**Annex 16**

**School-based Teachers’ Professional Experience Sharing／School-based Professional Experience Sharing Meeting**

**Suggested Workflow**

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| **Stage** | **Goals** | **Duration** | **Internal Work**  **(Administration)** |
| 1. | Internal discussion | 3 months before the professional experience sharing activity | * Collect opinions from the staff and propose basic information   + Goals   + Date   + Duration   + Location   + Initial rundown   + Manpower deployment |
| 2. | Confirmation of basic activity details | 2 months before the professional experience sharing activity | * Discuss with the teaching staff and confirm the basic activity details:   + Date   + Duration   + Number of participants   + Medium of instruction |
| 3. | Selection of appropriate activity content | * Choose the appropriate activity content according to the guideline and participants’ background. |
| 4. | Collection of information and preparation of materials | 1 months before the professional experience sharing activity | * Information collection   + Update information * Preparation of activity materials   + Purchase materials |
| 5. | Confirmation of the activity arrangement | 2 weeks before the professional experience sharing activity | * Confirm the activity rundown   + Activity arrangement and time allocation * Manpower deployment and resource arrangement |
| 6. | Host the activity | On the day of the professional experience sharing activity | * Host the activity |
| 7. | Evaluation and Feedback | Within 2 weeks after the professional experience sharing activity | * Collect opinions and suggestions for improvement from the participating staff. * Organise activity records (e.g. evaluation survey and activity photos, etc.) |