# ANNUAL TRAINING PLAN 2023-24 OF QUAID-E-AZAM ACADEMY FOR EDUCATIONAL DEVELOPMENT, PUNJAB - QAED -





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- 1. Promotion Linked Trainings (PLTs) at QAED, Punjab: In 2014, the School Education Department (SED) initiated the mandatory Promotion Linked Training (PLT) for all teachers and educational managers in grades 16 and above. This program was designed to equip educational leaders with proven leadership qualities, through a comprehensive training plan. The training objectives for the Promotion Linked Training (PLT) program can be summarized as follows:
  - To enhance school performance and propel it to new heights.
  - To enable officers to effectively lead and manage educational institutions by instilling in them time-tested qualities of leadership.
  - To prepare officers for promotion to the next grade by ensuring they meet the required competencies and qualifications.
  - To provide officers with a diverse range of training methodologies, including interactive lectures, panel discussions, group work, syndicate work, ICT, case studies, visits, and presentations i.e.
  - To ensure the acquisition of the skills and knowledge required for officer's roles.

|     |  |     |       |     |     | I     | FY: 2 | 023-2 | 24    |      |     |        |     |
|-----|--|-----|-------|-----|-----|-------|-------|-------|-------|------|-----|--------|-----|
| Sr. | Promotion Linked Training (PLT)  | Qı  | ıarte | r-1 | Qı  | uarte | r-2   | Qı    | uarte | er-3 | Qı  | ıarteı | r-4 |
| #   | Activities   | Jul | Aug   | Sep | Oct | Nov   | Dec   | Jan   | Feb   | Mar  | Apr | May    | Jun |
| 1.  | 06 -Week Promotion Linked Training of <b>110</b> ( <b>Male: 70, Female: 40</b> ) <b>SSS/ SHM/SHMs</b> From BS-18 TO BS-19, Batch-50. |     |       |     |     |       |       |       |       |      |     |        |     |
| 2.  | 06 -Week Promotion Linked Training of <b>110</b> ( <b>Male: 70, Female: 40</b> ) <b>SSS/ SHM/SHMs</b> From BS-18 TO BS-19, Batch-51. |     |       |     |     |       |       |       |       |      |     |        |     |
| 3.  | 08 -Week Promotion Linked Training of <b>80</b> (Male: <b>50, Female: 30</b> ) SSS/ SHM/SHMs From BS-19 TO BS-20, Batch-23.          |     |       |     |     |       |       |       |       |      |     |        |     |





| 4. 04 -Week Promotion Linked Training of BS-17 TO BS-18 <b>SS/HM/HMs.</b> |  |  |  |  |  |  |  |  |  |  |  |  |
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#### 2. Training of all Elementary School Teachers (ESTs) on newly developed curriculum and textbooks:

Reference to the letter No. PCTB/CW/2023/65 dated 12-09-2023 regarding the training of Elementary School Teachers (ESTs) on newly developed textbooks based on a Single National Curriculum. The main objectives of the training are:

- Introduction to the Single National Curriculum (SNC) and its significance.
- Key objectives and goals of the SNC.
- Introduction to the new textbooks designed in alignment with the SNC.
- Overview of the structure and organization of textbooks.
- Practical strategies for teachers to implement SNC-based teaching methods.
- Training on various teaching strategies and pedagogical methods suitable for the SNC through lesson planning.

|    | Training of all Elementary School Teachers  |     |        |     |     | F     | Y: 20 | 023-2 | 24    |     |     |        |     |
|----|---|-----|--------|-----|-----|-------|-------|-------|-------|-----|-----|--------|-----|
| Sr | (ESTs) on newly developed curriculum and  | Qı  | ıarteı | r-1 | Qı  | ıarte | r-2   | Qı    | ıarte | r-3 | Qı  | ıarter | -4  |
| #  | textbooks   | Jul | Aug    | Sep | Oct | Nov   | Dec   | Jan   | Feb   | Mar | Apr | May    | Jun |
| 1. | Selection of <b>18 Lead and Master Trainers</b> in three core subjects (6 Mathematics, 6 Science, and 6 English). |     |        |     |     |       |       |       |       |     |     |        |     |





| 2. | Development of training content/ module in three core subjects (Mathematics, Science, and English).                                |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| 3. | Development of digitized training content for all ESTs.  |  |  |  |  |  |  |
| 4. | Training of <b>1,296 Master Trainers (MTs)</b> at district QAED in three subjects (432 Mathematics, 432 Science, and 432 English). |  |  |  |  |  |  |
| 5. | Training of All 105,000 Elementary School Teachers (ESTs) at tehsil level in summer vocations.                                     |  |  |  |  |  |  |





- 3. Early Childhood Care & Education (ECCE) Activities: The collaborative efforts of the QAED and UNICEF spearheading this initiative hold the potential to revolutionize early childhood education within Punjab's primary schools. By establishing a solid educational foundation during a child's formative years, this project enriches the lives of children and contributes to stronger communities and a brighter future for Punjab. QAED has developed more than 22,000 schools throughout the Punjab. The main objective of the ECCE are:
  - Foster holistic development in cognitive, social, emotional, and physical aspects.
  - Prepare children for a smooth transition to formal schooling.
  - Encourage social skills, friendships, and cooperation.
  - Ensure access to quality education for all children, regardless of background or abilities.
  - Increases the enrollment and retention of students.

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| Sr. | # (ECCE) Activities |  | ıartei | r-1 | Qı  | uarte | r-2   | Qı    | ıarte | r-3 | Qı  | ıarteı | r-4 |
| #   |                     |  | Aug    | Sep | Oct | Nov   | Dec   | Jan   | Feb   | Mar | Apr | May    | Jun |
| 1.  |                     |  |        |     |     |       |       |       |       |     |     |        |     |





| 2.  | Capacity building of AEOs on Early Childhood<br>Education, and other cross-cutting themes (Remaining<br>20 districts)                          |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 3.  | Establish ECCE classes in <b>1000 public schools</b> in selected districts.  |  |  |  |  |  |  |
| 4.  | 4 days training of <b>1000 Head Teachers</b> on ECCE and Strengthening of ECCE classrooms in selected districts of the Punjab.                 |  |  |  |  |  |  |
| 5.  | 4 days training of <b>1000 Teachers</b> on ECCE and Strengthening of ECCE classrooms in selected districts of the Punjab.                      |  |  |  |  |  |  |
| 6.  | 4-days training of <b>1000 Care Givers</b> on ECE and Strengthening of ECE classrooms in selected districts of the Punjab                      |  |  |  |  |  |  |
| 7.  | Conduct 1-day orientation on ECE for <b>2000 Members</b> (02 from each) of School Council Members from 1000 schools.                           |  |  |  |  |  |  |
| 8.  | All ECCE teachers training on Early Learning Development Standards (ELDS).   |  |  |  |  |  |  |
| 9.  | ECCE refresher courses for teachers, <b>HTs. SC members &amp; caregivers of 18,750 schools</b> in three phases starting from March-April 2024. |  |  |  |  |  |  |
| 10. | 4 days training of <b>500 Head Teachers</b> on ECCE and Strengthening of ECCE classrooms in selected districts of the Punjab.                  |  |  |  |  |  |  |
| 11. | 4 days training of <b>500 Teachers</b> on ECCE and Strengthening of ECCE classrooms in selected districts of the Punjab.                       |  |  |  |  |  |  |
| 12. | 4-days training of <b>500 caregivers</b> on ECCE and Strengthening of ECE classrooms in selected districts of the Punjab.                      |  |  |  |  |  |  |





| 13. | Conduct 1-day orientation on ECE for <b>1000 Members</b> (02 from each) of School Council Members from 500 schools |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 14. | 02 Day orientation of <b>560 DEOs and Dy. DEOS</b> on ELDS and Inclusive Education.                                |  |  |  |  |  |  |

- **4. Continuous Professional Development (TALEEM):** The Punjab Education Sector Programme Implementation Grant (ESPIG), supported by the Global Partnership for Education (GPE), empowers the TALEEM Programme to revolutionize access, learning outcomes, equity and education management. As, a collaborative endeavor between the School Education Department, Special Education Department and Literacy and Non-Formal Basic Education Department, TALEEM stands as a testament to Punjab's commitment to quality education for all. Main objectives of the activities are given below:
  - Enhance teaching skills and pedagogical knowledge.
  - Keep educators updated with the latest research and educational trends.
  - Promote the effective integration of technology in teaching.
  - Foster a culture of lifelong learning and professional growth.
  - Improve student outcomes and educational excellence through teacher development.

|     | Continuous Professional Development   |    |       |     |     | ŀ     | Y: 2 | 023-2 | 24    |     |     |        |     |
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| Sr. | (TALEEM)  | Qu | ıarte | r-1 | Qı  | uarte | r-2  | Qı    | ıarte | r-3 | Qı  | ıartei | r-4 |
| #   | (Online & Face-to-Face)   |    | Aug   | Sep | Oct | Nov   | Dec  | Jan   | Feb   | Mar | Apr | May    | Jun |
| 1.  | Training of all PSTs on ITSP Module-1 of CPD  |    |       |     |     |       |      |       |       |     |     |        |     |
| 2.  | 06-Days Training of <b>3,202 teachers</b> in Afternoon<br>School Program (ASP) on English, Mathematics &<br>Science at (Chakwal, Fasialbad, Gujranwala, Gujrat,<br>Khanewal, Lahore, MB Din, Multan, Narowal, |    |       |     |     |       |      |       |       |     |     |        |     |





|    | Rawalpindi, Sahiwal, Sargodha, Sialkot & T T Singh) district QAEDs.                  |  |  |  |  |  |   |
|----|--|--|--|--|--|--|---|
| 3. | Training of <b>5,500 Primary School Teachers</b> on inclusive Education.             |  |  |  |  |  |   |
| 4. | Development of Module-2: Higher Order Thinking Skills. (Online self-poised learning) |  |  |  |  |  |   |
| 5. | Training of <b>14 Lead and 216 Master Trainers</b> on Module-2.                      |  |  |  |  |  | L |
| 6. | Training of <b>3300 AEOs</b> on Module-2: Higher Order Thinking Skills.              |  |  |  |  |  |   |
| 7. | Training of all PSTs on Module-2 Higher Order Thinking Skills.                       |  |  |  |  |  |   |

- 5. Continuous Professional Development (EaSTE): English as a Subject for Teachers and Educators (EaSTE) project is an initiative of the Government of Punjab and the British Council to uplift the english language skills of Primary School Teachers (PSTs) all across Punjab. EaSTE aims to improve primary school teachers' learning and teaching skills to teach english in classrooms across Punjab. This training will be deployed at scale on the Training Management System (TMS) developed by PITB. With these online self-access courses, 140,000+ primary school teachers across 32,000+ primary schools will be benefited. Main objectives of the EaSTE are:
  - Enhance the proficiency of PSTs in the English language
  - Improve learning and teaching skills of primary school teachers.
  - Deploy training at scale through the Training Management System (TMS) developed by PITB.

FY: 2023-24





| Sr. | Continuous Professional D  | evelopment | Qu  | ıartei | r-1 | Qı  | uarte | r-2 | Qı  | ıarte | r-3 | Qı  | ıarteı | :-4 |
|-----|--|------------|-----|--------|-----|-----|-------|-----|-----|-------|-----|-----|--------|-----|
| #   | (EaSTE)<br>(Online & Face-to-Fa  | ace)       | Jul | Aug    | Sep | Oct | Nov   | Dec | Jan | Feb   | Mar | Apr | May    | Jun |
| 1.  | Review of Module-III on LMS.   |            |     |        |     |     |       |     |     |       |     |     |        |     |
| 2.  | 6 Days' <b>DSEs'</b> Training for Module-III, EaSTE Project at QAED Punjab.                              |            |     |        |     |     |       |     |     |       |     |     |        |     |
| 3.  | Training of <b>DSEs</b> on Communication Skills.   |            |     |        |     |     |       |     |     |       |     |     |        |     |
| 4.  | 5 Days' Training of <b>AEOs in 2 Batches</b> for Module-III, EaSTE Project.                              |            |     |        |     |     |       |     |     |       |     |     |        |     |
| 5.  | PSTs' Digital self-learning courses Module-III, IV & V for EaSTE Project.  (Online self-poised learning) |            |     |        |     |     |       |     |     |       |     |     |        |     |
| 6.  | COP Monthly Digital Sessions of <b>AEOs with PSTs</b> of their Markaz for EaSTE. ( <b>Online</b> )       |            |     |        |     |     |       |     |     |       |     |     |        |     |

- 6. Special Initiatives/pieces of training for QAED Staff and other attached Departments: Special initiatives and pieces of training for QAED staff and other attached departments are meticulously designed to enhance professional competence, ensuring that educators and administrators possess the advanced skills necessary for today's educational landscape. Lastly, these initiatives underscore the importance of continuous learning, encouraging staff to engage in lifelong education as a means to personal and professional growth. The objectives of the Special Initiatives/Trainings of QAED Staff and other attached Departments include the following:
  - Enhance QAED staff and attached departments' professional skills and knowledge.





- Build administrative and operational capacity for effective policy implementation.
- Encourage collaboration and teamwork for an integrated educational approach.
- Keep staff updated on the latest educational trends, research and technologies.
- Enhance service delivery within the education system.
- Provide resources and training for new educational policies and reforms.
- Emphasize quality assurance in education through specialized training.

|     |  |             |     |       |     |     | I     | FY: 2 | 023-2 | 24    |     |     |        |     |
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| Sr. | Special Initiatives/ Traini  |             |     | uarte | r-1 | Qı  | uarte |       | I     | uarte | r-3 | Qı  | ıarter | -4  |
| #   | Staff and other attached   | Departments | Jul | Aug   | Sep | Oct | Nov   | Dec   | Jan   | Feb   | Mar | Apr | May    | Jun |
| 1.  | 1-day orientation of Provincial <b>QAED staff</b> on productive use of Artificial Intelligence.              |             |     |       |     |     |       |       |       |       |     |     |        |     |
| 2.  | 3-day training of Provincial <b>QAED staff</b> on productive use of Artificial Intelligence.                 |             |     |       |     |     |       |       |       |       |     |     |        |     |
| 3.  | 5-Day capacity building of heads of <b>14 districts</b> where district QAEDs do not exists.                  |             |     |       |     |     |       |       |       |       |     |     |        |     |
| 4.  | Three (03) Days Capacity Building Customized Training Of <b>District Education Officers</b> ( <b>DEOs</b> ). |             |     |       |     |     |       |       |       |       |     |     |        |     |
| 5.  | (02) Days Capacity Building Customized Training of <b>DDs &amp; Ads</b> of Literacy Department.              |             |     |       |     |     |       |       |       |       |     |     |        |     |
| 6.  | (04) Days Training of Teachers for PMIU.   |             |     |       |     |     |       |       |       |       |     |     |        |     |
| 7.  | One Day Orientation of <b>Lead Trainers</b> in the subject of  |             |     |       |     |     |       |       |       |       |     |     |        |     |





|     | English, Science & Maths for PEIMA School teacher training.   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 8.  | 3- Day training of <b>MTs</b> for PEIMA school Teachers at divisional level.                          |  |  |  |  |  |  |  |
| 9.  | 9- Day training of PEIMA <b>school teachers</b> at Tehsil level Phase-1.                              |  |  |  |  |  |  |  |
| 10. | 9- Day training of PEIMA <b>school teachers</b> at Tehsil level Phase-2.                              |  |  |  |  |  |  |  |
| 11. | 05 Days Training of <b>Principals &amp; Vice Principals</b> of district QAEDS.                        |  |  |  |  |  |  |  |
| 12. | 03 Days Training of District <b>QAED faculty</b> on Assessment  Techniques, pedagogy, IT Skills, etc. |  |  |  |  |  |  |  |
| 13. | Capacity building of <b>CEOs</b> , <b>DEOs and Dy.DEOs</b> at QAED, Punjab.                           |  |  |  |  |  |  |  |
| 14. | Training of <b>Directing Staff (DS)</b> of QAED, Punjab and district QAEDs.                           |  |  |  |  |  |  |  |
| 15. | 3-dayTraining of all <b>teachers</b> on climate change and crises management.                         |  |  |  |  |  |  |  |
| 16. | Training of <b>Divisional Public Staff (DPS)</b> at QAED Punjab/district QAEDs                        |  |  |  |  |  |  |  |
| 17. | 1 week Training staff of district QAEDs on Action Research.   |  |  |  |  |  |  |  |
| 18. | 1-week training of reviewers for<br>Bulletin of Continuing Education<br>in Lifelong Learning.         |  |  |  |  |  |  |  |





| 19. | 2-week training on Data Collection, Data Handling, Data Analysis and Data Presentation (Provincial & District QAED staff).                 |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 20. | 2 Research Studies on impact<br>evaluation of PLT and<br>effectiveness of CPD model.   |  |  |  |  |  |  |  |
| 21. | Training of secondary and higher secondary school teachers in core subjects i.e., English, Mathematics, Physics, Chemistry & Biology, etc. |  |  |  |  |  |  |  |
| 22. | 4-Day capacity building program clerical staff of district QAEDs.  |  |  |  |  |  |  |  |
| 23. | 5-Days training of Master Trainers (MTs) and primary school teachers on Foundational Literacy & Numeracy.                                  |  |  |  |  |  |  |  |





| Sr.# | Activities/ Trainings  | FY: 2023-24 |     |     |           |     |     |           |     |     |           |     |     |  |
|------|--|-------------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|--|
|      |  | Quarter-1   |     |     | Quarter-2 |     |     | Quarter-3 |     |     | Quarter-4 |     |     |  |
|      |  |             | Aug | Sep | Oct       | Nov | Dec | Jan       | Feb | Mar | Apr       | May | Jun |  |
| 1.   | Promotion Linked Trainings at QAED, Punjab.  |             |     |     |           |     |     |           |     |     |           |     |     |  |
| 2.   | Training of all Elementary School Teachers (ESTs) on newly developed curriculum and textbooks.                       |             |     |     |           |     |     |           |     |     |           |     |     |  |
| 3.   | Early Childhood & Care Education (ECCE) Activities   |             |     |     |           |     |     |           |     |     |           |     |     |  |
| 4.   | Online & Face-to-Face: Transformation in Access, Learning, Equity and Education Management (TALEEM) 2022-26.         |             |     |     |           |     |     |           |     |     |           |     |     |  |
| 5.   | Online & Face-to-Face: Continuous Professional Development English as Subject for Teacher Education (EaSTE) 2021-24. |             |     |     |           |     |     |           |     |     |           |     |     |  |
| 6.   | Special Initiatives/ Trainings of QAED Staff and other attached Departments  |             |     |     |           |     |     |           |     |     |           |     |     |  |