

### Time Table for 3 Weeks Induction Training for Principals on School Leadership w.e.f. 5 June 2017

DAY	9:30-10:00	10:00-11:00	11:00 11:30	11:30-12:30	12:30-1:30	1:30- 2:30	2:30-3:30	3:30-4:30
Day 1	Registration & Inauguration		T E A B R E A K	Concept of Leadership in School System	Discussion & Group Work on Leadership	L	Power Point Presentation on Leadership	Case Study on Leadership
Day 2	Feedback	Ten Management Role (School Management)		Power point presentation on Management	School as a Learning Organization	U	ICT in Schools E-Billing, E-TDS	Know about MIS & MTMS Portals
Day 3	Feedback	RTI ACT -2005, Background and Principles		Case studies on RTI Act-2005	Teachers, Heads & Technology	N	Introduction to School Development Plan (SDP)	Steps to Prepare SDP Case Study
Day 4	Feedback	Role and Responsibilities of Head of Institutions		Purchase Policy/Procedure of Stores	Role and Responsibilities of Clerks	C	Objective of Education	Haryana GPF Rules
Day 5	Feedback	Loans & Advances to Haryana Govt. Employees		Maintenance of Store and Stock Account	Medical Reimbursement Policy for the State Govt. Employees	H	Maintenance of Service Book	Remedial Teaching in Schools
Day 6	Feedback	Procedure relating to Pension		Retirement Benefits	Haryana Civil Services Punishment/Suspension & Appeal Rules	B	The Govt. Employees Conduct Rules	Group Discussion & Presentation
Day 7	Feedback	APAR		RTE Act	RTE Act -Continuous-	R	Haryana Govt. Employees GIS	Group Work & Presentation
Day 8	Feedback	Development of Self Personality : Testing of Leadership		Priority & Time Management	Johari Window Handout	E	Group Work on Johari Window	Time Management Grid
Day 9	Feedback	Circle of Influence		Discussion & Group Work	Development of Professional Learning Communities (PLC)	A	Duties and Responsibilities of Head as a DDO	Story of Totto Chan: Views & Philosophies on Education
Day 10	Feedback	Teaching Learning Process: Principle of Active Learning		Adolescent developmental Need of Children	Child Centered Pedagogy	K	Module on Inclusion: Differently- Abled Students	Group work
Day 11	Feedback	Training, Coaching Guidance, Monitoring & Mentoring		Group Activity for the Development of Coaching and	Presentations by the groups		Grid of I & We in the Process of Development of	Discussion & Group Work

				Mentoring etc.			Institutions	
Day 12	Feedback	NCF-2005 and NCFTE-2009		Home Support to the Learners	Young Historian & Parrot Training Videos		Discussion / Group Work & Presentation	Use of Technology
Day 13	Feedback	Practice in Yoga		Yoga Education in Schools	Yoga Education in Schools		Group Dynamics Matrix	Concept of I & We: Reflection through Questions on Team Work
Day 14	Feedback	Understanding Team Building:PPT& Discussion		Case Studies & Team formatting	Group Discussion on Team Formation		Motivation & Influencing Team Members	Videos Teams for Transformation & Diamond 9
Day 15	Feedback	Conflict Management		Conflict Resolution Style: Discussion	Videos on Team Spirit		About Innovations	Reflective Questions & Audio Talks & Videos on Innovation
Day 16	Feedback	A Case Study on Innovation: Reflecting Questions on Innovations		Innovations in Learning & Teaching	Innovations in Building Eco - Friendly Physical Environment & Infrastructure		Joyful Activities in Schools	Joyful Activities in Schools -Continuous-
Day 17	Feedback	Skill Passbook: A Glimpse of the Project		Importance of Leading Partnership	Reflective Exercises, Perception and Expectation on Leading Partnership		Parental Involvement in School Education – PPT & Discussion	Case Study
Day 18	Feedback	Decision Making Process & Tools		Management of Human & Physical Resources	Simulation Exercise Instructions- Handout		Data on Excel Sheet & Interpretation	Discussion & Group Work
Day 19	Feedback	Testing & Assessment		Disaster Management	Sports Calendar		Performance Indicators of School	SSA, RMSA
Day 20	Feedback	Concept of Peter Senge on school as a Learning Organization		Linkages with NCERT, NUEPA, RIE, NCTE, BSEH, DIETs & SCERT	National Skill Qualification Framework ( NSQF)		Group Work for Forming SDP	Formation of SDP by Individual Principals
Day 21	Feedback	Presentation & Submission of SDPs		Presentation & Submission of SDPs -Continuous-	Post Assessment of Trainees		Final Feedback	Closing Ceremony Valediction

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