

# Introduction

## Facilitator Instruction Manual

### 1. PURPOSE OF THIS MANUAL

This manual helps facilitators (teachers/ATL in-charges) to:

- Understand how to use the 12-month activity calendar
- Effectively conduct Track 2 (Design Thinking Track)
- Guide students through projects and submissions
- Evaluate student work using a standardized model
- Ensure consistency and quality across schools

### 2. WHAT'S DIFFERENT THIS YEAR?

A year-long innovation program where students:

- Work on real-world sustainability challenges
- Build solutions using ATL tools + AI
- Follow a Design Thinking journey
- Progress from basic exploration → real implementation



#### STRUCTURE

Component	Description
Monthly Theme	Sustainability-focused (Energy, Water, Biodiversity, etc.)
Track 1	Skill-building ATL + AI activities
Track 2	Design Thinking Mission (Innovation Challenge)
Duration	12 months
Outcome	Working prototype + real-world impact



### 3. ROLE OF THE FACILITATOR

**You are not a lecturer, but a:**

**1. Guide**

Help students think, not give answers

**2. Enabler**

Provide tools, resources, and structure

**3. Reviewer**

Ensure quality and authenticity of work

**4. Mentor**

Encourage iteration and problem-solving

### 4. HOW TO USE THE CALENDAR

**Each month has:**

**A. Theme**

Example: Energy Awareness

**B. Track 1: Monthly Quests**

- 2 ATL Quests
- Focus: Skill building

**C. Track 2: Mission Challenges**

- Design Thinking stage
- Focus: Design Thinking and Project Development

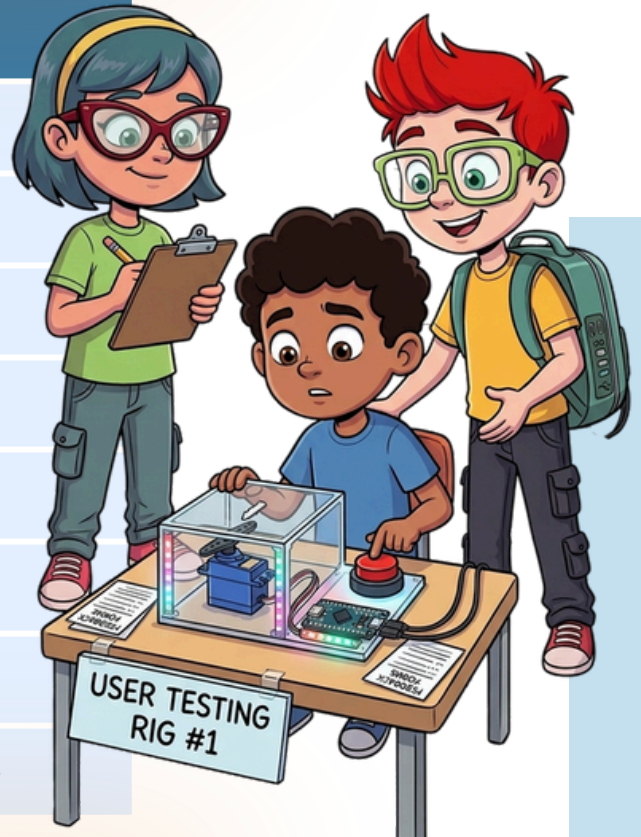


Recommended Monthly Flow	Activity
Week 1	Introduce theme + Track 1 Quest 1
Week 2	Track 1 Quest 2
Week 3	Introduction to Design Thinking Stage + Track 2
Week 4	Documentation of Track 2 + Submission + Reflection

## 5. HOW TO FACILITATE TRACK 2

### TRACK 2 FOLLOWS DESIGN THINKING STAGES:

Month	Stage
April	Empathise
May	Define
June	Ideate
July	Prototype
August	Refine
September	Pitch
October	Implement
Nov-March	Scale, integrate, showcase



### GENERAL FACILITATION FLOW (EVERY MONTH)

#### Step 1: Introduce the Mission (For every quest and challenge)

- Explain:
  - What students need to do
  - Why it matters
  - Expected output

#### Step 2: Break Down the Steps

- Use the step-by-step tables provided
- Explain each step clearly

#### Step 3: Guided Work Time

- Let students work in teams
- Facilitate by:
  - Asking questions
  - Removing confusion
  - Ensuring progress

### Step 4: Checkpoints

- Mid-week review:
  - Are they on track?
  - Is work authentic?



### Step 5: Final Submission Support

- Help students:
  - Organize work
  - Present clearly
  - Attach evidence

## 6. TEAM STRUCTURE

**Ideal team size: 3-4 students** (with Roles, optional but recommended):

- Research Lead
- Design/Build Lead
- Documentation Lead
- Presentation Lead

## 7. SUBMISSION GUIDELINES

**Each submission must include:**

### 1. Written Component

Observations / Problem / Idea / Reflection

### 2. Visual Evidence

Photos / sketches / diagrams

### 3. Prototype Evidence (if applicable)

Images or videos

### 4. Data (if applicable)

Measurements / feedback / comparisons

### Submission Checklist

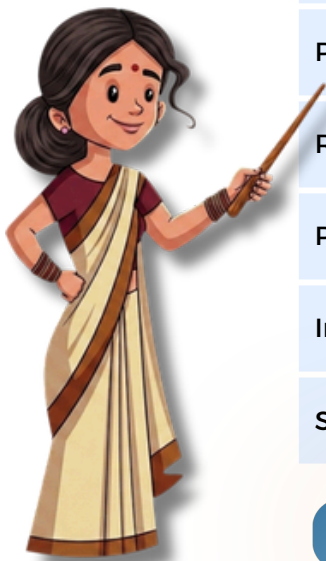
Criteria	Yes/No
• Clear problem defined	
• Real evidence included	
• Steps followed	
• Output complete	
• Original work	

## 8. EVALUATION MODEL

Evaluation is **continuous + stage-wise**

### STAGE-WISE EVALUATION FOCUS

Stage	What to Evaluate
Empathise	Depth of observation
Define	Clarity of problem
Ideate	Creativity & feasibility
Prototype	Functionality
Refine	Improvement
Pitch	Communication
Implement	Real-world testing
Scale	Future potential

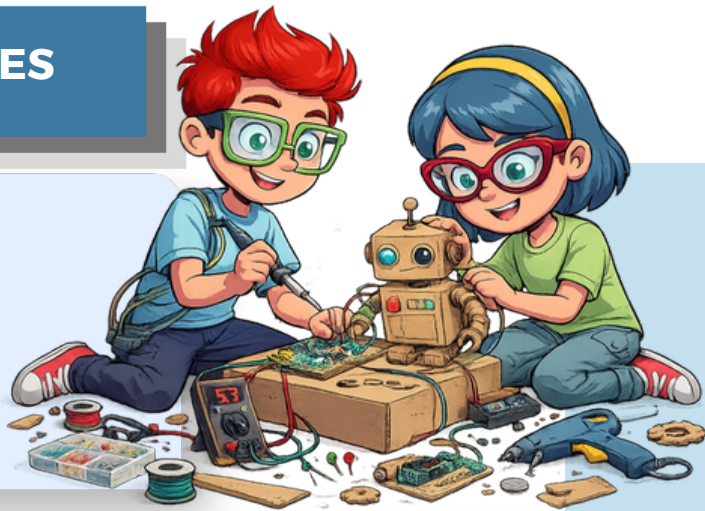


### DETAILED JUDGING CRITERIA

Stage	Criteria	Marks
Problem Understanding	<ul style="list-style-type: none"> <li>• Clear problem?</li> <li>• Real-world relevance?</li> <li>• Evidence-backed?</li> </ul>	10 marks
Research & Empathy	<ul style="list-style-type: none"> <li>• Observations done?</li> <li>• User understanding?</li> </ul>	10 marks
Idea Quality	<ul style="list-style-type: none"> <li>• Innovative?</li> <li>• Practical?</li> </ul>	15 marks
Prototype / Solution	<ul style="list-style-type: none"> <li>• Functional?</li> <li>• Logical design?</li> </ul>	20 marks
Iteration & Improvement	<ul style="list-style-type: none"> <li>• Changes made?</li> <li>• Learning visible?</li> </ul>	10 marks
Impact Potential	<ul style="list-style-type: none"> <li>• Real-world usefulness?</li> <li>• Sustainability impact?</li> </ul>	15 marks

Communication	<ul style="list-style-type: none"> <li>• Clear explanation?</li> <li>• Structured presentation?</li> </ul>	10 marks
Documentation	<ul style="list-style-type: none"> <li>• Organized?</li> <li>• Complete?</li> </ul>	10 marks
		100

## 9. FACILITATION BEST PRACTICES



### Do's

- Ask open-ended questions:
  - “Why do you think this happens?”
  - “What if this fails?”
- Encourage experimentation
- Focus on learning over perfection

### Don'ts

- Don't give solutions directly
- Don't allow copied work
- Don't rush through stages

## 10. COMMON CHALLENGES & SOLUTIONS

Challenge	What to Do
Students stuck	Break task into smaller steps
No ideas	Use examples from real life
Weak problem	Ask for more observations
Prototype not working	Focus on concept, not perfection
Low engagement	Connect problem to their life



## 11. FINAL SHOWCASE GUIDELINES

### Students should present:

1. Problem
2. Process
3. Solution
4. Prototype
5. Impact
6. Future scope

## 12. SUCCESS METRICS FOR FACILITATORS

### You are successful if:

- Students complete all stages
- Work is original and evidence-based
- Students can explain their solution clearly
- At least some solutions reach real implementation

