



TRAINING PROGRAM

2023-2024 School Year

**Preschool & Primary School EFL Teacher
Professional Development**

Improve client satisfaction & teacher retention through
teacher training.

William Herr
Will.Herr@StarTeacherTraining.com



Star Teacher Training Overview

STT is an English as Foreign Language (EFL) teacher training & consulting service located in Ho Chi Minh city. Founded in 2017, its mission is to provide effective techniques to teachers of Very Young Learners (VYL) (3-6 Y.O.) and Young Learners (YL) (6-11 Y.O.) located in public schools in Vietnam and around the world. STT's core teaching concepts include positive behavior reinforcement, student-centered and communicative activities, and a focus on practical teaching skills.

Star Teacher Training's services include a website with free resources and ideas for public primary and pre-school teachers, workshops, and on-demand services for company clients. STT is also able to observe and provide feedback to teachers working in Saigon.

Biography of Will Herr

Will Herr is the founder of Star Teacher Training. He has more than 15 years of experience in the EFL industry, including four years in South Korea and more than ten in Vietnam. During that time, he earned several certifications including a CELTA (Pass B), TKT YL (Band 4), CELTA YL, and an International House VYL certificate.

During that time, he spent more than seven years in positions for training, observing, and mentoring new teachers. He also conducted dozens of workshops for groups of five to 100 trainees. In addition, he conducted hundreds of observations for scores of new teachers in a variety of learning environments. He regularly helped teachers develop from their first week of teaching into their second or third years.

In the last eight years he has specialized in EFL teaching within local pre-schools and primary schools. As a long-term resident of Vietnam, he recognizes the need to build effective teaching skills within the English teaching community so Vietnamese students can develop their English skills to be internationally competitive.

Will also has a Bachelor of Arts degree (with Honors) in both History and Political Science from St. Olaf College in Northfield Minnesota, U.S.A.





Public Primary TEFL (PP TEFL) – Key Basics

This workshop is designed to give new foreign English teachers the basics they'll need to succeed in Vietnamese public primary schools (Grades 1-5).

By the end of the workshop teachers will have:

- Participated in a Family & Friends-similar demo lesson with German vocabulary and grammar
- Discussed their students' emotional, intellectual and physical needs to better understand them
- Discussed some causes of misbehavior in the classroom and strategies for responding to it
- Discussed holistic, positive classroom management techniques including a Behavior Management System, rules, and routines
- Learned to present new vocabulary using fun, engaging, and age-appropriate techniques
- Identified important principles of Teacher Talk Time and giving instructions to large classes
- Discussed traits of good EFL activities, especially for listening & speaking skills
- Participated in and discussed a variety of effective EFL games for public primary classrooms

Length: 3 to 5 hours. 4.5 hours is standard.

Basic Agenda (4.5 hours) (includes 2 unlisted 5-minute breaks and wrap-up)

10 minutes	Warmer Activity & Trainer and Workshop Introduction
50 minutes	Demo Lesson with German Language and Small Group Analysis and Discussion of the Demo
40 minutes	Presentation and Discussion on Student Needs, Handling Difficult Students, and How to Have Great Teacher Presence
40 minutes	Presentation on Integrated Classroom Management, Behavior Management Systems, Rules, and Routines
40 minutes	Presentation on Skills for Presenting Language to Kids, Drilling, and Practical Pair-work for Miming & Total Physical Response
40 minutes	Presentation of Teacher Talk Time principles and Pair-work on the 8 Stages for Giving Clear Instructions
50 minutes	Discussion of Effective Game Principles and Demonstration of a Selection of Effective Listening & Speaking Games

Cost:

3 hours (shortened)	4,400,000 VND	Doesn't include: Great Teacher Presence, Teacher Talk Time, Clear Instructions, Effective Game Principles
4.5 hours (recommended)	5,500,000 VND	
5 hours (extended)	6,050,000 VND	Includes: more time for discussion, questions, and breaks



Very Young Learners TEFL (VYL TEFL) – Key Basics

This workshop is designed to give new foreign English teachers the basics they'll need to successfully teach Vietnamese Very Young Learners (VYLs) (Ages 3-6).

By the end of the workshop teachers will have:

- Participated in a VYL demo lesson with German vocabulary and grammar
- Discussed their students' emotional, intellectual and physical needs to better understand them
- Discussed some causes of misbehavior in the classroom and strategies for responding to it
- Discussed holistic, positive classroom management techniques including a Behavior Management System, rules, and routines
- Learned to present new vocabulary using fun, engaging, and age-appropriate techniques
- Identified important principles of Teacher Talk Time and giving instructions to VYLs
- Discussed traits of good EFL activities, especially for listening & speaking skills
- Identified and practiced effective techniques and reasons for using songs
- Participated in and discussed a variety of effective EFL games for VYLs

Length: 3 to 5 hours. 4.5 hours is standard.

Basic Agenda (4.5 hours) (includes 2 unlisted 5-minute breaks and wrap-up)

10 minutes	Warmer Activity & Trainer & Workshop Introduction
40 minutes	Demo Lesson for VYLs with German Language and Small Group Analysis and Discussion of the Demo
40 minutes	Presentation and Discussion on VYL Student Needs, Handling Difficult Students, and How to Have Great Teacher Presence
40 minutes	Presentation on Integrated Classroom Management, Behavior Management Systems, Rules, and Routines for VYLs
40 minutes	Presentation on Skills for Presenting Language to Kids, Drilling, and Practical Pair-work for Miming & Total Physical Response
30 minutes	Presentation of Teacher Talk Time principles and Pair-work on the 8 Stages for Giving Clear Instructions to VYLs
20 minutes	Skills for Using Songs Meaningfully with VYLs
50 minutes	Discussion of Effective Game Principles and Demonstration of a Selection of Effective Listening & Speaking Games for VYLs

Cost:

3 hours (shortened)	4,400,000 VND	Doesn't include: Great Teacher Presence, Teacher Talk Time, Clear Instructions, Effective Game Principles
4.5 hours (recommended)	5,500,000 VND	
5 hours (extended)	6,050,000 VND	Includes: more time for discussion, questions, and breaks



Secondary-High School TEFL (TEENs TEFL) – Key Basics

Teaching teens in large secondary or high school classrooms is an incredibly challenging environment for many new teachers. Students in these schools aren't young children but they also aren't adults. Games and techniques that work in primary school won't work in secondary school. New teachers need to have the required tools to work with teens, otherwise they risk losing control of their classes and failing to educate their students.

This workshop gives teachers an all-around introduction to the basic skills needed for success in Vietnamese secondary school and high schools. By the end of the workshop teachers will have:

- Conducted a Needs & Interests Survey to better understand their background as teachers
- Discussed the unique traits of teen students, their needs and causes of misbehavior
- Identified and analyzed effective classroom management principles and techniques
- Discussed effective lesson planning and lesson staging
- Reviewed effective, age-appropriate techniques for eliciting vocabulary
- Identified effective activity principles and participated in a dozen appropriate activities
- Reviewed and presented what they've taken from the workshop

Length: 4.5 to 5 hours.

Basic Agenda (4.5 hours) (includes 2 unlisted 5-minute breaks and wrap-up)

20 minutes	Warmer Activity, Trainer & Workshop Introduction, and Conducting a Teacher & Student Needs & Interests Survey
40 minutes	Group Activities for Understanding Teens: Traits, Development, Needs, and Causes of Misbehavior
60 minutes	Group Discussion and Presentation on Classroom Management: Great Teacher Traits, Principles & Techniques
60 minutes	Group Work and Presentation on Lesson Planning: Principles, Stages and How to Elicit Vocabulary
60 minutes	Group Work and Presentation on Activities: Principles, Effective Activities, Wrap-up Review Project
30 minutes	Wrap-up: Reviewing Workshop Content, Discussion, and Sharing

Cost:

4.5 hours	5,500,000 VND	
5 hours (extended)	6,050,000 VND	Includes: more time for discussion, questions, and breaks



Classroom Management for VYLs or Public Primary Classes

New English teachers often struggle with classroom management because they weren't trained to handle the unique environment of preschools and public primary schools. Most new teachers are unaware of basics like routines, developmental milestones, or how to use praise effectively. They usually only know a few techniques that are best suited for small classes.

These workshops are designed to give teachers insights into the causes of student misbehavior as well as both theoretical and practical skills for improving their behavior.

By the end of the workshop teachers will have:

- Identified their expectations for student behavior, student needs, and development milestones
- Discussed common causes of misbehavior in children based on Choice Theory
- Discussed techniques for managing classes with rules and routines
- Discussed and examined a variety of Behavior Management Systems (BMS)
- Identified key aspects of great teacher presence and how they affect classroom management
- Discussed Fixed and Growth Mindsets, and practiced effective praise techniques
- Identified how other lesson features such as instructions and activity design affect behavior
- Created an Action Plan to identify how they will improve their own classroom management

Length: 4.5 to 5 hours. (4.5 hours is standard)

Basic Agenda (4.5 hours) (includes 2 unlisted 5-minute breaks and wrap-up)

10 minutes	Warmer Activity, Trainer and Workshop Introductions, Begin Case Study
40 minutes	Group Work on Understanding Misbehavior: Teacher Expectations, Student Needs, and Child Development Milestones That Affect Classroom Management
30 minutes	Group Work to Identify Solutions for Common Misbehaviors
40 minutes	Presentation on the Need for Security and How to Use Rules and Routines to Build a Sense of Security for Students
40 minutes	Group Work to Identify the Core Features of Effective Behavior Management Systems and Comparing BMSs
30 minutes	Presentation and Discussion of Great Teacher Presence
30 minutes	Group Discussion to Compare Fixed and Growth Mindsets for Student Behavior and Teacher Mindset and How to Effectively Use Praise
30 minutes	Presentation and Discussion of Integrated Classroom Management
20 minutes	Complete Case Studies, Create Action Plans for the Future, and Discuss in Small Groups

Cost:

4.5 hours	5,500,000 VND	
5 hours (extended)	6,050,000 VND	Includes: more time for discussion, questions, and breaks



Games & Activities for VYLs or Public Primary

Large classrooms filled with dozens of children create many problems for EFL teachers. One of those is finding games and activities that are not only engaging, but also meaningful and effective. Many teachers, when left on their own, use class time on games that are fun for some children but aren't an efficient use of their time. This leads to poor behavior and lower achievement in English.

These workshops are designed to give teachers the tools they need to create engaging, effective lessons for either Vietnamese VYLs and YLs.

By the end of the workshop teachers will have:

- Ordered the eight stages of effective instructions and discussed key instructions principles
- Learned German vocabulary and grammar for use in the workshop's games & activities
- Participated in and critiqued two popular but ineffective games
- Identified traits of good activities and used them to examine a variety of games & activities
- Participated in about 15 different games and activities and rated them
- Adapted activities from a selection of common EFL books (Happy Hearts or Family & Friends)

Length: 3 to 5 hours. 4.5 hours is standard.

Basic Agenda (4.5 hours) (includes 2 unlisted 5-minute breaks and wrap-up)

15 minutes	Warmer Activity & Trainer and Workshop Introductions
15 minutes	Pair-work on the 8 Stages of Clear Instructions
30 minutes	Presentation of German Vocab and Grammar for Workshop, and Play a Common, Ineffective EFL Game to Discuss and Critique
20 minutes	Pair-work on Effective Game Principles and Critique a Common EFL Game
160 minutes	Play and Discuss Games & Activities for Large Classes, Including Kim's Game, Drill Sergeant, Listen Quick, Dictations, and more
30 minutes	Adapt and Design Games and Activities from Common Course Books

Cost:

3 hours (shortened)	4,400,000 VND	Doesn't include: Clear Instructions, Effective Game Principles, Adapting Activities. Only includes 12 games and activities
4.5 hours (recommended)	5,500,000 VND	
5 hours (extended)	6,050,000 VND	Includes: more time for discussion, questions, and breaks



Workshop Terms & Add-Ons

Size

All workshop prices are for 5 – 25 participating teachers. If a client wants additional teachers to participate it is +250,000 VND per additional teacher with a maximum 5 additional teachers.

Scheduling

Workshops must be scheduled a minimum of 10 working days in advance, though availability is not guaranteed. It's recommended to set a date with three to four weeks' notice.

Workshops are never available on Saturdays and Sundays.

Cancellations require a minimum of 48 hours' notice. Less than that will incur cancellation fees.

Locations

STT can hold workshops for a fee at 79 Nguyễn Đình Chiểu in District 3, HCMC.

- Booking costs an additional 1,000,000 VND for 25 a maximum of 25 teachers

Clients can hold workshops at their own locations provided they have enough facilities including; chairs, tables, projector, whiteboard, and air conditioning for all participants.

Under 10 kilometers	No travel fee
10-15 kilometers	500,000 VND
15-20 kilometers	800,000 VND

Distance is calculated from Landmark 81 in Binh Thanh according to Google maps.

Photographs

The client will provide someone to take at least 10 photos to share with STT, including a final line-up photo. STT will use these on its website and will share rights with the client.

The client and attendees may not record video during the workshop.

Materials

All materials including packets, handouts and certificates are included in the cost of the workshops.

Payments, Tax and Invoices

A 50% deposit is required within 3 business days of reserving workshop dates. The remaining 50% must be paid within 3 business days after services have been completed.

Payments can best be made via bank transfer.

All prices listed include VAT and must be paid by clients.

STT can issue an invoice through its parent company SPTG Ltd.

Certificates

In order to get printed certificates for the workshop, clients should provide the list of attending teachers at least 48 hours before the start of the workshop. Any names provided after that time will only receive a certificate pdf.

STT will send pdf certificate files for all teachers who attend the workshop.



Observations & Feedback

It's very helpful to observe new teachers, provide them direct feedback, and offer them suggestions for reflection. This is very useful for improving their teaching performance and satisfaction. STT can offer this service to interested clients.

Each observation includes:

- 30-40 minutes: in-class observation
- 30 minutes: 1-on-1 feedback & discussion with the teacher immediately after the lessons
- Feedback Forms: Sent within 3 working days to the teacher and management
 - Identify 3-5 areas of strength with descriptions of specific skills & behaviors
 - Identify 3-5 areas for improvement with questions and tips for teachers, plus summary

Teachers are observed on:

- **Teacher Presence:** evidence of rapport, eye contact, consistency, organization and inclusivity
- **TTT:** natural, accurate, clear, level-appropriate, and supported teacher talk
- **Classroom Management:** consistent, clear, positive, structured, and integrated
- **Presentation:** meaningful, age-appropriate, natural, clear, and engaging
- **Instructions:** ordered, supported, and clear
- **Lesson Planning:** syllabus fit, evidence of learning, age-appropriate, staged
- **Activities:** meaningful, student-centered/efficient, engaging, age-appropriate
- **Error-Correction:** clear, student-centered

Feedback

The act of observing changes a teacher's performance and the classroom environment. STT does not assess teachers' fitness for employment. Teachers also do not receive feedback about every aspect of their lesson, only on the most important strengths and areas for improvement. The purpose of each observation and all feedback is to provide guidance for their growth. Teachers will receive specific techniques and tools to use in later classes after receiving their feedback.

Costs

Observing teachers at public schools can include significant travel time. Costs per observation are affected by the number of teachers observed in each session, along with location.

A "session" includes the journey to the school to observe 1, 2, or 3 teachers in a morning or afternoon and then provide feedback to them.

Distance is calculated from Landmark 81 in Binh Thanh according to Google maps

	Under 10km	10-15km	15-20km
1 teacher per session	880,000 VND	990,000 VND	x
2 teachers per session	1,430,000 VND	1,650,000 VND	1,870,000 VND
3 teachers per session	1,980,000 VND	2,200,000 VND	2,420,000 VND

Terms

Observations must be scheduled and confirmed at least 2 working days (day ends at 16:00) in advance. Cancellations after 7:00 a.m. on the scheduled observation day are non-redeemable



Package Deals

Trial Package – 12,100,000 VND

4.5 Hour Workshop + 8 Teachers Observed in 4 Sessions

STT will run a Public Primary or Very Young Learner TEFL workshop (1 day) for up to 25 teachers at a location provided by the client. STT will then observe up to 8 attending teachers of the client's choice within 15km of Landmark 81 within the next 3 working weeks. The client can schedule the 8 teachers in up to 4 sessions.



Star Package – 15,400,000 VND

4.5 Hour Workshop + 16 Teachers Observed in 8 Sessions

STT will run a Public Primary or Very Young Learner TEFL workshop (1 day) for up to 25 teachers at a location provided by the client. STT will then observe any 16 teachers of the client's choice within 15km of Landmark 81 within the next 4 working weeks. The client can schedule the 16 teachers in up to 8 trips.



Teacher Reviews



To say Will is a fountain of YL knowledge would be an understatement. When I first started teaching the idea of having 25+ young learners in one class was terrifying but the workshops and personal training I received from Will was outstanding. I continually use his classroom management tricks and teaching activities in every ESL classroom I teach in. His training style is like none other I have experienced in the last few years; he's patient, understanding and really takes time to get to know and develop your own personal teaching style...

Louise Moran



Will was an immense help to me when I began teaching in public schools. He provided me with excellent, flexible activities that made lesson planning fast and the lessons themselves rewarding! Will's insights into classroom management and how to integrate students with difficult behaviour was invaluable. Will helped me become a better teacher and I use what he taught me every day. Best of all, Will is a great communicator and can impart his wisdom in the clearest, most efficient way possible.

Nastashya Wall



I first worked with Will over two years ago, at that time I was inexperienced in young learners classrooms and I felt overwhelmed and under-equipped to deal with large classes. I have no doubt that through the excellent training programme he implemented, and the continued support and guidance I received meant that I thrived and I'm thoroughly enjoying my teaching. It's clear that Will is passionate about teaching and specifically training and developing teachers. He's full of practical ideas to apply in the classroom and is an excellent troubleshooter.

Gareth Wyn Evans



Will has been a wonderful teacher and academic guide for countless teachers and students. His extensive leadership, subject-matter fluency, and genuine care for educating students in an optimal and effective way, are excellent. I currently utilize many of the best practices and pearls of wisdom he taught me in my everyday use even though we don't work directly anymore. This was done because Will made it a fun, comfortable, and challenging learning environment. Gain his knowledge!

Mike Ruth



Will is an excellent teacher trainer. He took me from being a brand-new teacher with no experience teaching young or very young learners to a being confident in almost any classroom, and being able to get the most out of my students through the communicative and fun style of teaching he employs. I particularly found Will's advice on classroom management, and using listening and speaking games with very young learners to be excellent. Will is dedicated to teaching, and is really passionate about helping others to improve their teaching as well.

Doug Keep



Will is a master at what he does. He offers great training and is particularly knowledgeable in teaching a large group of students in the public-school system, as well as young learners. He taught me in all spectrums of a successful classroom-classroom management, engaging the entire class, using gestures, maintaining consistent routines, etc.

Maithy Do



Client Reviews



"Will delivered a two-day workshop on Teaching Public Primary School for our teachers and we were impressed by the way he delivered his knowledge & shared his teaching experience. The training sessions were clearly presented, well-structured and easy to understand. He arranged the workshop plan carefully to provide them with many useful teaching techniques. Even though our teachers were already tired from teaching in the morning they were inspired by his enthusiastic presentation.

He also observed several of our teachers after the workshops as a training follow-up. His feedback was full of respect and he individualized his support to each teacher and their own style and needs. He gave them valuable suggestions to help them reflect on themselves and find their own solutions in the future.

All in all, his training really met our expectations. We enthusiastically recommend his service!"

Hang Pham (Selena)
Recruitment Department
GELA Education
<http://gela.edu.vn/>



"Will delivered a fantastic training for our Apollo Junior teachers in October 2018. It was focused on how to deliver activities and games for young learners that are student-centred. He shared ideas and facilitated discussion that encouraged our teachers to consider rate of participation as a crucial factor in a successful task. This is a key concept that helps teachers develop their skills and involve the whole class rather than just select students.

The feedback from Will's session was excellent and the participants went away excited to try out some of the new ideas they had been shown. Will is a great trainer who is able to apply the concepts he espouses in the classroom in his workshops as well. This means an interactive, hands-on experience that is sure to inspire teachers from a range of contexts."

Peter Waters,
Senior Learning Experience Manager (South)
Apollo Education and Training
<https://apollo.edu.vn/>



"After two 5-hour training sessions on Classroom Management for Very Young and Primary Learners we received very positive feedback from our teachers.

First, the topics discussed during the training are strongly related and applicable to our teaching background and methods. Therefore, the trainees easily got engaged in the training. Some teachers even applied the classroom management techniques into their teaching shortly after the workshop. The illuminating case studies on misbehavior due to unmet needs were so recognizable in all of our classes.

Besides, the way Will carried out the workshop and delivered the training content considerably contributed to the success of the workshop. With all the teaching techniques and skills of an experienced teacher, he continuously engaged the trainees' interest from start to finish. Another highlight of the workshop were the various group discussion activities which encouraged the trainees to think aloud and share their own experiences.

Last but not least, we are also impressed by Will's thorough preparation and professionalism as a founder and manager of Star Teacher Training from the very first discussion. We look forward to cooperate with Star Teacher Training in other future workshops."

Uyen Chi (Ellie)
Research & Development Department
Rich English
<https://citysmart.edu.vn/>



"I am writing to express my sincere gratitude and appreciation for the insightful and informative workshop on classroom management that you recently conducted for our teachers. Your expertise in this area was evident throughout the session, and I found the information and strategies you presented to be highly valuable and relevant to our teaching practice.

Although some of the knowledge you shared was not entirely new to us, I appreciated the way you helped put things into a big picture with clear examples and practical activities. Your approach made the material much more accessible and actionable. I believed that our teachers left the workshop with confidence and inspiration to implement these strategies in their classes.

Once again, I would like to express my sincere thanks for your dedication and expertise. Your workshop was a valuable investment in our professional growth and I would highly recommend it to other teachers who are looking to improve their classroom management skills."

Tu Trieu (Ms.)
Program Manager
Yola English
<https://yola.vn/>