

Al Arqam Academy for Girls Whole school PD Plan 2022-2023

School	Date	Proposed Attendees/ Department	PD Type نوع التطوير المهني	Title عنوان التطوير المهني	Objectives الأهداف	Name of the lecturer أسم المحاضر	# of Attendees عدد الحضور	Means to Evaluate Objective وسائل التقييم	Co st التك ل فة	Not es ملاح ظات
KG	2/1/2023	English Department/ Arabic Department	workshop	Different Types of Assessment	implemetation of the the appropriate assessment tools and strategies	Ms. Heba Al- Khateeb/ms. Sadia Shafiq/ Ms. Esraa Rivad	20	Observation and feedback		
	2/1/23	Admin Team	Meeting and discussion	Al Arqam essence - operationa/action plan - customer servicce-positive	revise/remind discussion	HOAD	KG ADMIN TEAM	Observation and feedback consistant follow up		
	9/1/23	ALL KG Staff	parents meeting	Term 1 report discussion						
	9/1/2023	English Department/ Arabic Department	Practical Session	Different Types of Assessment	implemetation of the the appropriate assessment tools and strategies	Mrs. Heba Al Khateeb/ Ms. Esraa /Ms. Sadia	20	Observation and feedback		
	16/1/2023	Admin Team	Meeting and discussion	School report	focus on the strong points and strength the weak point with enhancemnt	HOAD	KG Admin team	Observation and feedback consistant follow up		
	16/1/2023	English Department/ Arabic Department / TAS Team	workshop	Best practices during centers and circle time	providing teachers with the best performance indicators for centers and circle time	Ms. Doaa Al-Nahas Ms. Heba Al Khateeb/ Ms. Esraa	30	Observation and feedback consistant follow up		
	23/1/2023	Admin Team	work & open discussion	Brian Tracy's book "GOALS"	training of how to set goals and the factors to make them achieved	Mrs. Safaa	all school Admin team	Observation and feedback consistant follow up		
	23/1/2023	All Arabic spekers teachers	workshop	تطبيق القيم في الحصة	كيف تطبيق المعلمة القيم في الحصة	المستشارة التربوية الأستاذة لطيفة	18	Observation and feedback consistant follow up		
	30/1/2023	English Department/ Arabic Departement / TAS Team	Practical Ses	Different Types of Assessment	implemetation of the the appropriate assessment tools and strategies	Mrs. Heba Al Khateeb/ Ms. Esraa /Ms. Sadia	20	Observation and feedback consistant follow up		
	30/1/2023	Admin Team	workshop & p	One Drive (archiving & electronic collecting and analysing data cycle	Training staff for new electronic saving and tabulation of their work	IT. Dept.	All school Admin team	Observation and feedback consistant follow up		
	6/2/2023	English Department/ Arabic Departement	workshop	Effective communication skills	how to collect and analyse data, then use them in future plans	Ms. Heba Al Khateeb/ Ms. Esraa /Ms. Sadia	20	Observation and feedback consistant follow up		
	6/2/2023	Admin Team	workshop	collecting and analysing data cycle	Improvement of communication skills and finding the best ways to implement them	Dr. SHERIF aL Sawah	all school Admin team	Observation and feedback consistant follow up		
	13/2/2023	English Department/ Arabic Departement	Practical Session	HOW TO ORGANIZE RESOURCES	how to collect and analyse data, then use them in future plans	Ms. Heba Al Khateeb/ Ms. Esraa /Ms. Sadia Ms. Doaa Al-Nahas	20	Observation and feedback consistant follow up		
	20/2/2023	TAS	PRACTICAL SESSION	Phonological Awareness	THE RIGHT WAY TO PREPARE. USE , AND STORE RESOURCEES.	Ms. Heba Al Khateeb/ Ms. Esraa /Ms. Heba Al	10	Observation and feedback		
	20/2/2023	English Department/ Arabic Departement	Workshop	Phonological Awareness	how to teach phonological awareness skills	Ms. Heba Al Khateeb/ Ms. Esraa /Ms. Sadia	20	Observation and feedback consistant follow up		

		English Department/ Arabic Department	Workshop	Phonological Awareness	enhance reading skills	Ms. Heba Al Khateeb/ Ms.Esraa /Ms. Sadia	20	Observation and feedback consistant follow up		
	6/3/2023	English Department/ Arabic Department	Workshop	Phonological Awareness	enhance reading skills	Ms. Heba Al Khateeb/ Ms.Esraa /Ms. Sadia	20	Observation and feedback consistant follow up		
	20/3/2023	English Department/ Arabic Department	Practical Session	Phonological Awareness	enhance reading skills	Ms. Heba Al Khateeb/ Ms.Esraa /Ms. Sadia	20	Observation and feedback consistant follow up		
	2/1/2023	All Admin Teams	Meeting	Revise the plans to follow up the work	Revise Operational / Action plans Reminder of AI Arqam Essence and positive discipline lectures Reminder of customer service development	All HOAD	Admin team	Questionnaire		
	16/1/2023	All Admin Teams	Workshop	Preparing goals	Train them to be able to achieve their goals Train them to use and create the suitable ways to achieve their goals	Mrs. Safaa	Admin team			
	23/1/2023	All Admin Teams	Workshop	Electronic tabulation and archiving	Train the staff members tall about archiving and tabulation	IT. Dept.	Admin team	Questionnaire		
	30/1/2023	All Admin Teams	Workshop	Effective comunication skills		Dr Sherif Alsawah	Admin team	Questionnaire		
	6/2/2023	All Admin Teams	Funday for Staff							
	13/2/2023	All Admin Teams	Workshop	How to treat and deal with the addiction of		External trainer	Admin team	Questionnaire		
	20/2/2023	All Admin Teams	Workshop	School positive environment	Explain the needs of each age group	Ms. Heba KG	Admin team	Questionnaire		
	27/2/2023	All Admin Teams	Workshop	How to deal with different behavioral phenomena and discuss & revise	Acknowledge of the ways of how to deal with different behavioral aspects	Social workers	Admin team	Questionnaire		
	6/3/2023	Primary admin team	Workshop	Discipline for life						
	20/3/2023	All Admin Teams	Meeting	main points in the book of Brain Tracy "GOALS"	Explain all about different ways to set and achieve the goals	HOAD	Admin team	Questionnaire		
	2/1/2023	معلمات القسم العربي	ورشة عمل	التدريب بالمشاريع	بث روح الاستكشاف في الطلبة	المنسقات ورئيسة القسم	30	استبيان		
	9/1/2023	الاء - سوزان- فاطمة الظبياتي- وفاء - نور الهدى - مروة - هبة - ابتهاج	ورشة عمل	كيفية العلق الجزئي والختمامي للدرس	التأكد من تحقيق أهداف الدرس	طبية سعيد	9	استبيان		
	9/1/2023	وسيلة فوزية-ياسمين -أريج- سبناه-شيماء -أمل -أسماء - امان	ورشة عمل	كيفية تنفيذ أنشطة تراعي مستويات الطالبات	تحقيق الاستفادة من العملية التعليمية للجميع	المنسقات	9	استبيان		
	9/1/2023	مدرسات تفكر	اجتماع	أنواع الذكاءات	كيفية التعامل مع الطالبات	بلقين الصمادي	3	تقرير		
	16/1/2023	كل مجموعة درس	درس مشاهدة	تدريب عملي على تطبيق الاستراتيجيات لدرس شعرية عرس	التطبيق الصحيح للاستراتيجيات	المنسقات وروساء الأقسام	كل مجموعة 12 معلمة	استبيان		
	23/1/2023	جميع المعلمات	تسجيل	صناعة المرئي	أن تتعرف على صفات المرئي المتميز	المنسقات	29	تقرير		

Term Two	Primary	30/1/2023	القسم العربي	ورشة	الأنشطة التفاعلية الألعاب الإلكترونية في التدريس	أن توظف المعلمة الأنشطة	المنسقات	29	استبيان		
		6/2/2023	القسم العربي	ورشة	التفكير الإبداعي	أن تتعرف المعلمة استراتيجيات التفكير الإبداعي	ضيف من الخارج	29	استبيان	QR	1000
		13/2/2023	معلمات 6	ورشة	غرس القيم في التدريس	أن تركز المعلمة على القيم أثناء الدروس	المنسقات	6	استبيان		
		20/2/2023	معلمات القسم مجموعتين	درس مشاهدة	عرض أحسن الممارسات	أن ترفع مستوى أداء المعلمة	المنسقات مع بعض المعلمات	كل مجموعة 12	استبيان		
		27/2/2023	جميع المعلمات	اجتماع	آليات التصحيح الدقيق وفق معايير الوزارة	أن تتقن المعلمات التصحيح وفق قوانين الوزارة	المنسقات	29	تقرير		
		6/3/2023	جميع المعلمات	ورشة	كيفية تحليل النتائج لجميع المعلمات	أن تحلل المعلمات الدرجات وتصنف الطالبات لإعداد الخطط اللازمة	المنسقات	29	استبيان		
		2/1/2023	KS1- KS2	Workshop	Gap Analysis	Teachers will complete the Year Group Analysis, identify intervention steps, and bridge learning gaps. They will identify students with low ability and create support plans for them.	Hadeel Firdaus YGL	50	Observation and feedback PD evaluation Support Programme evaluation		
		16/1/2023	KS1- KS2	Workshop	What Makes Effective Literacy Teaching?	Teachers will share best practises and use a real-life case study to highlight practical steps to improve literacy through oracy.	YGLs with their teams	50	Observation and feedback Lesson Plans		
		23/1/2023	KS1- KS2	Webinar	How to Teach Effective Critical Thinking Skills to Support Pupils' Learning and Growth	This webinar will provide headteachers, school leaders, teachers and practitioners with advice and practical tips on developing pupils' critical thinking skills to inform decision-making and problem-solving during both their school career and adult life.	Click here	50	PD evaluation		
		30/1/2023	KS2	Workshop	Project Based Learning	Teachers will acquire the following information and practical guidance on implementing PBL in the Primary: -What Is Project-Based Learning? -Why Project-Based Learning? -What Are the Essential Elements of Project-Based Learning? -Benefits of Project-Based Learning?	Taghreed Firdaus Hadeel	50	Observation and feedback Lesson Plans PD evaluation Lesson Evaluation Lesson observation and walkthrough		
6/2/2023	Teaching Assistants	Webinar	A Webinar for Teaching Assistants: Strategies to Support English Lessons with Confidence Primary	This webinar will provide teaching assistants with advice and practical guidance on supporting pupils with wide-ranging starting-points and needs in English lessons, through one-to-one and small group work, to enhance engagement and attainment.	Taghreed	50	Observation and feedback Lesson Plans PD evaluation Lesson Evaluation Lesson observation and walkthrough				

		13/2/2023	KS1- KS2	Workshop	Modern teaching strategies (Mathematics)	Teachers will discuss mathematics teaching approaches within their KS to ensure quality instruction across stages. KS1 -Teaching approaches for counting -Teaching approaches for place value -Teaching approaches for pattern spotting Teaching approaches for introducing new mathematical vocabulary KS2 -Teaching approaches for calculating -Teaching approaches for fractions using concrete-pictorial-abstract -Teaching approaches for fractions, decimals and percentages	YGL- Hadeel Firdaus Taghreed (facilitators)	50	Observation and feedback Lesson Plans PD evaluation Lesson Evaluation Lesson observation		
		20/2/2023	KS1- KS2	Workshop	Modern teaching strategies (Science)	Teachers will identify approaches for teaching science according to the following guidelines: -The language of science -Teaching approaches for introducing new terminology enabling students to draw science equipment -Tips to help students understand how to	YGL & teachers- Hadeel Firdaus Taghreed (facilitators)	50	Observation and feedback Lesson Plans PD evaluation		
		27/2/2023	KS1- KS2	Workshop	Modern teaching strategies (Computing)	Teachers will be provided with practical advice and guidance on how to incorporate computing teaching approaches and develop lessons which inspire pupils to learn about computing in new and engaging ways.	Hadeel Firdaus Taghreed (facilitators)	50	Observation and feedback Lesson Plans PD evaluation		
		6/3/2023	KS1- KS2	Workshop	Using practical tasks for formative assessment	Teachers and teaching assistants will be provide with practical guidance on using practical tasks for formative assessment which is adaptive to the learning needs of groups and individuals identified in previous lessons, enhancing academic outcomes.	Taghreed Hadeel Firdaus	50	Observation and feedback Lesson Plans PD evaluation		
		2/2/23	قسم المواد العربية	ورشة عمل	كيفية إعداد خطة التدخل	التعرف على الية كتابة خطة التدخل	أ. نادية	21			
		8/1/23	جميع الموظفين	جلسة نقاشية	مناقشة تحليل بطاقة المدرسة للعام 2023	التعرف على النتائج وكيفية تطوير الأداء	أ. آزادا				
		2/1/23	Departmental staff	Training	Training on writing effective exam analysis	Train all staff to write analysis exam results	Coordinator	55	Exam Analysis, Departmental analysis		
		23/1/23	All Arabic speakers	Lecture	Lecture		Ms Latifa	30	Lesson plans, Lesson observations		
		23/1/23	All English speakers	Training	Code Of Ethics	Remind all staff about basic code of ethics to be followed at the workplace when dealing with all	Ms Azadeh	28	Lesson observations, Teacher's evaluation		
		23/1/23	All Admin staff	Training	Goals - your way to success			10	Admin staff evaluation		

Secondary	30/1/23	قسم المواد العربية	ورشة عمل	الهدف الوجداني	آلية تنفيذ الهدف الوجداني	أ.نادية	28	Lesson plans, Lesson observations		
	30/1/23	GS, English, Maths, Science dept.	Training	How to make PM goals more effective	Discuss various ways in which PM goals may be made more effective	Coordinator	28	PM goals document		
	30/1/23	Admin dept.	Training	Electronic filing	Train admin staff on effective electronic filing	Ms Sarah IT	10	Admin staff evaluation		
	6/2/23	قسم المواد العربية	ورشة عمل	معلم الناس الخير	الارتقاء بمستوى المعلمات في حصة القرآن	أ. عائشة المراغي	35			
	6/2/23	All Admin dept.	Workshop	Online workshop on Communication	Train admin staff on effective communication	External trainer	10	Admin staff evaluation		
	6/2/23	GS, Maths, English and Science dept.	Workshop	Departmental PD on differentiation in every lesson & routines in every lesson	Determine and fix a departmental policy for differentiation and routines in every lesson	Coordinator	35	Lesson plans, Lesson observations		
	20/2/23	GS, Maths, English and Science dept.	Workshop	Differentiation and routines in every lesson	Sharing good practices for differentiation and routines in every lesson	Coordinator	35	Lesson plans, Lesson observations		
	27/2/23	All teaching staff	Workshop	Discrete bullying	Make all staff aware of how to deal with discrete bullying in school premises	Ms Azadeh, Ms Amany	55	Administration observations		
	6/3/23	All teaching staff	Workshop	Social and emotional learning	Social and emotional learning for students					
	20-2-2023		ورشة عمل اللغة العربية	خطوات تنفيذ حصة القراءة - اللغة العربية -	أن تطبق المعلمة خطوات حصة القراءة بحسب المعايير	أ. دعاء	8	استبيان		
		ورشة عمل التربية الإسلامية والتاريخ القطري	بناء القيم القرآنية - التربية الإسلامية -	أن نتعرف على كيفية بناء القيم القرآنية	أ. دانية	11	استبيان			

