and participate in the forum. The handbook includes important information such as the program's objectives, the role of teachers, and the responsibilities of students during the three-day event.

In addition to the Teacher Handbook, teachers will also receive a Student Handbook, which provides students with an overview of the event and its activities, as well as the requirements for participation. Teachers should review the Student Handbook and work with their students to ensure that they are prepared for the event.

Primary role of teachers before the event:

- Select and prepare students (6-15 students) for participation in the forum
- Review the information in the Teacher Handbook
- Ensure students understand 'what to expect' for the upcoming forum
- Ensure students' understanding of Code of Conduct
- Coordinate with Asia Education Foundation staff to ensure necessary equipment and materials are available for students

During the three-day forum:

- Ensure students are present and prepared to engage in activities in a respectful manner
- Coordinate and lead the single-school activities (labeled as 'in your school group' in the Student Handbook)
- Support facilitators and students in completing multi-school activities
- Supervise students during breakout sessions to ensure they are on task and working collaboratively
- Provide support to students who may need additional assistance with tasks or activities
- Facilitate discussions or lead activities as needed.

Teachers will receive training and support from AEF staff prior to the event (i.e., teacher's information session). This will include a detailed briefing on the activities and expectations for each session, as well as guidance on how to manage the technology and resources needed for the online sessions.

By taking an active role in leading classroom activities, teachers will have the opportunity to engage with their students in a meaningful way and support their learning and development as emerging leaders. They will also have the chance to connect with other teachers and schools from across Victoria, China and Indonesia, sharing ideas and building relationships that can support ongoing collaboration and learning.

## 1.4 ASIA EDUCATION FOUNDATION (AEF) CONTACTS

On the forum days if you have any technical issues or urgent queries and need to contact someone at AEF please contact –

### **Chris Higgins**

Director - Education  
Email: [chris.higgins@unimelb.edu.au](mailto:chris.higgins@unimelb.edu.au)  
Mobile: 0402 401 012

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Education Programs Coordinator  
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Program Coordinator  
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Phone: 0432 753 862

All other general enquiries:

Asia Education Foundation  
Level 4 Sidney Myer Asia Centre  
The University of Melbourne, Victoria 3010 Australia  
Email: [aef-support@asialink.unimelb.edu.au](mailto:aef-support@asialink.unimelb.edu.au)  
[www.asiaeducation.edu.au](http://www.asiaeducation.edu.au)

## 1.5 VICTORIAN DEPARTMENT OF EDUCATION

The Victorian Department of Education has provided support and funding to make this forum possible. The Asia Education Foundation would like to express our gratitude to the Department for their valuable support and for providing the opportunity to our Year 5-6 students to develop their leadership skills and intercultural capabilities.



Department  
of Education

# PART 2: TEACHER PREPARATION

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## 2.1 TEACHER PRE-BRIEFING

Teachers are invited to attend an online event briefing Tuesday 11 July at 3.30pm This briefing will provide an overview of the forum and an opportunity for teachers to ask questions.

<https://unimelb.zoom.us/j/84220209922?pwd=K2FBbkdlVXdyaWdxeVVBOXQ5alBDQT09>

Password: 595355

## 2.2 STUDENT SELECTION

Each school can have a maximum of fifteen students to be part of the Victorian Young Leaders: Emerging Leaders Forum (Year 5 + 6). The selection process for students should be determined by each school, taking into account their unique context. There are several factors to consider when selecting students, such as whether there is an existing student leadership group or if the forum would benefit students who want to connect with peers from across Victoria and internationally.

To help schools with the selection process, it is suggested that they discuss the following questions:

- Can you describe what we expect our students to learn from participating in this experience?
- What are the reasons why certain students should take advantage of this opportunity?
- How will we identify which students will benefit from this experience?

After the forum, teachers will be asked to provide information about the process they used to select their students. This information will assist the Asia Education Foundation and the Victorian Department of Education in understanding each school's specific context and selection process, and provide further support to future participants and schools.

## 2.3 TEACHER PRE-FORUM SURVEY

We ask that teachers please complete a pre-forum survey to provide insight on reasons for attending the forum and how it relates to school strategic plans. This evidence helps the AEF better tailor future programs. Teachers are asked to complete this before the commencement of the forum. The survey can be found here:

<https://www.surveymonkey.com/r/F7DSKWH>

For information on why we collect this information, how we store it etc. View our Privacy Notice [here](#).



## 2.4 STUDENT HANDBOOK AND TEACHER PREPARATION

The Student Handbook contains a guide for both teachers and students on the specifics of each activity. A detailed schedule of activities is included in the Student Handbooks and is also at Appendix A.

There are several single-school breakout activities that teachers will be requested to supervise in the physical classroom. Teachers are requested to make sure that they have reviewed these activities prior to the forum and have the Handbook available during each activity to support students.

Teachers are also requested to ensure each student has a Student Handbook for use during the forum (printed or digital). These will be required for students to understand and complete activities. Please ensure students have a copy of the Student Handbooks and have read through this before attending the forum. The initial section contains essential administrative information, with the remainder being explanations and worksheets for forum activities.

Students can also be referred to the AEF website, which includes a repository of all activity resources: [https://www.asiaeducation.edu.au/programmes/go-global-programs/victorian-young-leaders-emerging-leaders-forum-resources-\(5-6\)](https://www.asiaeducation.edu.au/programmes/go-global-programs/victorian-young-leaders-emerging-leaders-forum-resources-(5-6))

Students can use this website to access all instructions and materials for the forums.

## 2.5 ICT AND ONLINE PREPARATION

### Zoom Name

It is highly recommended that each of the students use their own device, along with headphones, to join the Zoom instead of sharing with their friends, so that they will have more opportunities to speak with others. Please remind your students to change their Zoom name to a short version of school name and their first name. It is also ok if the school wishes to use one main computer/projector if this is easier to facilitate, but for conversations in breakout rooms individual devices and headphones may be more engaging and beneficial.

When students join ZOOM they will be asked to updated and 'rename' their Zoom name to an abbreviation of their school name and their first name e.g. John from Bacchus Marsh College would be BMC\_John

### Examples ONLY:

SCHOOL NAME	SHORT SCHOOL NAME	YOUR FULL NAME	YOUR ZOOM NAME
Australian International Academy	AIA	Jane Doe	<b>AIA_Jane</b>
MAN 2 Model Makassar	MAN2_MOD	Jane Doe	<b>MAN2_Jane</b>
Shanghai Foreign Language School	SFLS	Jane Doe	<b>SFLS_Jane</b>

### Audio Echo

There may be multiple devices in the same physical classroom that are connected to the Zoom. To ensure there is no echo during the forum, please remind your students to lower the volume of their devices and mute the microphones when someone is speaking in the classroom. Ideally students should use headphones.

### Website Access

We will be using online resources such as Padlet ([padlet.com](http://padlet.com)) and Mural ([www.mural.com](http://www.mural.com)) to collaborate and share our ideas. Before the forum, please ensure that your students are able to access these links at your school as some schools may have these websites blocked.

# PART 3: STUDENT PREPARATION

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## 3.1 STUDENT HANDBOOK

Students will be provided access to the Student Handbook before the Forum. At least one week before the Forum, teachers are requested to ensure that students have received and read the Handbooks and completed the key administrative requirements described below.

The Student Handbook contains all the learning activities students will engage in throughout the forum. Teachers are requested to ask students to review these before the forum. They will need to bring their Handbooks to the forum as they will be required to complete activities and record notes during activities, especially if they have connection or internet issues and cannot access any of the links on the day.

## 3.2 CODE OF CONDUCT AND MEDIA RELEASE FORMS

The Student Handbooks contain links to the Forum code of conduct and media release forms.

The code of conduct form is essential for students to acknowledge that they have understood the conduct expected of them in the Forum.

The media release form is required for parents/guardians to acknowledge whether they consent to the AEF using images or recordings of their children in future learning materials, online posts, or publications.

Both forms can be found at this link: [https://melbourneuni.au1.qualtrics.com/jfe/form/SV\\_3K7mixWLnqdCXvU](https://melbourneuni.au1.qualtrics.com/jfe/form/SV_3K7mixWLnqdCXvU)

## 3.3 GLOBAL CITIZEN STUDENT PERCEPTION SURVEY

Student Handbooks also contain a link to the pre-forum Global Citizen Student Perception Survey. Teachers are asked to ensure that students complete the survey before Day 1 of the forum.

This survey is essential for AEF to establish a baseline of student knowledge and understanding. These results will be compared with answers from a post-Forum survey to provide evidence of learning resulting from the forum for teachers and the AEF. This evidence is used by the AEF in program evaluation and reporting, and provides feedback used to improve the experience of students participating in future forums.

The pre-Forum survey can be found at this link: <https://www.surveymonkey.com/r/F7MRGHM>

## 3.4 PREPARING STUDENTS FOR MULTI-SCHOOL BREAKOUT ROOM CONVERSATIONS

During the Forum, students will participate in multiple breakout room conversations with students from other Victorian and international schools. Students are asked to think about how to introduce themselves (see below suggested structure) and get ready for some ice-breaking activities.

- My name is...
- I am ...years old
- I am from....in.....
- My school is called...
- My school is....(tell them a little bit about your school, something interesting)

## 3.5 PREPARING STUDENTS FOR GUEST SPEAKERS

There will be several guest speakers throughout the forums. Students are asked to read their biographies in their Student Handbook and consider what questions they might ask the guests.

Each guest will present and there will be an opportunity for students to ask questions. Guest speaker biographies are also available at: [https://www.asiaeducation.edu.au/programmes/go-global-programs/victorian-young-leaders-emerging-leaders-forum-resources-\(5-6\)](https://www.asiaeducation.edu.au/programmes/go-global-programs/victorian-young-leaders-emerging-leaders-forum-resources-(5-6))

# PART 4: DURING THE FORUM

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## 4.1 SUPERVISION

The AEF expects that each school group will be supervised in their physical workspace by their students. While AEF are facilitating the forum days, it is the school and teacher's responsibility to actively supervise their students throughout all activities.

In all single-school activities, teachers will be responsible for explaining the activity to students, and in facilitating the conduct of the activity for their school group. AEF facilitators will be available online in these activities to assist as required.

## 4.2 ICT ADMINISTRATION AND ONLINE INTERACTION

**ICT administration.** We ask teachers to ensure that students are set up appropriately to use Zoom, with access to the relevant links and with a short version of name prepared and entered on their device. Each group/student should be on mute and have their video on. Please ensure students are familiar with having volume turned down or on mute when others in the room may be speaking so as not to pick up background noise.

As described in part 2, all schools will be required to enter a school name in Zoom at the commencement of the day.

**Online interactions.** Students are asked in their Student Handbook to use the "raise hand" button and wait to be invited before they ask a question or make a comment. Students are asked to remain on mute unless speaking. Teachers are requested to assist students with remembering to mute and unmute, and on using the buttons and wait until called on before speaking.

Students are asked to only use the chat function in response to specific prompts by facilitators. Teachers are requested to supervise student device use and ensure students are not using the chat or reaction functions for general conversation or unprompted commentary.

Students are also provided with some suggestions on how to approach online conversations politely and effectively in their handbooks. Teachers are requested to review these and remind students of them as required.

**Privacy.** Students are told in the Student Handbook that they are not to record or take images of other participants, including screenshots. They are also advised not to share private information about themselves or others.

## 4.3 BREAKOUT ACTIVITY MANAGEMENT

**Single-school breakout activities.** Teachers will be responsible for explaining requirements and coordinating student participation in single-school breakout activities. AEF facilitators will be present online to support teachers and students as required.

**Mixed-school breakout activities.** AEF facilitators will be responsible for explaining requirements and coordinating student participation in multi-school breakout activities, however, in-room teachers will be expected to support, encourage, and help coordinate the participation of their students. These breakout rooms may include students from other schools, including international schools in mixed school breakout rooms.

**All breakout activities.** Students will be asked to take a role in the breakout rooms, such as speaker, recorder, encourager. We ask that teachers help coordinate student roles where necessary.

The roles are as follows:

**Speaker** – at the end of the breakout room activity, the speaker will report back a summary of the groups' discussion in the main ZOOM room.

**Recorder** – takes notes of the discussion and adds them to a recording place such as a Padlet, Mural, Google doc.

**Encourager** – ensures that each person in the ZOOM room has taken a turn to speak and encourages everyone to take a turn. They might say phrases such as, 'Person X, what were your thoughts on .....'. 'Person X, I noticed you haven't had a chance to say anything yet, what do you think...'

**Facilitator** – ensures that the group knows and understands what the task is. They will start everyone off by providing a short recap of what the task is. They might also ensure everyone has taken a role and who is taking what roles.

**Time-keeper** – ensures that they are monitoring the time for the activity and also how long each person speaks. They may politely ask someone to pass to someone else by saying, 'Thank you person X, I am conscious we only have X more minutes, so we might pass to someone else now.'

## 4.4 ACCEPTABLE CONDUCT

As stipulated in part 2, students must have signed code of conduct forms prior to participation in the Forum. Teachers are expected to be conversant with the code of conduct and may choose to stick a copy on their classroom wall as a reminder to students. Teachers are also asked to review the General Expectations outlined in Student Handbook. Teachers are expected to ensure student behaviour meets the expected standard.

All members present at the forum are expected to behave in ways that promote a safe, supportive, inclusive and effective learning environment. Please ensure that students are aware that all content students share is respectful, inclusive and polite. Racist, sexist, bullying and any discriminatory behaviour in any form will not be tolerated. AEF reserves the right to mute and/or remove a participant at any time for the well-being of others.

The code of conduct can be found in Student Handbooks and [https://melbourneuni.au1.qualtrics.com/jfe/form/SV\\_3K7mixWLnqdCXvU](https://melbourneuni.au1.qualtrics.com/jfe/form/SV_3K7mixWLnqdCXvU)

## 4.5 REPORTING A PROBLEM

The Child Protection Act 1999 “requires certain professionals, referred to as ‘mandatory reporters’, to make a report to Child Safety, if they form a reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse, and may not have a parent able and willing to protect them, and may not have a parent able and willing to protect them” (Both Asia Education Foundation and supervising teachers are under a legal obligation to report potentially abusive behaviours to Child Safety.

Should you suspect that any forum members have behaved inappropriately during the day, we ask you to report the matter to the AEF support officer on duty or follow your schools’ reporting procedure. You may contact the AEF support officer by sending a private message via the chat function, and/or emailing:

[aef-support@asialink.unimelb.edu.au](mailto:aef-support@asialink.unimelb.edu.au)

[s.blth@asialink.unimelb.edu.au](mailto:s.blth@asialink.unimelb.edu.au)

[chris.higgins@unimelb.edu.au](mailto:chris.higgins@unimelb.edu.au)

# PART 5: AFTER THE FORUM

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## 5.1 POST-FORUM SURVEYS

**Students.** Victorian Students need to complete a post-forum Global Citizen Student Perception Survey at the completion of the forum. There will be a raffle of several \$30 Spotify vouchers for students who complete and submit the post-forum Global Citizen Student Perception Survey.

<https://www.surveymonkey.com/r/2DQ98Q6>

**Teachers.** In the final post-forum event teachers will also need to complete a survey to provide feedback for improving this pilot program.

<https://www.surveymonkey.com/r/29X2C7L>



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## 5.2 SUGGESTED POST-FORUM ACTIVITIES FOR STUDENTS

Even though the forum is over, it does not mean the journey ends there. On the contrary, we encourage you to build on the knowledge, skills and understanding your students have developed through this experience. We have provided a list of follow-up actions you could undertake below but don't let these limit you.

**Sharing Forum outcomes.** There are many ways students can share the forum outcomes with the wider school and local communities. For example, they may wish to:

- Write a reflective piece to include in your school's newsletter
- Create a video or podcast to share on your school's website and social media
- Create a video based on their ideas for Videos for Change - <https://australia.videosforchange.org/?locale=en>
- Present to a school assembly

**Write a blog post.** We would love students to write a short opinion piece or blog post that we can publish in several places, including: AEF website, AEF Social Media, and with some of our other partner organisations such as the VicSRC Blog and newsletter and ABC education.

**Continue the conversation with overseas partners.** If your school has a partnership with a school overseas, their fellow students would no doubt be interested to hear about your team's experience and the forum outcomes. The AEF can help link schools with other participating schools if requested. For example, you could:

- Arrange a video conference to talk to students
- Share one or more of your creations as suggested above
- Decide on a collaborative project to implement from the Big Ideas developed by students at the forum.

**Implement a local student-led leadership initiative.** At the forum, students designed a leadership project to help create an inclusive and equitable school community. We could encourage your students to implement their leadership initiative and make a real change!

# APPENDIX: PROGRAM SCHEDULE

## DAY 1 - 24TH JULY 2023

ACTIVITY	TIME (AEST)	EVENT	FORMAT	LEAD COORDINATOR
0.1	9.00-9.10am	Welcome, Acknowledgement of Country	Main Session	AEF facilitators
0.2	9.10-9.20am	Brain break: Icebreaker	Main Session	AEF facilitators
<b>Module 1: Communication</b>				
1.1	9.20-9.30am	Purpose of communication	Main Session	AEF facilitators
1.2	9.30-9.40am	Types of communication	Main Session	AEF facilitators
1.3	9.40-9.50am	Brain break: Selfie Sketch	Main Session	AEF facilitators
	9.50-10:00am	Stretch Break		
<b>Module 2: Questions</b>				
2.1	10.00-10.05am	Welcome to International schools	Breakout rooms	AEF facilitators
2.2	10.05-10.15am	Icebreaker: Who am I?	Main Session	AEF facilitators
2.3	10.15-10.30am	Hello!	Breakout rooms	AEF facilitators
2.4	10.30-10.45am	Asking questions	Main Session/ In your classroom	AEF facilitators/ Classroom Teachers
2.5	10.45-10.55am	Types of Questions	Main Session/ In your classroom	AEF facilitators/ Classroom Teachers
	10.55-11.20am	Break: 25 Minutes		

<b>Module 3: The art of conversation</b>				
3.1	11.20-11.25am	Welcome International students	Main Session	AEF facilitators
3.2	11.25-11.35am	Brain break: Breakout Bingo	Breakouts	AEF facilitators
3.3	11.35-12.05pm	Creating a conversation	Main Session/ In your classroom	AEF facilitators/ Classroom teachers
3.4	12.05-12.20pm	Conversations: Role play	Breakouts	AEF facilitators
	12.20-12:30pm	Stretch Break		
<b>Module 4: Global citizenship</b>				
4.1	12.30-12.40pm	Global citizenship	Main Session	AEF facilitators
4.2	12.40-12.55pm	What is a global citizen?	In your classroom	Classroom teachers
4.3	12.40-1.05pm	What is a global citizen?	Main Session	AEF facilitators
	1.05-1.45pm	Lunch Break		
<b>Module 5: UN Sustainable Development Goals</b>				
5.1	1.45-1.50pm	Sustainable Development Goals	Main Session	AEF facilitators
5.2	1.50-2.10pm	SDG: Jigsaw	In your classroom	Classroom teachers
5.3	2.10-2.30pm	SDGs: Joining the pieces	Breakout rooms	AEF facilitators
5.4	2.30-2:50pm	Brain Break: Breakout Trivia	Main Session	AEF facilitators
5.5	2.50-3:00pm	Wrap up Day 1	Main Session	AEF facilitators

\*Activities may be subject to change based on guest speaker's suggestion.

# DAY 2 - PROGRAM SCHEDULE

DAY 2 - 26TH JULY 2023

ACTIVITY	TIME (AEST)	EVENT	FORMAT	LEAD COORDINATOR
0.1	9.00-9.05am	Welcome, Acknowledgement of Country	Main Session	AEF facilitators
0.2	9.05-9.10am	Icebreaker: How do you feel about...?	Main Session	AEF facilitators
<b>Module 6: Intercultural Communication</b>				
6.1	9.10-9.20am	What is intercultural communication?	Main Session	AEF facilitators
6.2	9.20-9.30am	Cultural practices	In your classroom	Classroom teachers
6.3	9.20-9.30am	Cultural iceberg	Breakouts	AEF facilitators
6.4	9.40-9.55am	Intercultural communication	Main Session	AEF facilitators
	9.55-10.05am	Stretch Break		
<b>Module 7: Listening</b>				
7.1	10.05-10.20am	Active listening	Main Session	AEF facilitators
7.2	10.20-10.35am	Empathic listening: Inside Out	Breakouts/ In your classroom	AEF facilitators/ Classroom teachers
7.3	10.35-10.45am	Listening in leadership - add image how do I become a better listener	Main Session	AEF facilitators
7.4	10.45-10.55am	Brain Break: Guess the sound	Main Session	AEF facilitators
	10.55-11:20am	Break: 25 minutes		

**Module 8: Empathy**

8.1	11.20-11.40am	Brain Break: Intercultural Finger counting	Main Session	AEF facilitators
8.2	11:40-11:55am	Empathy: The escalator	In Your Classroom	Classroom teachers
8.3	11:55-12:15pm	Empathy and leadership: Ian	In Your Classroom	Classroom teachers
	12:15-12:25pm	Stretch Break		

**Module 9: Leadership Project Development**

9.1	12.25-12.35pm	Community Leadership	Main Session	AEF facilitators
9.2	12.35-12.55pm	Leadership strengths	Breakouts	AEF facilitators
	12.55-1.35pm	Lunch Break		

**Module 10: Problem Solving**

10.1	1.35-1.40pm	ELF Pitching Project	Main Session	AEF facilitators
10.2	1:40-1:45pm	6 Step Problem solving model	Main Session	AEF facilitators
10.3	1.45-1.55pm	Taking Action	Breakouts	AEF facilitators
	1:55-2.05pm	Stretch Break		

**Module 11: Creating Change**

11.1	2.05-2.25pm	Case study 1: Socks4Support Guest Speaker – Benjy Orwin	Main Session	AEF facilitators
11.2	2.25-2.50pm	Case study 2: Alexandra Secondary College	Main Session/ Breakouts	AEF facilitators
11.3	2.50pm-3.00pm	Wrap Up Day 2	Main Session	AEF facilitators

# DAY 3 - PROGRAM SCHEDULE

## DAY 3 - 28TH JULY 2023

ACTIVITY	TIME (AEST)	EVENT	FORMAT	LEAD COORDINATOR
0.1	9.00-9.05am	Welcome, Acknowledgement of Country	Main Session	AEF facilitators
0.2	9.05-9.20am	Icebreaker: A bit about me	Main Session	AEF facilitators
<b>Module 12: Body language and tone</b>				
12.1	9.20-9.35am	Body language and tone	Main Session	AEF facilitators
12.2	9.35am-10.00am	What is the point? What's the message?	Main Session/ In your classroom	Classroom teachers/ AEF Facilitators
	10:00-10.10am	Stretch Break		
<b>Module 13: Case studies</b>				
13.1	10.10-10.15am	Welcome and review problem solving model	Main Session	AEF facilitators
13.2	10.15-10.40am	Case Studies	In your classroom	Classroom teachers
	10:40-11.05am	Break: 25 minutes		
<b>Module 14: ELF Pitching Project</b>				
14.1	11.10-11.25am	Imagine	Breakouts	AEF facilitators
14.2	11.25-11.45pm	Understanding the problem	Main Session	AEF facilitators
14.3	11.45-12.00pm	Explain the problem	Breakouts	AEF facilitators
	12:00-12.10pm	Stretch Break: Dance Off		

**Module 15: Guest Facilitator - First Pivot**

15.1	12.10-12.25pm	What is a pitch?	Main Session/ In your classroom	Classroom teachers/ AEF Facilitators
15.2	12.25-12.40pm	Storytelling and creativity	Main Session	AEF facilitators
15.3	12.40-1.10pm	Creating a Call to Action	Breakouts/ In your classroom	Classroom teachers/ AEF Facilitators
	1:10-1.50pm	Lunch Break		

**Module 16: Pitch Time**

16.1	1.50-2.15pm	Creating your pitch	In your classroom	Classroom teachers
16.2	2.15-2.35pm	Pitching your idea	Breakouts	AEF facilitators
16.3	2.35-2.50pm	Hopes for the Future	Main Session	AEF facilitators
16.4	2.50-3.00pm	Surveys Wrap up Forum	Main Session	AEF facilitators

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CREATING ASIA CAPABLE CITIZENS

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