

S#	Year	Phase	Duration	Hours	Topics to be Taught	Expected Outcome
1	1st	I	8 days	40-48	<p>Soft skills'</p> <ul style="list-style-type: none"> Leading and managing and leadership styles Creating and communicating a vision Building Teams Understanding staff motivation, Planning, monitoring, evaluating & reviewing and self-evaluation Leading effective teaching and learning Leadership and time management Community Engagement <p>b. Technical Skills'</p> <ul style="list-style-type: none"> Improving quality of education, enrolment, attendance and retention Financial Management Stress Management Whole school improvement planning The essential expectations of all Head Teachers in Punjab Delegation and accountability Office management and correspondence Maintaining office/school records 	<p>At the end of this part of the course, participants will be able to:</p> <ol style="list-style-type: none"> Explain the key components and attributes for successful training programs; Reflect on feedback provided by peer participants and observer to use to inform future delivery; Understand the importance of each of the six attributes that underpin successful training including, planning and preparation, course content development, delivery and follow-up; Discuss strategies to measure the impact of training and delivery; and Apply learning to successfully deliver a training session that is engaging and learner centered.
		II	20 days	100-120	<ul style="list-style-type: none"> Leading teaching and learning within the school through a collaborative culture of planning, monitoring and reviewing; Measuring quality within your school; Leading and managing the school including managing staff, facilities and financial resources effectively and meeting accountability requirements; Leading improvement and change to implement the school's vision and strategic plan; Understanding the elements of an effective lesson; Understanding the National Professional Standards for Teachers in Pakistan and the links to quality instruction and learning; Know and apply effective approaches to lesson observation; Know and apply techniques to 	

					<p>provide feedback to teachers, including pre- and post-lesson observation which is specific and focused on improvement;</p> <ul style="list-style-type: none">• Coaching for impact – understand and apply coaching techniques with the view of improving staff performance and impact within the classroom;• Managing staff including conflict management;• Principles of financial management and budgeting in school;• How to give and receive feedback;	
--	--	--	--	--	--	--