

Proposed Training Programme (For Schools' Leaders)

The programme is optional, can be modified and adapted to suit the reality of the school, and the training needs of its members.

- **Aim:** to raise Schools' Leaders awareness and understanding of the bases of evaluating school performance, as well as filling the Self Evaluation Form (SEF) according to BQA's School Reviews Handbook.
- **Target group:** Schools Leaders of all levels.
- **Duration of the training programme:** Two hours
- **Supporting resources:** Please refer to the QR code in the table below.
- **Instructions:**
 - Share the Schools Reviews Framework to be viewed and discussed with trainees in advance.
 - Set trainees into groups bearing in mind their designation and expertise.
 - Check the availability of all the necessary resources.
 - Be aware of the content and modify it according to trainees' needs.
 - Promote trainees' engagement throughout the programme, especially in activities.
 - Present groups' findings and provide feedback.
 - Encourage trainees to access to the BQA's digital platforms for more information and training resources.

Proposed Training Programme

Session	Time
Introduction	5 mins
Introduction to School Reviews Framework	45 mins
Break	15 mins
Fill in the Self-Evaluation Form (SEF)	40 mins
Questions and Conclusion	15 mins

Recourses

Training Recourses	<ul style="list-style-type: none"> – Presentation Slides here – Activities and worksheets – Schools Reviews Framework , Self E valuationForm (SEF) 	
Supporting resources	School Reviews Framework	
Preparations and Equipment	The Venue	The training venue is divided into smallgroups
	Supporting Technologies	<ul style="list-style-type: none"> – Laptop – Data Show Device – Speakers
	Stationery	<ul style="list-style-type: none"> – Pens – Group worksheets – Sticky notes