

# Communiケーしよう！

*WORKING TOWARDS BETTER*

*TEAM-TEACHING*

ALT Skills Development Conference 2016-2017

# Who am I?

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- Programme Coordinator at CLAIR
- From Iowa, USA
- ALT for 5 years in Kumamoto Prefecture

# What is CLAIR?

- **Council of Local Authorities for International Relations**
- Provide support for local governments
- Four departments
- Mix of Japanese staff and former JET participants (PCs)

# What is the Department of JET Programme Management?

## What do we do?

- Placement
- Post-Arrival Orientation/training conferences
- Publications and the JET Programme Website
- Online Japanese Language Courses
- Grants for TEFL and JLPT (N3)
- Mental Health Support System

## What do we not do?

- Employ JET participants
- Mediate disputes between JET participants and contracting organisations

# Today's Goals

- To **facilitate better communication** between ALTs and JTEs

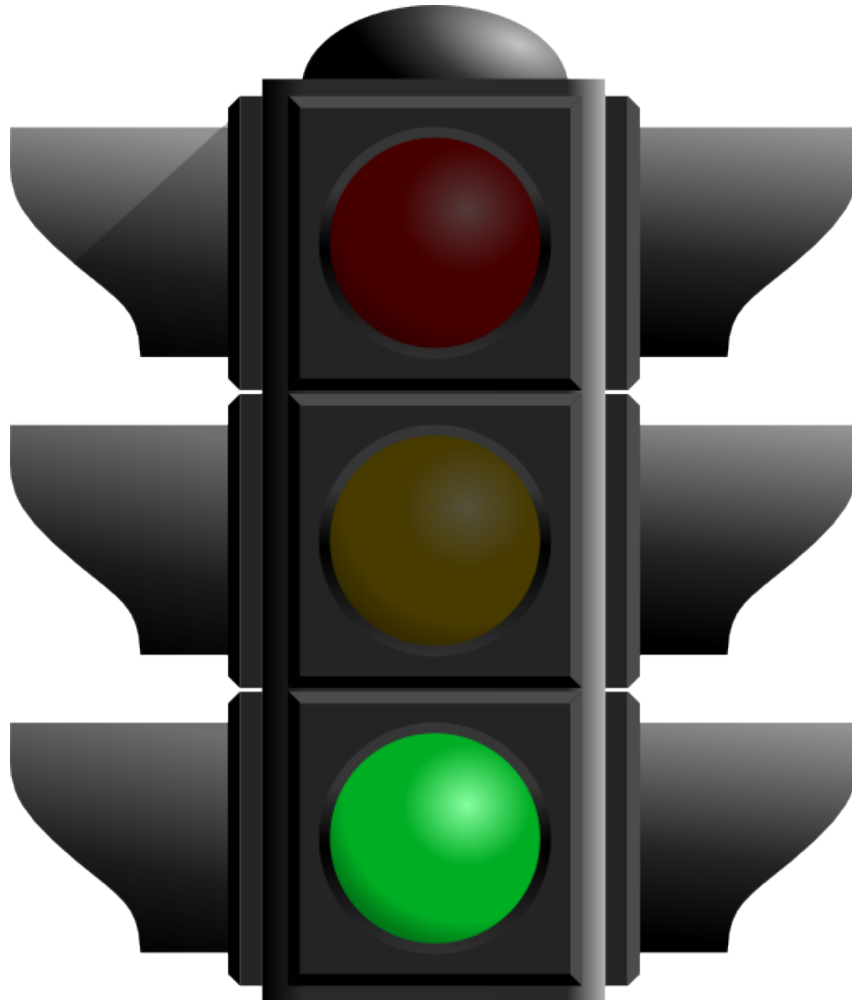
➤ How: by identifying and discussing communication issues and how to prevent/solve these issues

- To provide **constructive advice** for ALTs and JTEs on **successful communication**

# What is this?



# What is this?



# What is this?





# What is this?



# What's the point?

- Different **cultures, languages,** and **ways of thinking** can cause miscommunication
- Communication helps us to become more **aware** of these differences and **anticipate/avoid** miscommunication

# Common Miscommunication Issues

- ❑ Simple lack of communication
- ❑ Feedback problems
- ❑ Unclear or undecided expectations/roles
- ❑ Cross-cultural misunderstandings
- ❑ Language barrier

# Group Discussion 1:

## Increasing Communication

1 Do you feel you communicate *enough* with your ALT/JTE now?

2 *How* do you communicate with your ALT/JTE now?

3 Are there areas where you can *increase* communication with your team-teaching partner?

# Group Discussion 1:

## Increasing Communication

### □ ALTs

- Don't always wait for the JTE
- “Read the air”
- Attend school events and parties
- Make yourself available

# Group Discussion 1:

## Increasing Communication

### □ JTEs

- Don't hesitate to approach your ALT
- Use time outside of class for conversation
- Get to know your ALT
- Invite the ALT to school events and parties

# Group Discussion 1:

## Increasing Communication

- ALTs and JTEs
  - Exchange contact information
  - Leave notes/memos
  - Consider setting a fixed time for daily or weekly meetings

# Group Discussion 2: Feedback

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Please read the  
scenario



# Group Discussion 2: Feedback

- 1 How should the ALT ask the JTE for feedback? (What kind of questions?)
- 2 What kind of feedback should the JTE give the ALT?
- 3 How can the ALT react to the feedback and then put it into practice?
- 4 If the ALT does not put the feedback into practice in the next few lessons, what can the JTE do?

# Group Discussion 2: Feedback

## □ ALTs

- Show a desire to receive feedback
- Ask specific questions
- Take feedback seriously
- Show that you are putting feedback into practice

# Group Discussion 2: Feedback

- JTEs
  - ▣ Be direct
  - ▣ Share your knowledge
  - ▣ Use positive feedback and suggestions for improvement together
  - ▣ Follow up with and help your ALT, if necessary

# Group Discussion 2: Feedback

- ALTs and JTEs
  - Make the feedback about the lesson, not the person

# Potential Solutions

- Lack of communication

- Increase chances for communication

- Feedback problems

- Actively seek, give and carry out feedback

- Expectations unclear or undecided

- Clarify expectations, decide class roles

- Cultural misunderstandings/language barrier

- Talk about and learn each other's language and culture

- Be aware of and on the lookout for differences

- Be respectful of differences and each other

- Be flexible

# Conclusion

- Miscommunication can be a **learning experience**, but **smooth communication is better**
- **Increasing communication and being aware of/respectful** of differences in culture, language and ways of thinking can help ALTs and JTEs **anticipate** and **avoid** miscommunication
- Good team-teaching requires **frequent, open communication** between ALTs and JTEs

# CLAIR Resources

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- JET Programme Website

# JET Programme Website



The Japan Exchange and Teaching Programme

日本語  
English

L M S

INTRODUCTION

ASPIRING JETs

CURRENT JETs

FORMER JETs

For COs (Japanese)

What's New

CURRENT JETs

Conferences

Publications for JET

Support

Forms for  
Current JETs

Japanese Language  
Courses

Grant for  
TEFL Certification

Grant for JLPT

Insurance

Taxes

AJET

[HOME](#) » [CURRENT JETs](#)

## INTRODUCTION



JET Programme participants are assigned to local public organizations located throughout Japan, and engage

► Introduction

► What's New

► Conferences

- Post-Arrival Orientation

- ALT/CIR/SEA Conference

- PA Conference

- After JET Conference

- JET Programme Career Fair

► Publications for JETs

- CLAIR News

- General Information Handbook





# CLAIR Resources

- JET Programme Website
- General Information Handbook (GIH)
- Feedback Form (“Forms for Current JETs”)
- CLAIR News
- Teaching Materials
- ALT Handbook
- JET Programme Introduction Tools
- JLPT Grant
- TEFL Grant

Thank you for  
listening!

ご静聴ありがとうございました。