

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



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WAHDAT COLONY, LAHORE**



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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.

| Sr. # | Promotion Linked Training (PLT) Activities | FY: 2023-24 | | | | | | | | | | | |
|----------|--|-------------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | | Quarter-1 | | | Quarter-2 | | | Quarter-3 | | | Quarter-4 | | |
| | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 1. | 06 -Week Promotion Linked Training of 110 (Male: 70, Female: 40) SSS/ SHM/SHMs From BS-18 TO BS-19, Batch-50. | | | | | | | | | | | | |
| 2. | 06 -Week Promotion Linked Training of 110 (Male: 70, Female: 40) SSS/ SHM/SHMs From BS-18 TO BS-19, Batch-51. | | | | | | | | | | | | |
| 3. | 08 -Week Promotion Linked Training of 80 (Male: 50, Female: 30) SSS/ SHM/SHMs From BS-19 TO BS-20, Batch-23. | | | | | | | | | | | | |



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| 4. | 04 -Week Promotion Linked Training of BS-17 TO BS-18 SS/HM/HMs. | | | | | | | | | | | | | |
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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.

| Sr. # | Training of all Elementary School Teachers (ESTs) on newly developed curriculum and textbooks | FY: 2023-24 | | | | | | | | | | | |
|-------|---|-------------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | | Quarter-1 | | | Quarter-2 | | | Quarter-3 | | | Quarter-4 | | |
| | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 1. | Selection of 18 Lead and Master Trainers in three core subjects (6 Mathematics, 6 Science, and 6 English). | | | | | | | | | | | | |



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| 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 1,296 Master Trainers (MTs) 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. | | | | | | | | | | | | |



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



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| Sr. # | Continuous Professional Development (EaSTE) (Online & Face-to-Face) | Quarter-1 | | | Quarter-2 | | | Quarter-3 | | | Quarter-4 | | |
|-------|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 1. | Review of Module-III on LMS. | | | | | | | | | | | | |
| 2. | 6 Days' DSEs' Training for Module-III, EaSTE Project at QAED Punjab. | | | | | | | | | | | | |
| 3. | Training of DSEs on Communication Skills. | | | | | | | | | | | | |
| 4. | 5 Days' Training of AEOs in 2 Batches 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 AEOs with PSTs of their Markaz for EaSTE. (Online) | | | | | | | | | | | | |

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.

