



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS

August 23, 2021

OFFICE MEMORANDUM

No. **000402**, 2021

To: Schools Division Superintendents } Divisions of Baybay City and Leyte
HRDD Chief
All Others Concerned

**SERG Project's TRAINING PROGRAM ON TECHNOLOGY-BASED
FACILITATION SKILLS FOR COACHING**

1. Attached is a letter from **Adelina H. Velasco**, Team Leader of Sustaining Education Reform Gains (SERG) Project dated August 21, 2021 requesting the participation of the selected officials and personnel of the Regional Office (RO) and SERG Pilot Schools Division Offices (SDOs) to a **Training Program on Technology-based Facilitation Skills for Coaching** on August 26-27, 2021 and September 2, 2021 every 8:30 a.m. – 12:00 noon and September 3, 2021 at 1:00 p.m. – 4:30 p.m. via Zoom Platform.
2. Further inquiries, contact Dr. Harvie D. Villamor, HRDD Chief through hrdd.region8@deped.gov.ph or telephone number 323-7030.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

HRDD-ABL



Attachment 1: Letter from SERG Team Leader



SUSTAINING EDUCATION REFORM GAINS (SERG)

The SERG Project is supported by the Australian Government and implemented by DepEd in partnership with Save the Children

21 August 2021

FOR : DR. GILBERT T. SADSAD, Regional Director, Region V
DR. RAMIR B. UYTICO, Regional Director, Region VI
DR. MA. GEMMA M. LEDESMA, Regional Director, Region VIII
DR. ARTURO B. BAYOCOT, Regional Director, Region X

ATTENTION : SUPT. CRESTITO M. MORILLA, Lagaip City
SUPT. DANLO E. DESPI, Iriga City
SUPT. WILLIAM E. GANDO, Sorsogon City
SUPT. LOIDA N. NIDEA, Camarines Sur
SUPT. MA. LUZ. M. DE LOS REYES, Iloilo City
SUPT. MA. ROSELYN J. PALCAT, Guimaras
SUPT. MANUEL P. ALBANO, Leyte
SUPT. RAUL D. ASBAN, Baybay City
SUPT. RANDOLP B. TORTOLA, Bukidnon
SUPT. CHERRY MAE L. LIMBACO, Cagayan De Oro City

Dear Regional Directors:

As part of the SERG Project technical assistance support to the Regions and Schools Division offices, we would like to offer a Training Program on Technology-based Facilitation Skills for Coaching for selected officials and personnel of the Regional Office (RO) and Schools Division Offices (SDOs). The program will be conducted in four half days on 26-27 August and 02 September 2021 at 8:30am – 12:00nn and 03 September 2021 at 1:00pm – 4:30pm via Zoom.

The main objective of the program is for the TPO coaches and L&D focal persons to enhance or develop their facilitation skills for online coaching and on giving and receiving feedback. These topics were prioritized based on the survey and analysis of the SERG team from reported challenges encountered by the TPO coaches and L&D focal persons.

The training program will be guided by the following objectives:

- Discuss the elements of effective facilitation skills, e.g. listening, observing, framing questions, attending, and integrating skills to strengthen its application for online coaching in order to bring about a conducive environment of learning and collaboration.
- Utilize strategies of giving and receiving feedback to align workplace behavior and outputs with the overall goal of the team as well as to strengthen working relationships and create a trusting work environment.
- Include in the design the development of a simple workplace application project for participants to demonstrate their learning on facilitation skills and giving and receiving feedback which they can share in the TPO coaches and L&D focal persons' meeting.

In this regard, we would like to request for your endorsement of this activity to the Regional Office HRDD and NEAP, Schools Division Office covered by SERG, and all others concerned. Attached is the workshop design for more information.

Our Project Liaison Officer, Ms. Kean Dejera, is available to respond to any of your queries via email address Kean.Dejera@save-the-children.org and mobile number [0917-321-5422](tel:0917-321-5422).

Respectfully,


ADELINA H. VELASCO
Team Leader
SERG Project
DFAT Australia – Save the Children Philippines

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Attachment 2: Program Design

Technology-Based Facilitation Skills for Coaching

Background:

The project Sustaining Education Reform Gains (SERG) Project was established as a modest but strategic successor project to continue the work from the Basic Education Sector Transformation (BEST) Program to help DepEd improve systems for teacher professional development (TPD) to achieve better learning outcomes.¹

As part of the support to the Regions and Schools Division offices, a Training Program on Coaching through Technology-based Facilitation will be conducted which will focus on the core skills of coaching, such as facilitation, listening, questioning and giving and receiving feedback. These topics were prioritized based on the survey and analysis of advisers from reported challenges encountered by the TPD coaches and L&D focal persons.

The training program will be conducted on four half days, August 26-27, September 02 at 8:30am – 12:00nn, and September 03, 2021 at 1:00pm – 4:30pm via Zoom.

Performance Objective: By the end of the training, the participants will be able to conduct effective virtual facilitation and coaching sessions for their assigned pilot schools.

Enabling Objectives: By the end of the training, the participants will be able to:

1. Identify their individual strengths and areas for improvement as a coach– facilitator.
2. Explain the GROW Model in conducting coaching session.
3. Describe the core competencies of coaching such as facilitation (listening, questioning, attending, and integrating skills) that will promote coachee-driven approach in a virtual environment.
4. Identify steps and criteria in giving and receiving effective feedback.
5. Develop individual Action Plans, as a result of this training.

Proposed Schedule:

Time/ Day/ Session	Objectives	Session Title/ Topics	Methodology/ Activities
DAY 1 Session 1	By the end of the session, the participants will be able to:	<ul style="list-style-type: none"> • Opening formalities • Check-in • Expectations Setting 	<ul style="list-style-type: none"> • Individual and group discussions

¹

Terms of Reference for Resource Speaker for the Training Program on Coaching Through Technology-Based Facilitation, Sustaining Education Reform Gains (SERG) Project

	<ul style="list-style-type: none"> • Clarify expectations vis-à-vis objectives and flow of the program • Explain the emerging concepts of coaching and mentoring differences, and similarities • Identify the core skills of an effective coach 	<ul style="list-style-type: none"> • Coaching and Mentoring Concepts, differences, and similarities • Competencies of Coaches/ Mentors • Core Skills for Coaches and Mentors • Characteristics of a Good Coach 	<ul style="list-style-type: none"> • Presentation of training overview • Activity: Recall their Coaching Experience
Session 2	<p>By the end of the session, the participants will be able to:</p> <ul style="list-style-type: none"> • Determine their learning dominant learning style type; • Express the value of individual differences when dealing with people: 	<ul style="list-style-type: none"> • Learning Style Inventory questionnaire adopted from Daniel Kolb's Learning Styles • Characteristics of each learning style 	<ul style="list-style-type: none"> • Self-assessment using a questionnaire • Group discussions • Presentation • Individual reflections
DAY 2 Sessions 3 and 4	<p>By the end of the session, the participants will be able to:</p> <ul style="list-style-type: none"> • Describe the concept of Facilitation; • Identify the four (4) basic skills in facilitation and their importance in coaching and learning session; 	<p>Basic Facilitation Skills*</p> <ul style="list-style-type: none"> • Listening • Questioning • Attending • Integrating • How to process/ debrief a learning experience 	<p>Activity: Conversation that matters; Breakout Session</p> <ul style="list-style-type: none"> • Triad encounter • Group Discussion
DAY 3 Session 5	<p>By the end of the session, the participants will be able to:</p> <ul style="list-style-type: none"> • Discuss the importance of feedback in coaching and mentoring; • Identify the criteria in giving and receiving effective feedback; • apply the skills in giving and receiving feedback to foster smooth interpersonal communication. 	<ul style="list-style-type: none"> • Quick review about communication process. (Giver-Receiver – Feedback Loop). • Feedback as an organizational communication tool (productivity tool) <ul style="list-style-type: none"> ○ Define Feedback ○ Importance of feedback • Relate Johari Window 	<p>Activity:</p> <ol style="list-style-type: none"> 1. Identify personal characteristics 2. Co participants will provide impressions towards each other through Jamboard 3. Individual Reflections

		<ul style="list-style-type: none"> Criteria in Giving and Receiving Effective Feedback 	
Session 6	<p>By the end of the session, the participants will be able to:</p> <ul style="list-style-type: none"> Identify the competencies of virtual facilitators Assess their individual virtual facilitation competencies 	<ul style="list-style-type: none"> Competencies for Virtual/ Online Learning Facilitators 	Individual Assessment
DAY 4 Session 7	<p>By the end of the session, the participants will be able to:</p> <ol style="list-style-type: none"> Describe the steps and components of digital facilitation process 	<ul style="list-style-type: none"> Planning the Session/ Meeting Check-In Establishing Deeper Connection: Input, exercises and reflection on the exercises How to enhance your session facilitation in front of your cam? Check-Out 	<p>Activity: Group Activity</p> <p>-Recall an online learning experience. <i>What did you like most about the conduct of the session?</i></p> <p>Presentation of the digital facilitation process: Tips on how to look better in front of the camera</p>
Session 8	<p>By the end of the session, the participants will be able to:</p> <ul style="list-style-type: none"> Discuss the different steps in organizing coaching sessions; Explain the GROW Model in coaching Assess their current coaching skills Identify their individual Action Plans 	<ul style="list-style-type: none"> The Process of Coaching Coaching Skills: Self-Assessment The GROW Model <p>Action planning Integration Closing</p>	Individual Coaching Skills Assessment

The sessions will use experiential learning approach using adult learning principles and approaches. Relevant digital apps and tools will be integrated in the sessions, such as zoom features (whiteboard, breakout, polling), Jamboard, Mentimeter, Slido, or Poll Everywhere to encourage active participation.

Profile of the Resource Person: Mark Flores

Mark Flores has more than 25 years of practical experience in HR and Organization Development, both in the public and private sectors. He has engaged and delivered programs

in different countries of Asia Pacific, American and European Regions. He has served as an international consultant for Australia Awards Scholarships program in South Asia (2018-2021) and with TRUTH Project (2020-present) a project of CISV Germany, CSV Belgium and CISV Chile co-funded by Erasmus+ Programme of the European Union. TRUTH Project- contributes to train and empower the youth workers around the world.

In the Philippines, he has worked with several initiatives for the government under the auspices of the different development funding agencies such as the United Nations Development Program, United States Agency for International Development, European Union, and the Australian AID program for 15 years – where he worked as Deputy Director from 2010-2017.

Recently, he has been designing and facilitating various programs in digital platform, and one of which is presentation and facilitation online. Mark is also a regular Subject Matter Expert of the Civil Service Commission-Civil Service Institute for the courses such as the Certification Program for Leaders and Managers, Managers' Role in Capacity Building, Learning and Development Planning, Strategic Human Resource Management, and Online Learning: Facilitating Learning Through Technology.

Currently, he is the Vice President of the Organization Development Practitioners Network (ODPN), Vice President of CISV in the Philippines, which is a global organization of volunteers and participants dedicated to peace education through cross-cultural understanding, and a member of the International Association of Facilitators (IAF).

He is a certified facilitator of Myers Briggs Type Indicator (MBTI) and holds a master's degree in Education from the De La Salle University, Manila.