

Agenda – Principal Training

Day 1 - Tuesday, 21st March 2017

Sl. No	TIME	PROGRAM	GUIDELINES
1	9:00 am - 9:30 am	Welcoming/Introduction Meeting	Introducing the team and setting the objective of the training
2	9:30 am - 11:30 am	3C Curriculum training	<ul style="list-style-type: none"> • Conception of 3C • Elements of 3C (discussion on character, competence, content, concepts, knowledge, action) • How the elements are reflected in the hologram
TEA BREAK			
3	11:45 am – 1:30 pm	3C Curriculum training	<p>3C : Another dimension Components of :</p> <ul style="list-style-type: none"> - Written curriculum - Taught curriculum - Assessed Curriculum • Transdisciplinary skills
LUNCH BREAK			
4	2:00 pm - 4:00 pm	3C Curriculum training	<p>Philosophies that guide practice of 3C</p> <ul style="list-style-type: none"> • Kath Murdoch Inquiry cycle • Kath Murdoch Inquiry cycle Vs Content Book mapping • Bloom's taxonomy
5	4:00 pm – 5:00 pm	3C Curriculum training	<p>Philosophies that guide practice of 3C</p> <ul style="list-style-type: none"> • Howard Gardeners Multiple Intelligence theory • Learning styles • Roger Hart's Ladder (self- learning)

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Day 2 - Wednesday, 22nd March 2017

SI No	TIME	PROGRAM	GUIDELINES
1.	9:00 am – 10:00 am	Planning in 3C- for class transactions	<ul style="list-style-type: none"> • Academic calendars, Time Table, Period allocation • Year Plan, • Monthly Plans, • Session Plans • Weekly Updates
2.	10:00 am – 11:00 am	Ideal 3C classroom	<ul style="list-style-type: none"> • Class design, Inquiry Board, Displays, Learning Centers • Events, Inter House Competitions and Calendar activities
TEA BREAK			
3.	11:15 am – 12:15 pm	Admin & HR & Stores	<ul style="list-style-type: none"> • Admin Documentation • HR policies • Recruitment • Stores & Purchases • Accounts
4.	12:15 pm – 12.45 pm	Designing, Website	<ul style="list-style-type: none"> • Design Support from HO • Event @ School – Website/ Face book Marketing Tools
5.	12:45 pm – 1:30 pm	Parent Connect Program	<ul style="list-style-type: none"> • Coffee Morning • PTM • Parent orientation Program • Home PTM • Open House Meeting
LUNCH BREAK			
6.	2:00 pm – 3:00 pm	Academic Monitoring process	<ul style="list-style-type: none"> • Academic Monitoring
7.	3:00 pm – 5:00 pm	Assessments – Conducting & Reporting	<ul style="list-style-type: none"> • Formative Assessment • Summative Assessment • Assessment Policy • Marks Register • Report Sheet

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Day 3 - Wednesday, 23rd March 2017

S No	TIME	PROGRAM	GUIDELINES
1.	9:00 am – 10:00 am	Innovative Programs @ (Junior School)	<ul style="list-style-type: none"> • DEAR Program • Password, Wonder room, & takeaways • VEP Program
2.	10:00 am – 11:00 am	Innovative Programs @ (Senior School)	<ul style="list-style-type: none"> • SWP Program • LSP Program • GSP program • Clubs @ Edify
TEA BREAK			
3.	11:15 am to 12.30 pm	Documentations	<ul style="list-style-type: none"> • Teacher Documentation • Student Documentation • Assessment Documents
4	12:30 pm to 1:00 pm	Events Planning: Investiture Ceremony/ Annual Day	<ul style="list-style-type: none"> • Event planning & Checklist • Event Run Through • Event Execution
5	1:00 pm – 1:30pm	Events Planning: Proclamation Day/ School Event	<ul style="list-style-type: none"> • Event planning & Checklist • Event Run Through • Event Execution
LUNCH			
6.	2:00 pm – 3: 00 pm	Knowledge Bank	<ul style="list-style-type: none"> • Login credentials • Pathway to access all the resources in KB • All formats in KB(Academic & Non Academic)
7.	3:00 pm – 5: 00 pm	Sports Education Program Planning/ Implementation	<ul style="list-style-type: none"> • SEP Planning • SEP Documentation • SEP Assessment

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Day 4 - Thursday, 24th March 2017			
S No	TIME	PROGRAM	GUIDELINES
1.	9:00 am – 10:00 am	Primary Head as a Mentor (Junior School)	<ul style="list-style-type: none"> Collaborative Planning Mentoring & Monitoring Faculty Development Program
2.	10:00 am – 11:00 am	Vice Principal as a Mentor (Senior School)	<ul style="list-style-type: none"> Collaborative Planning Mentoring & Monitoring Faculty Development Program
TEA BREAK			
3.	11:15 am to 12.30 pm	Examination Department	<ul style="list-style-type: none"> Documentation and Record keeping
4	12:30 pm to 1:30 pm	School Tour	<ul style="list-style-type: none"> Complete School Tour
LUNCH BREAK			
5.	2:00 pm – 3: 00 pm	Head lamp (Leadership to Lead)	<ul style="list-style-type: none"> Strategic Planning Budgeting Marketing & Enrollments Planning(Admissions)
6.	3:00 pm – 3: 30 pm	Closing Meet of the Principal Training Workshop	<ul style="list-style-type: none"> Feedback, Q & A session. Need analysis for next level of training for their school. Felicitation