



First Lesson Certification

Instructor Certification



Contents

First Lessons	4
Home Study Introductory Videos	5
Every Lesson Instructions	6
Client Profile	9
Reuters Articles	10
Strengths & Areas to Improve	11
Instructor Comment Template	12
myPrep	13
myReview	14
Customized Home Study Advice	15

First Lessons

Why are FLs specialized lessons?

▶

.....

▶

.....

▶

.....

▶

.....

▶

.....

▶

.....

▶

.....

The collage features several screenshots from the ooba platform:

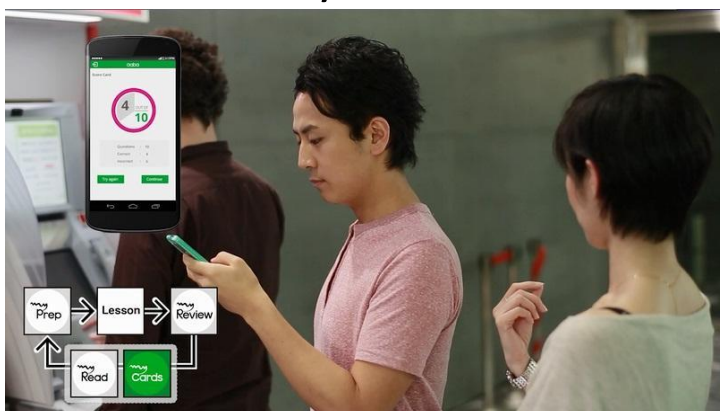
- Pre-First Lesson Video:** A video player interface with callouts explaining the video's purpose: "The video ensures Clients are aware of the lesson flow and have utilized the pre-lesson Home Study materials." It lists steps: "The FL requires: What is a First Lesson?", "Explanation of Home Study", "What to do when client arrives at the studio: Sign-in process, Instructor introduction", "How to take the Gaba Learning Materials", "Explanation of Gaba systems and how to Create Client checks", "Online Client checks", and "Home Study page on myGaba".
- One Unit Per Lesson:** A slide stating "Our learning materials are most effectively utilized when these 3 steps are completed in one sitting." It lists "P" (Practice) and "A" (Apply) as steps that "result in retention and application in the short term." It also includes a "F" (Feedback) step.
- Comment:** A screenshot of a comment box with callouts: "We want to be as consistent as possible with the existing comments from the Client's FM." and "Let's practice this timing in certification." Below it, a "Wait for the progress bar to load before clicking!" warning is shown.
- Lesson Record:** A screenshot of a lesson record page with callouts: "Completion of the Lesson Record is also a skill we will practice in the certification session." and "Before that, let's get more familiar with the Home Study and myRead materials." It also includes a "Wait for the progress bar to load before clicking!" warning.

Home Study Introductory Videos

myPrep & myReview



myCards















myRead



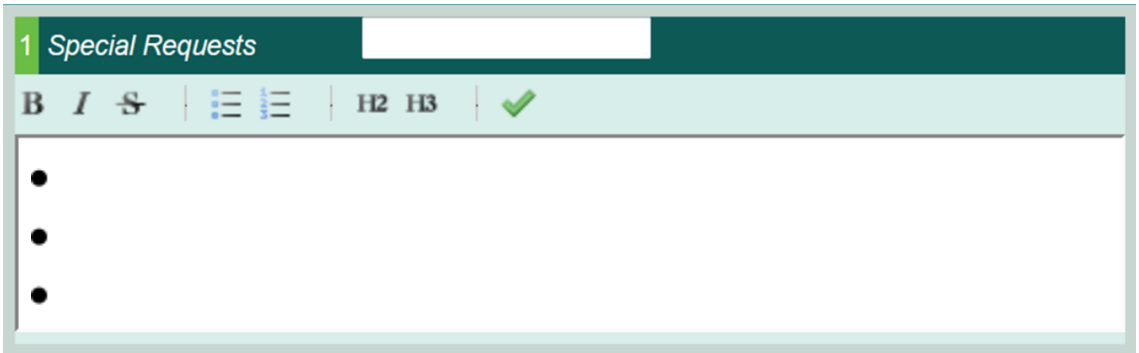
Every Lesson Instructions

Every Lesson Instructions				
1	Special Requests	<input type="text"/>		
B	I	S	H2 H3	✓
2	Current Usage	<input type="text"/>		
B	I	S	H2 H3	✓
3	Future Goals	<input type="text"/>		
B	I	S	H2 H3	✓
4	Warm Up	<input type="text"/>		
B	I	S	H2 H3	✓

5 <i>Mistake Correction</i>	
B <i>I</i> S   H2 H3 	
6 <i>Lesson Focus</i>	
B <i>I</i> S   H2 H3 	
7 <i>Atmosphere</i>	
B <i>I</i> S   H2 H3 	
8 <i>Key Criteria</i>	
B <i>I</i> S   H2 H3 	

Special Request Clients

For clients who join Gaba, but are not immediately using the learning materials, we need to specify their lesson flow in the following format:




Special Requests

*Updated 0 day(s) ago

- **Schedule:** Kenji needs to give a presentation about his company at a conference in **December 2023**.
- **Materials:** Kenji will bring in brochures (in Japanese) about his company.
- **Lesson:** Kenji wants to start the lesson by presenting the content he already has, then continue to create new materials. Use the last 5 minutes before the Lesson Record to look at the overall flow.

Client Profile

Save 
Updated: 5/31/2016 2:18:15 PM

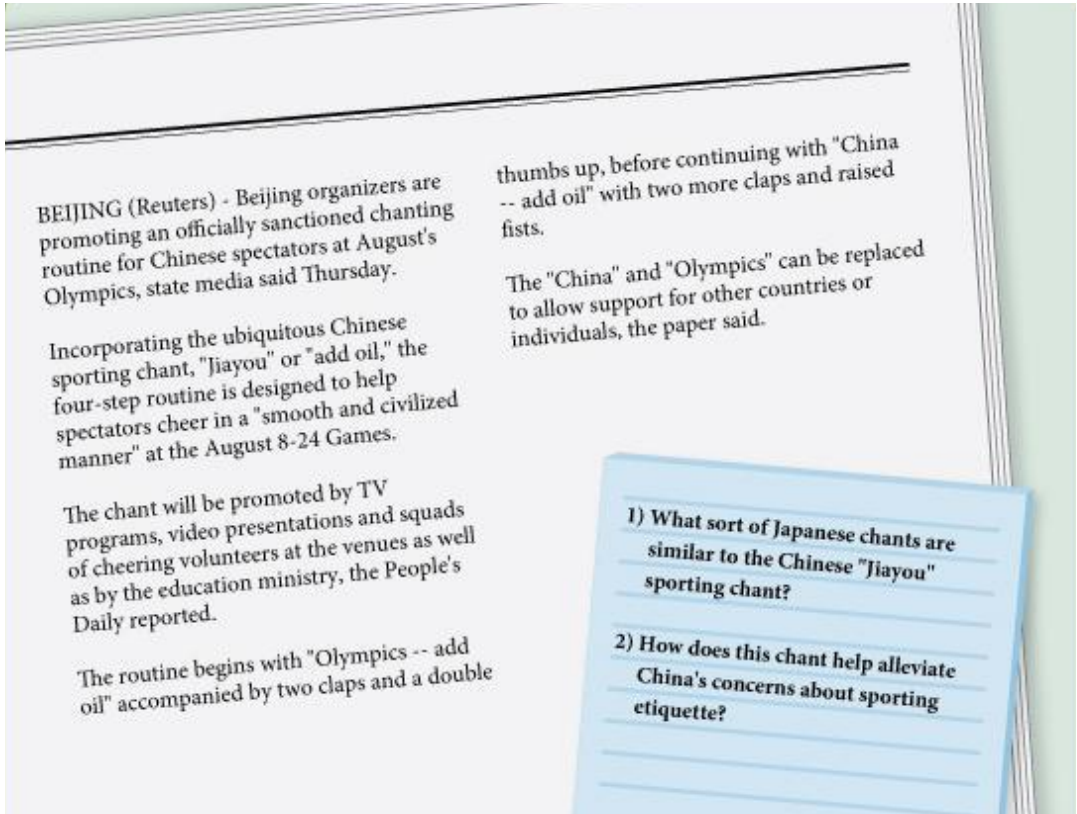
Client Profile	ID 98400	Points Remaining 0	Lessons Booked 0	
	Tanto Counselor Show			
	Occupation			0 / 100
	Hobbies			0 / 100
	Interesting Facts			0 / 100
	Travel Experience			0 / 210
	Special Circumstances Show			0 / 500
	Social Style Show			

Reuters Articles

Culture

Oh, I didn't know that!

"Correcting" & "Explaining"



Write two alternative questions for the above article:

1. _____

2. _____

Strengths & Areas to Improve

How do we give meaningful feedback *specific* to the lesson you just taught?

DOs

- ▶ _____
- ▶ _____

DON'Ts

- ▶ _____
- ▶ _____



Now let's write some feedback for your High-Intermediate lesson:

Strengths

Areas to Improve

Instructor Comment Template

1. Greeting and personalized comment
2. Summary of the lesson focus
3. **Customized recommendations for Home Study**
4. Recommend for the client to take two or more lessons a week
5. Recommend taking Gaba Online lessons
6. Personalized goodbye

Instructor Comment

Hi Kenji,

It was great to meet you today. Welcome to Gaba! Thank you for telling me about your big family.

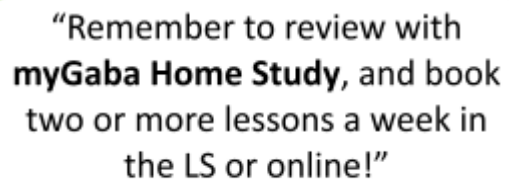
In the lesson, we learned how to introduce ourselves. For example, you said, ***“My name is Kenji Matsumoto. Nice to meet you.”*** Good job!

I recommend using myGaba Home Study to help you with TOEIC listening. The videos and dialogues are great for practice and review!

Please take two or more lesson a week. This is important for your goals! You can also try Gaba Online lessons.

- Ricardo

Take the client to the front counter for counselor handoff.



“Remember to review with myGaba Home Study, and book two or more lessons a week in the LS or online!”



Beginner

1

2

3

Low-Intermediate

4

5

6

- 1. _____
- 2. _____
- 3. _____

High-Intermediate

7

8

Advanced

9

10

“Podcast” Style Audio clip

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____



Beginner			Low-Intermediate		
1	2	3	4	5	6

- 1. _____
- 2. _____
- 3. _____
- 4. _____

High-Intermediate		Advanced	
7	8	9	10

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

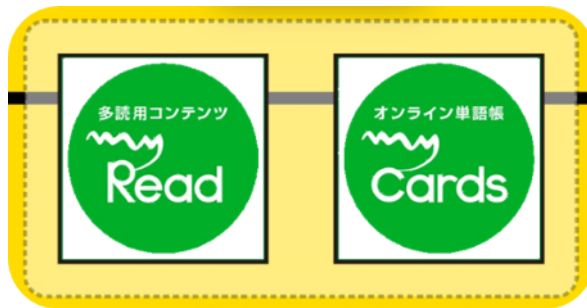
Customized Home Study Advice



Give Taka two pieces of customized advice for using **myPrep/myReview**:

1. _____

2. _____



Give Taka two pieces of customized advice for using **myRead/myCards**:

1. _____

2. _____



Gaba Corporation
www.gaba.co.jp

Helping people achieve their most audacious life goals.