

Logbook

**From Leader to Guide: Feedback and Discussion
Techniques for Active Learning
Istanbul 1st-5th December 2025**

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**Logbook Purpose: to record contents,
personal considerations and I application
plans for the techniques learned**



Day 1 - Monday, 1st December 2025

Theme of the Day: First Steps into Facilitation

Time	Content / Activity	Personal Notes / Reflections	Action / Idea to Apply
09:00 10:30	Introduction & Tips for Istanbul: Where to visit, what to do, where to eat.	Excellent for breaking the ice and creating an informal, collaborative atmosphere from the very start.	Use a "local" activity to begin future courses.
10:30 10:45	Break		
10:45 12:15	First Steps into Facilitation: Course presentation, objectives, getting-to-know-you activity.	The introduction activity was interactive, not just a list. It immediately modeled the facilitator's role.	Replace frontal introductions with micro-activities.
12:15 12:30	Break		
12:45 13:30	Theory & Practical Activity: Continuation on facilitation. Outdoor activity: "Ready for the City Hunt?"	Great example of experiential learning. Theory was immediately followed by a fun, practical application.	Design lessons that alternate short theoretical inputs with hands-on activities.

Day 2 - Tuesday, 2nd December 2025

Theme of the Day: Teaching vs. Facilitation and the IB Programme

Time	Content / Activity	Personal Notes / Reflections	Action / Idea to Apply
09:00 10:30	Getting to Know the IB Programme: PYP, MYP, DP.	Clear overview. Highlighted how the facilitator's philosophy is intrinsic to the IB approach, especially in the PYP.	Review work units to balance "teaching" and "facilitating."
10:30 10:45	Break		
10:45 12:15	The Role of the Facilitator and Key Skills.	Discussion on "guide on the side" vs. "sage on the stage." Key skills: active listening, group management, powerful questioning.	Practice active listening in class; wait longer after asking a question.
12:15 12:30	Break		
12:45 13:30	Creating Interactive Environments.	Practical examples of classroom layout, use of materials, creating a psychologically safe climate for mistakes.	Reorganize desks into groups before class. Use more flipcharts.

Day 3 - Wednesday, 3 December 2025

Theme of the Day: Strategies for Motivation and Active Participation

Time	Content / Activity	Personal Notes / Reflections	Action / Idea to Apply
09:00 10:30	Strategies to Promote Participation: Relevance, Gamification, Support/Autonomy, Collaborative Learning, Positive relationship.	Very useful checklist. Gamification doesn't need to be complex: points, challenges, simple narratives work.	Introduce a simple point system for group activities. Create a shared class "contract."
10:30 10:45	Break		
10:45 12:15	Including Quieter Voices.	Techniques like "think-pair-share," anonymous exit tickets, use of digital platforms for polls (Mentimeter).	Use "think-pair-share" systematically for complex questions.
12:15 12:30	Break		
12:45 13:30	Engagement Tools.	Demonstration of digital (Padlet, Kahoot) and non-digital tools (posters, sticky notes).	Create a class Padlet to collect questions and ideas in real time.

Day 4 - Thursday, 4 December 2025

Theme of the Day: The Importance of Effective Feedback

Time	Content / Activity	Personal Notes / Reflections	Action / Idea to Apply
09:00 10:30	Warm-up Activities, Understanding Feedback, Supportive Feedback Techniques.	Feedback must be specific, timely, and process-oriented, not personal. Use "Yes...and" instead of "Yes...but."	Reformulate my comments using the structure: "You did X well, to improve you could try Y."
10:30 10:45	Break		
10:45 12:15	Culture of Feedback & The Role of the Feedback-Giving Teacher.	Feedback must be a bidirectional and continuous practice, not an event. Motivational example among teachers.	Institute short peer feedback sessions with colleagues once a month.
12:15 12:30	Break		
12:45 13:30	Difference Between Right/Wrong Feedback & Practical Tools.	Wrong feedback: vague, punitive, late. Tools: clear rubrics, laddered language (e.g., "Emerging/Developing/Excellent").	Create self-assessment rubrics for students.
15:30 17:30	Outdoor Activity: Cruise on the Bosphorus Strait.	Informal networking and team bonding. Informal and contextualized learning.	Value informal moments as part of the learning process.

Day 5 - Friday, 5 December 2025

Theme of the Day: Planning Lessons with a Facilitator's Mindset

Time	Content / Activity	Personal Notes / Reflections	Action / Idea to Apply
09:00 10:30	Real-life Applications & The 5 R's of "Action Feedback": 1) Redraft/Re-do, 2) Rehearse/Repeat, 3) Revisit/Respond, 4) Re-learn/Re-test, 5) Research/Record.	Extremely powerful framework. Turns feedback from judgement into a clear action plan for the student.	Apply the "5 R's" model when marking the next written assignment.
10:30 10:45	Break		
10:45 12:15	The Importance of Peer Review for Metacognition.	Structuring peer review with clear guides and questions is essential to prevent it from being superficial.	Introduce structured peer review sessions using checklists I provide.
12:15 12:30	Break		
12:45 14:00	Course Conclusion and Certificate Award Ceremony.	Final reflection on the journey. The certificate is an endpoint, but also a starting point for application.	Share key learnings with my departmental team.

Final Considerations and Key Action Plans

Key Insight: The facilitator is not a passive dispenser of knowledge, but an architect of learning experiences and a director of classroom interactions.

Three Techniques to be implemented:

- "**Think-Pair-Share**" to engage everyone.
- **Specific, action-oriented feedback** using the "5 R's".
- **Lesson design** with a clear alternation of mini-theoretical inputs and practical activities.

Long-Term Goal: Gradually transforming classrooms into a learning community where students feel responsible and active in their own cultural journey

**THANK YOU FOR
YOUR ATTENTION**

