


Jadwal Kegiatan Minggu Pertama 2016-2017

No	Enter Start Date	TIME	AGENDA				
	June 13		✓	ACTIVITIES	POINTERS	PIC	NOTE
1	Mon 13	07.00 - 07.30		Morning devotion	<ul style="list-style-type: none">• Standard operating procedure• Student rules and regulations• Structure of organization• Seating arrangement	Wendy	
		08.00 - 09.30		Navigating the policies and the procedures of the school and school system		Hangi	
		09.45 - 11.30		Describing roles and responsibilities as well as some specific actions by various team members		Wendy	
		11.30 - 12.30		Lunch break			
		12.30 - 14.00		Designing a process for establishing classroom rules		Wendy	
		14.15 - 15.30		Understanding teacher effectiveness framework and evaluation		Wendy	
2	Tue 14	07.00 - 07.30		Morning devotion	<div>Presentation</div> <ul style="list-style-type: none">• Presentation• Discussion on 'Maxim'	Agustinus	
		08.00 - 09.30		Teaching Insight 1: Expert teaching practice 1		Elisse	
		09.45 - 11.30		Teaching Insight 2: Expert teaching practice 2		Elisse	
		11.30 - 12.30		Lunch break			
		12.30 - 14.00		Presenting system-based administrative work		Andy, Putri	
		14.15 - 15.30		Filling out the administrative work and being alert for potential uncertainty about it throughout the year		Teachers	
3	Wed 15	07.00 - 07.30		Morning devotion	<ul style="list-style-type: none">• Presentation• Practice Purpose <div>Inservice Implementation</div>	Elisse	
		08.00 - 09.30		Teaching Insight 3: Becoming reflective practitioner			
		09.45 - 11.30		Teaching Skill 1: Classroom management		CPD team	
		11.30 - 12.30		Lunch break			
		12.30 - 14.00		Teaching Skill 1: Classroom management		Coordinator	
		14.15 - 15.30		Teaching Skill 1: Classroom management			
4	Thu 16	07.00 - 07.30		Morning devotion	<ul style="list-style-type: none">• Purpose• Inservice Implementation	Agustinus	
		08.00 - 09.30		Teaching Skill 2: Explaining (demonstrating) and creating PowerPoint shows		CPD team	
		09.45 - 11.30		Teaching Skill 2: Explaining (demonstrating) and creating PowerPoint shows		Coordinator	
		11.30 - 12.30		Lunch break			

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		12.30 - 14.00		Teaching Skill 3: Using discussion and questioning-style lesson	<ul style="list-style-type: none">PurposeInservice	CPD team	
		14.15 - 15.30		Teaching Skill 3: Using discussion and questioning-style lesson	Implementation	Coordinator	
	5	Fri 17	07.00 - 19.00	Staff and faculty outing			
6	Mon 20	07.00 - 07.30		Morning devotion		Wendy	
		08.00 - 09.30		Teaching Skill 4: Reading for learning (note-making) and supervised student practice	<ul style="list-style-type: none">PurposeInservice	CPD team	
		09.45 - 11.30		Teaching Skill 4: Reading for learning (note-making) and supervised student practice	Implementation	Coordinator	
		11.30 - 12.30		Lunch break			
		12.30 - 14.00		Teaching Skill 5: Group work and student talk	<ul style="list-style-type: none">PurposeInservice	CPD team	
		14.15 - 15.30		Teaching Skill 5: Group work and student talk	Implementation	Coordinator	
7	Tue 21	07.00 - 07.30		Morning devotion		Agustinus	
		08.00 - 09.30		Writing lower to higher level questions and collating answer or performance rubrics	<ul style="list-style-type: none">PurposeInservice	CPD team & Coordinator	
		09.45 - 11.30		Writing lower to higher level questions and collating answer or performance rubrics	Implementation		
		11.30 - 12.30		Lunch break			
		12.30 - 14.00		Summary of the most important		Wendy	
		14.15 - 15.30		Reflecting on what we've learned		All teachers	