**Timetable for INTRODUCTORY TEE TRAINING DAY**

0900 Welcome, Introduction; Word and Prayer

0930 Setting the Scene: What is TEE?

1000 Participate in a model group, Lesson 1, The New Birth

1100 - 1120 *Coffee break*

1120 Reflection on the model group

 *How did it feel to be part of the group?*

 *What did you notice about the way your group leader led the group?*

1130 How to use the Group Leader’s Manual (GLM)

1140 Preparation for leading short discussion sections from Lesson 2.

1150 Leading short discussion sections from Lesson 2 - each person has 15 minutes.

 1150 - 1205 first group member GLM p. 12 - p. 13, section 5 - end of section 6a.

 1205 - 1220 second group member GLM p. 13, section 6b.

 1220 - 1235 third group member GLM p. 13 - p. 14, section 6c.

 1235 - 1250 fourth group member GLM p. 14, section 6d.

 (if group of 5, then 12 mins only, and fifth group member does GLM p. 14, sections 7 and 8). 1250 Feedback

1310-1400 *Lunch break*

1410 Reflection on the morning’s discussion time

 *What did you enjoy about leading your section?*

 *What did you find difficult? How could you overcome these challenges?*

1430 Preparation for leading part of a whole group meeting from Lesson 4.

1440 Leading short discussion sections from Lesson 4 – each person has 15 minutes.

 1440 - 1455 first group member GLM p. 20 - p. 21, section 1 - end of section 6a.

 1455 - 1510 second group member GLM p. 21 - p. 22, section 6b. - end of section 6c.

 1510 - 1525 third group member GLM p. 22 - p. 23, section 6d. - end of section 9.

 1525 - 1540 fourth group member GLM p. 21 - p. 22, section 6b. - end of section 6c.

 (if five in the group, then 12 minutes each and even out the different sections)

 1540 - 1600 feedback and how to handle group dynamics

1555 - 1610 *tea break*

1610 Administrative issues (how to get course books, certificates, recording

 attendance and marks, finances, responsibilities of a facilitator, etc)

1700 Reflection & Evaluation

 a. What are the most important things that you have learnt about TEE today?

 b. What do you think the Lord has been saying to you today?

 c. What possibilities can you see for using TEE is your situation?

1725 Conclusion and Prayer, end by 1730