

5. Define Job and responsibilities:

□ The Head teacher of host school will be the workshop manager, who will be responsible for overall management (coordination with other teachers, invitation, required materials etc.) for the learning circles.

□ The WISE Trained teacher of the host school will be the facilitator for conducting the workshop based on the schedule.

□ Identify a skilled facilitator (WISE Roster Teachers from the cluster area) who can guide the workshop activities and discussions, and ensure that everyone has a chance to participate.

□ Social Mobilizer will be the observer. He/She will attend the workshop as per need. However, regular follow up will be done.

□ Social mobilizer will actively observe the workshop, give positive feedback, and try to facilitate on learning difficulties. So the Social Mobilizer to be capacitated.

□ The Social Mobilizer will discuss with the president of SMC, PTA and Mother Group about the importance of WISE class, and about their roles for the improvement.

□ The Social Mobilizer have to submit a copy of the minute to the concerned offices and among the education team members.

□ The PNGOs will be responsible for conducting/ following the Cluster Workshop.

□ The Education team of GNHA will facilitate Cluster Workshop as per need, which will be based on new/ updated educational information.

6. Collaborative works:

Promote collaborative works among teachers by smaller group works, pair works as well as assigning tasks to work together. This helps them to exchange ideas and learn from each other.

7. Focus on Practical Skills:

The workshop should focus on practical skills and strategies that can be applied in the classroom. This helps the teachers to implement what they have learned in the workshop.

8. Provide Resources:

Provide the necessary resources such as handouts, presentations, and online resources to support the workshop. This helps the teachers to have a reference to refer back when needed.

9. Follow-Up:

Conduct follow-up sessions to ensure that the teachers are implementing what they have learned and to provide any additional support they may need.

10. Time schedule for Cluster Workshop:

Teacher's Learning Circle will be organized in every 3 months based on following schedule:

Time	Activities	Responsibility
10:00 - 10:05	<input type="checkbox"/> Welcome to all participants <input type="checkbox"/> Attending assembly	HT
10:06 - 10:30	Observation <input type="checkbox"/> Morning meeting in the WISE classroom <input type="checkbox"/> WISE classroom and management tool	WISE Trained Teachers
10:31 - 11:30	<input type="checkbox"/> Observation Teaching Learning Activities	WISE Trained Teachers
11:31 - 12:00	Discussion on school observation <input type="checkbox"/> Good practices <input type="checkbox"/> Feedback collection	Head teacher
12:01 - 13:00	<input type="checkbox"/> Performance analysis (SWOC) <input type="checkbox"/> Follow-up activities	Peer Works and Whole Group
13:01 - 13:30	Break	
13:31 - 14:30	<input type="checkbox"/> Workshop on problem solving	WISE Trained Teachers
14:31 - 15:00	<input type="checkbox"/> Workshop on new skills sharing	Job assigned Teachers
15:01 - 15:15	<input type="checkbox"/> Convey the Notice and new information <input type="checkbox"/> Date and venue selection for next Workshop	HT/SM
15:16 - 15:30	<input type="checkbox"/> Minute preparation and Hand over the minute book to next host school. <input type="checkbox"/> Closing	HT

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Teacher's Learning Circle (Cluster Workshop) Guidelines



1. Introduction:

Teacher's Learning Circle is the Teacher's Cluster Workshop. It is a professional development opportunity where teachers from the same school or a group of WISE schools in a specific area come together to collaborate and learn from each other. During the workshop, teachers may participate in activities such as discussions, presentations, and hands-on learning activities that focus on a specific area of teaching, such as curriculum implementation, classroom management, assessment, and technology integration. The workshops may also include opportunities for teachers to observe each other's classes, provide feedback, and work together to solve common challenges.

2. Objective:

To provide the platform for teachers for a collaborative learning environment where they can share best practices, develop new skills, and build a supportive network within their professional community.

3. Clearly Defined Objectives:

The objectives of the workshop should be defined clearly, so that the participants know what they are expected to learn and what they expect. The Head Teacher and WISE Trained Teacher of the host school will do it with support of the Social Mobilizer.

4. Participation:

The WISE trained teachers and HTs from cluster schools, The HT, presidents of SMC & Mother Group of the host school will be participating during the workshop.

