

English Connects

Stress-free teaching through strategic resource management

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Housekeeping

Chat

Please use the chat box to ask the presenter questions that are related to the theme or topic of the webinar only. Do not share any personal information in the general chat that may result in other participants contacting you. This includes addresses, phone numbers and email addresses. Please be respectful at all times to other participants and the presenter.

Certificates

Certificates of attendance are available for all attendees who complete the feedback form. The link to the feedback form is provided at the end of the webinar in the chat box and in the 'Thank you for attending email'

Recordings

All Teaching English Africa webinars are recorded and available to watch between 24 and 48 hours after the live webinar has ended.

About the speaker



Salome Ikokoyo is a Nigerian teacher with 19 years post graduation teaching experience. She is a teacher, a trainer, an administrator, and a copy editor. She is a passionate educator and an advocate for teaching smart, not hard.

My objectives:

- **Develop strategies to maximise the use of instructional time including efficient lesson planning, preparation and assessment, to avoid burnout**
- **Discover innovative ways to create, adapt and share low-cost teaching materials and resources – with examples**
- **Explore approaches for collaborating with colleagues and others**
- **Gain skills to manage scarce financial resources and raise funds**



Envision Your Teaching Potential: Where Do You See Yourself?



1
Resource
Overload

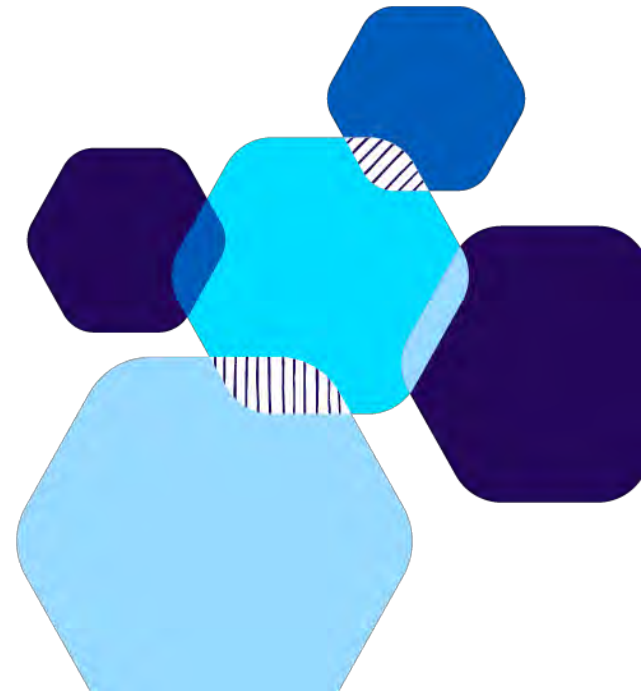
2
Teaching
with Poise

3
Buried
Under
Paperwork

4 The
Well-
Prepared
educator

Why do teachers need to manage resources?

Please share your thoughts in the chat



- Teaching
- Assessing students' work
- Being form teachers
- Staff Secretary
- PTA Secretary (sometimes)
- Prepare weekly lessons - lesson notes
- Prepare materials for each lesson
- Fill in diaries
- Weekly record of work
- Attendance records
- Set exams
- Prepare reports/results



Can you think of others ?
Kindly put them in the chat.

What is resource management? – 4 definitions

a) 'The resources of an organisation or person are the materials, money, and other things that they have and can use in order to function properly'

Collins dictionary

b) 'Resource management is the process of planning, organising, and controlling resources to achieve specific goals within a given time-frame. It involves the allocation of scarce resources to competing demands in order to achieve maximum efficiency with minimum waste'

Shiksha online

What is resource management? – 4 definitions

c) 'It means maximising all the elements in one's teaching environment to achieve the goal/objective of lessons/course'

A teacher

d) 'It is the effective planning, allocation and utilising resources to achieve the desired goals and maximise efficiency'

A teacher

What teaching resources do you have at your disposal?

1. Instructional time
2. Instructional strategies and teaching methods
3. Curriculum standards and learning objectives
4. Student data and assessment information
5. Classroom space and layout
6. Teaching materials (textbooks, supplies, technology)
7. Personal knowledge, skills, and expertise
8. Collaboration with colleagues
9. Support staff
10. Professional development opportunities
11. Online resources (websites, apps, databases)
12. Authentic materials (newspapers, magazines, videos)
13. Classroom management techniques
14. Community partnerships and resources
15. Time (lesson preparation, assessment ,etc)
16. Grants and external funding sources
17. Feedback from students and parents
18. Other ELT professionals
19. Experienced educators
20. Language learning theories and research

Resource Management Begins with Classifying & Organising the Resources we have



Instructional time
Time (lesson preparation, assessment, etc)



Collaboration with:
- colleagues
- support staff
- other ELT professionals
- experienced educators



Curriculum standards and learning objectives
Teaching materials (textbooks, supplies)
Authentic materials (newspapers, magazines)

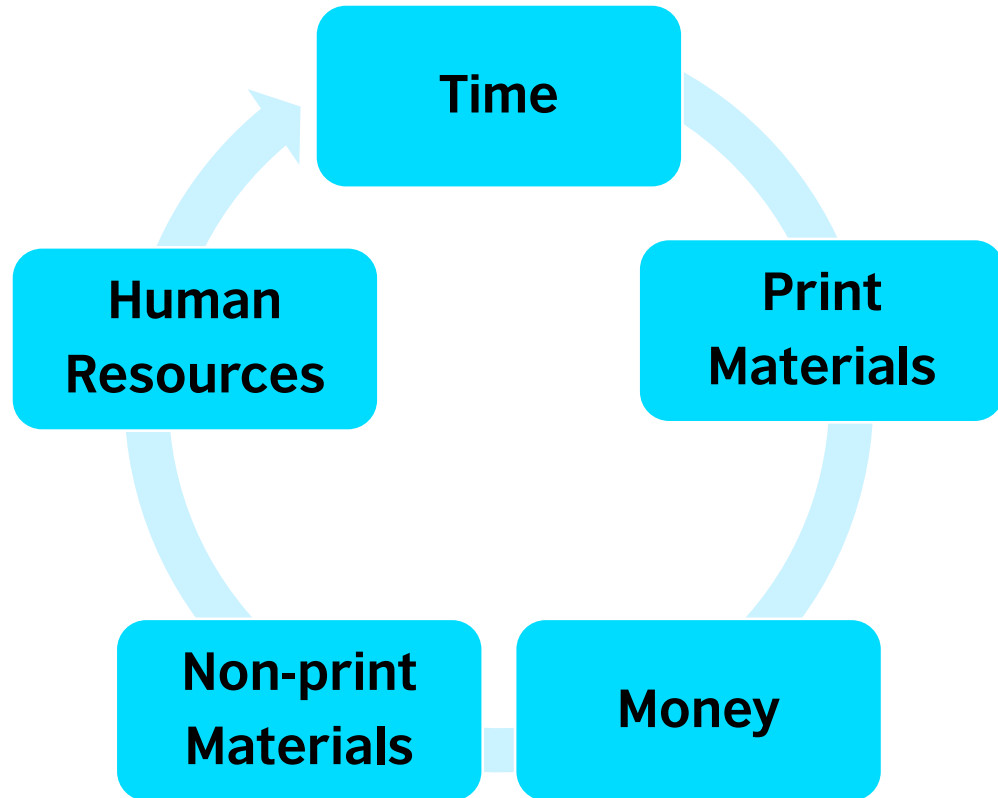


Technology (computers, laptops, MP3 speakers, etc.)
Online resources (websites, apps, databases)
Authentic videos

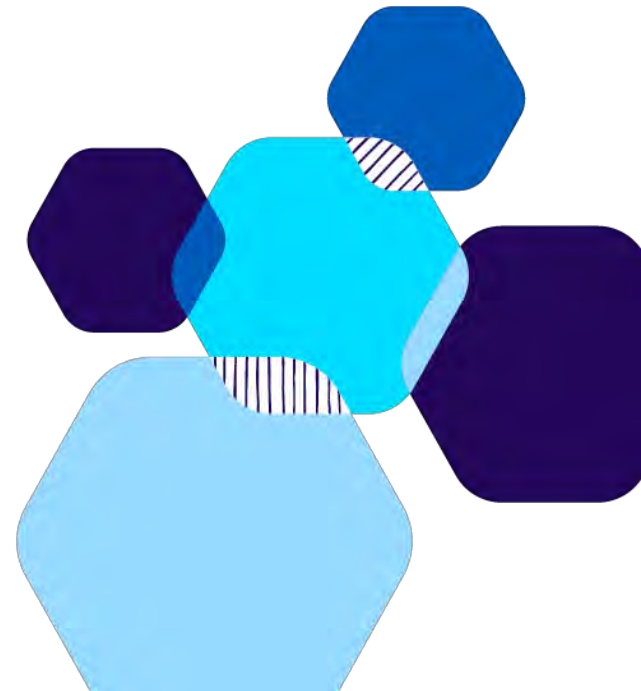


Grants and external funding sources
Personal knowledge, skills, and expertise (investing in self)
Professional development opportunities

Which of these resources do you consider the most important in your ELT practice? And why?



Could we have your thoughts in the chat?




TIME

THE EISENHOWER MATRIX

	URGENT	NOT URGENT
IMPORTANT	DO Important and urgent tasks to be completed first	SCHEDULE Important but not urgent tasks to allocate future time to complete
NOT IMPORTANT	DELEGATE Not important but urgent tasks that don't require personal attention	DELETE Not important or urgent tasks to be deleted

THE POMODORO TECHNIQUE

How to do your first Pomodoro:



- 1 Get into an optimal work space without distractions.
- 2 Choose ONE task to focus on.
- 3 Set your timer for 25 minutes.
- 4 Do your work.
- 5 STOP when the timer ends.
- 6 Take a 5-minute break.
- 7 Repeat 3 times.
- 8 Take a longer break (30 minutes).

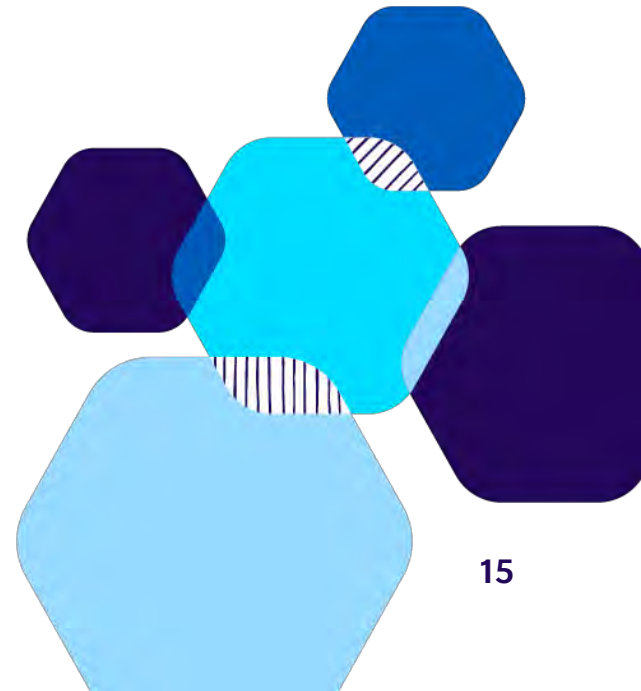
With so much to do, Time seems to be the most Important resource at a teacher's disposal



How can we get more time for all we need to do?
Kindly share your thoughts in the chat

Buy Out Time From Other Activities!

- **Lesson Note Preparation** - Use gpt, ready made lesson plans on TEA websites and others, www.youtube.com/@sallieDixson
- **Setting Test and Exam Questions** - Use gpt www.youtube.com/@sallieDixson
- **Marking Essays** - Break essays into smaller chunks



Examples on using **Artificial Intelligence** – e.g. ChatGPT or Claude - to save time and stress?

1. Create your free account (register, but no need to pay) at:

<https://chat.openai.com/>, or <https://claude.ai/>

2. Request anything you want – provide all the details eg. ‘Please give me a 40-minute ELT **lesson plan** for pre-intermediate 15-year-olds about past simple tense in the context of African history’

or ‘Please give me an ELT **grammar practice exercise** for intermediate teenagers about future tenses, in the context of African sport – with the answers’

or ‘Please give me a 200-word **text** about climate change in

sub-Saharan Africa, with 5 **multiple choice comprehension questions**

for intermediate, teenage learners of English’

This takes 2 seconds!

Fill in the blanks with the correct form of the future tense (will / going to / present continuous for future arrangements) of the verbs given in parentheses.

1. Our school _____ (organise) a charity basketball tournament next Saturday.
2. The Nigerian national football team _____ (compete) in the African Cup of Nations next year.
3. By 2030, many African countries _____ (host) major international sporting events.
4. I'm sure he _____ (win) the marathon race next month. He's been training very hard.
5. They _____ (travel) to Kenya next week to participate in a rugby tournament.
6. In a few years, I _____ (join) a local football club to improve my skills.
7. By the time you arrive, we _____ (already / finish) the volleyball match.
8. Next summer, we _____ (visit) South Africa to watch the cricket series.

Human Resources

Collaboration with colleagues:

1. Co-teaching or team-teaching
2. Sharing resources and lesson plans
3. Peer observation and feedback
4. Professional development workshops/training
5. Learning communities or support groups
6. Mentoring and coaching
7. Joint research or publications

Can you think of other ways?

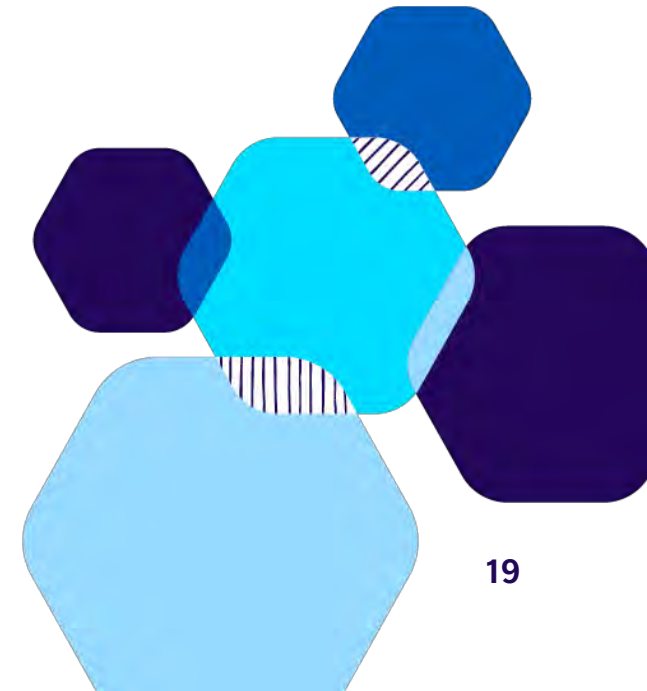
Support staff: volunteers, student teachers, Corpers

- Delegate responsibilities like small group instruction, material preparation
- Delegate non-instructional tasks like photocopying, data entry, typing, sometimes scoring tests/assignments
- Partner to create engaging digital/multimedia ELT resources



Collaborating with students

- Sharing Lesson Notes With Students before a new Lesson - Whatsapp, Telegram
- Sharing printed lesson Notes with Students



Teaching/learning resources

- Teaching materials (textbooks, supplies, technology)—google lens, text to speech (elevenlabs, spechify, mp3 speakers)
- Online resources (websites, apps, databases)—you tube videos
- Authentic materials (newspapers, magazines, videos)

Share some of your favourites in the chat, please



Some examples of free resources:

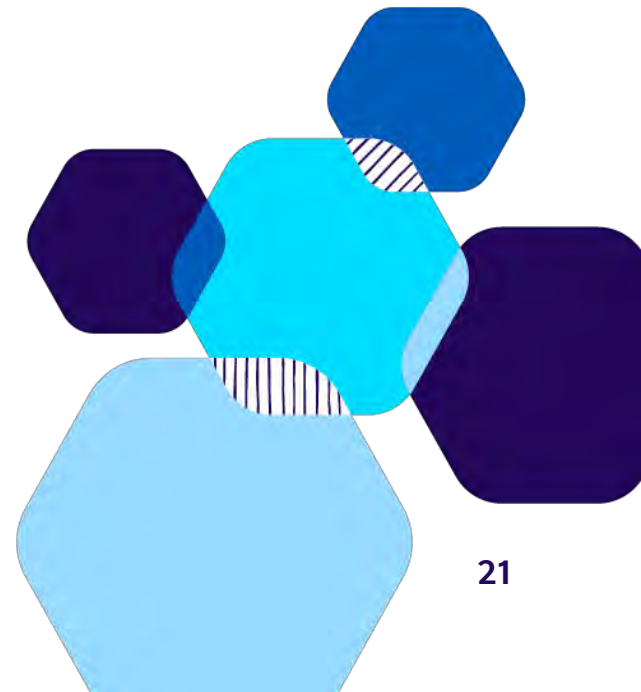
Short **video clips** to discuss about people fixing the world:

<https://www.bbc.co.uk/programmes/p04d42vf>

British Council Teaching English – **resources** for primary, secondary and adults:

<https://www.teachingenglish.org.uk/resources>

Texts about current issues of global justice + ready lessons: <https://eewiki.newint.org/>



Money

Raising funds

- Write e-books
- Publish materials to sell to colleagues
- Turn your passion into a source of income—Are you a good cook? Why not offer to cook for friends for free; with time, they'll recommend to others who will pay

Can you think of other ways?

Saving money

- Source for cheap data plans (night plans)
- Laminate pictures and other resources for future classes
- Re-cycle paper; use the back for others prints
- Talk with family and friends who work with paper and can give for free or cheaper



Thank you!
Any questions?

