



هيئة جودة التعليم والتدريب
Education & Training Quality Authority

**TRAINING PROGRAM
IMPLEMENTATION GUIDELINES
(FOR SCHOOLS' LEADERS)**



Proposed Training Programme

The programme is optional, can be modified and adapted to suit the circumstances 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 Schools' Review 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' Review Framework with trainees in advance to be viewed and discussed.
 - 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 BQA's digital platforms for more information and training resources.

Proposed Training Programme

Session	Time	Resources
Introduction	5 minutes	Introduction to Schools' Review Framework, Worksheets for Training Activities
Introduction to Schools' Review Framework	45 minutes	
Break	15 minutes	
Fill in the Self-Evaluation Form (SEF)	40 minutes	
Questions and Conclusion	15 minutes	