



هيئة التعليم

EDUCATION INSTITUTE

بدائل متنوعة لتعليم أفضل

Alternatives for Educational Success

PROFESSIONAL DEVELOPEMENT PROGRAMME
IN INDEPENDENT SCHOOLS

Training & Development Guide 2005/2006



MOVING TOWARDS HIGH CAPACITY SCHOOLS

The Professional Development Office in Education Institute is pleased to offer the following training programmes

PROGRAMS FOR CAREER DEVELOPMENT

These programmes are intended to help those teachers who wish to develop their competences and qualifications in order to work effectively in the Independent Schools. This course will enhance teachers' knowledge, skills and understanding so supporting a better career and future:

PROGRAMME TITLE: Teachers Introductory & Preparation Programme

DESCRIPTION: This introductory and preparation teacher training programme is to introduce the course participants to the fundamental concepts of the Qatari educational reform system; the implications of such concepts for students' learning; the practice of teaching in the independent schools and how these concepts can be applied in schools.

TARGET AUDIENCE: teachers with no previous experience of this training and MoE teachers who are interested in teaching in Independent Schools.

PERIOD: 4 weeks

CODE	DATE	TIME
03.1	13 / 11 – 8 / 12 / 2005	12 – 4 PM
03.2	20 / 11 – 15 / 12 / 2005	12 – 4 PM
03.3	27 / 11 – 22 / 12 / 2005	12 – 4 PM
03.4	27 / 11 – 22 / 12 / 2005	12 – 4 PM
03.5	12 / 2 – 9 / 3 / 2006	12 – 4 PM
03.6	19 / 2 – 16 / 3 / 2006	12 – 4 PM
03.7	26 / 2 – 23 / 3 / 2006	12 – 4 PM
03.8	5 / 3 – 30 / 3 / 2006	12 – 4 PM
03.9	2 / 4 – 27 / 4 / 2006	12 – 4 PM
03.10	9 / 4 – 4 / 5 / 2006	12 – 4 PM
03.11	16 / 4 – 11 / 5 / 2006	12 – 4 PM
03.12	23 / 4 – 18 / 5 / 2006	12 – 4 PM



PROGRAMME TITLE: Leadership training for Middle Managers

DESCRIPTION: This training will develop the knowledge and skills of those teachers who aspire to become competent leaders and who wish to become capable of delivering effective school improvement programs.

TARGET AUDIENCE: Independent Schools subject leaders (coordinators), grade leaders, professional development coordinators and /or special needs coordinators + MoE school principals & vice principals.

PERIOD: 10 days

CODE	DATE	TIME
04.1	13 / 11 – 24 / 11 / 2005	4:30-8:30 PM
04.3	5 / 3 – 16 / 3 / 2006	4:30-8:30 PM

PROGRAMME TITLE: Leadership training for Senior Managers

DESCRIPTION: This programme will provide participants with :

- new ideas and strategies in school leadership
- support to meet their current role's needs and requirements and working out their school improvement priorities

TARGET AUDIENCE: Independent Schools Operators and Principals and Vice Principals and other senior staff within the school.

PERIOD: 10 days

CODE	DATE	TIME
04.2	27 / 11 – 8 / 12 / 2005	4:30-8:30 PM
04.4	19 / 3 – 30 / 3 / 2006	4:30-8:30 PM

SPECIALISED TRAINING COURSES FOR STAFF WORKING IN INDEPENDENT SCHOOLS

PROGRAMME TITLE: Mentoring & Coaching

DESCRIPTION: A mentoring relationship is usually where a more experienced person assists another person to grow and learn. This is not a new management technique but it is a powerful tool to support school improvement.

TARGET AUDIENCE: Teachers who are coordinators in their school now or for those who may become advisers or coordinators in the future.

PERIOD: 5 days

CODE	DATE	TIME
01.1	18 / 9 – 22 / 9 / 2005	12 – 4 PM
01.2	25 / 9 – 29 / 9 / 2005	12 – 4 PM

PROGRAMME TITLE: Developing and improving formative assessment of students' learning

DESCRIPTION: This course will examine the range of techniques and strategies that can be used to collect data on student learning, including portfolios, classroom observation, surveying, etc. The programme will also look at how this information can be used to support future planning and differentiation.

TARGET AUDIENCE: Independent Schools teachers

PERIOD: 3 days

CODE	DATE	TIME
05.1	20 / 11 – 22 / 11 / 2005	12 – 4 PM
05.2	27 / 11 – 29 / 11 / 2005	12 – 4 PM



PROGRAMME TITLE: Early Childhood Education

DESCRIPTION: The training is focused on developing the knowledge, understanding and skills of teachers of young children. It will enhance their knowledge of teaching methodology for the child-centered class room. This programme will also help KG teachers to utilise their existing curriculum to support children to make choices and develop critical thinking skills.

TARGET AUDIENCE: Independent Schools Kindergarten teachers who have not experienced this course before.

PERIOD: 10 days

CODE	DATE	TIME
06.1	4 / 12 – 15 / 12 / 2005	4 – 7 PM
06.2	12 / 3 – 23 / 3 / 2006	4 – 7 PM
06.3	26 / 3 – 6 / 4 / 2006	4 – 7 PM

PROGRAMME TITLE: School Self Review

DESCRIPTION: This programme has been designed to assist school leaders in establishing effective school self review and quality assurance. The purpose is to improve the quality of teaching, learning and standards of student achievement. This workshop will explain how to set up school self review processes, how to use quality indicators and how to collect, analyse and use information. **This is a critically important course for any school that wishes to become a high performing organization.**

TARGET AUDIENCE: Independent Schools Operators, Principals, and Vice Principals

PERIOD: 5 days

CODE	DATE	TIME
07.1	12 / 2 – 16 / 2 / 2006	4:30 – 8:30 PM
07.2	12 / 3 – 23 / 3 / 2006	4:30 – 8:30 PM

PROGRAMME TITLE: Meeting Individual Needs

DESCRIPTION: This programme will help special needs coordinators to develop and implement an effective Code of Practice to enable a school to meet the individual needs of the students (Special Education Needs and the Gifted and Talented). It will provide important information that all schools need to hear regarding those students who provide a challenge to teachers.

TARGET AUDIENCE: Learning Difficulties Coordinators, or Special Needs Coordinators & teachers who work with children who have learning difficulties or who work with talented and gifted students

PERIOD: 5 days

CODE	DATE	TIME
08.1	19 / 2 – 23 / 2 / 2006	4:30 – 8:30 PM
08.2	26 / 2 – 2 / 3 / 2006	4:30 – 8:30 PM

Programme Title: Improving Classroom management & organization

DESCRIPTION: This training will focus on the management of the learning environment, resources, children, time and make links to curriculum planning.

TARGET AUDIENCE: Independent Schools teachers – especially inexperienced teachers.

PERIOD: 3 days

CODE	DATE	TIME
09.1	12 – 13 / 3 / 2006	4:30 – 8:30 PM
09.2	14 – 15 / 3 / 2006	4:30 – 8:30 PM

PRELIMINARY APPLICATION FORM

FIRST NAME:
SECOND NAME:
FAMILY NAME:
OCCUPATION:
EMPLOYER:
WORK ADDRESS:
OFFICE TEL:
MOBILE:
FAX:
EMAIL:
Please enter the Programme code for the course(s) that you would wish to attend or that you would wish to send your staff onto::

SIGNATURE: _____ **DATE:** _____

Please send your form to fax number: 4674001
For more information call phone number: 4559347