

**Annex 16**

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

**Suggested Workflow**

<b>Stage</b>	<b>Goals</b>	<b>Duration</b>	<b>Internal Work (Administration)</b>
1.	Internal discussion	3 months before the professional experience sharing activity	<ul style="list-style-type: none"> <li>● Collect opinions from the staff and propose basic information               <ul style="list-style-type: none"> <li>• Goals</li> <li>• Date</li> <li>• Duration</li> <li>• Location</li> <li>• Initial rundown</li> <li>• Manpower deployment</li> </ul> </li> </ul>
2.	Confirmation of basic activity details	2 months before the professional experience sharing activity	<ul style="list-style-type: none"> <li>● Discuss with the teaching staff and confirm the basic activity details:               <ul style="list-style-type: none"> <li>• Date</li> <li>• Duration</li> <li>• Number of participants</li> <li>• Medium of instruction</li> </ul> </li> </ul>
3.	Selection of appropriate activity content		<ul style="list-style-type: none"> <li>● Choose the appropriate activity content according to the guideline and participants’ background.</li> </ul>
4.	Collection of information and preparation of materials	1 months before the professional experience sharing activity	<ul style="list-style-type: none"> <li>● Information collection               <ul style="list-style-type: none"> <li>• Update information</li> </ul> </li> <li>● Preparation of activity materials               <ul style="list-style-type: none"> <li>• Purchase materials</li> </ul> </li> </ul>
5.	Confirmation of the activity arrangement	2 weeks before the professional experience sharing activity	<ul style="list-style-type: none"> <li>● Confirm the activity rundown               <ul style="list-style-type: none"> <li>• Activity arrangement and time allocation</li> </ul> </li> <li>● Manpower deployment and resource arrangement</li> </ul>
6.	Host the activity	On the day of the professional experience sharing activity	<ul style="list-style-type: none"> <li>● Host the activity</li> </ul>
7.	Evaluation and Feedback	Within 2 weeks after the professional experience sharing activity	<ul style="list-style-type: none"> <li>● Collect opinions and suggestions for improvement from the participating staff.</li> <li>● Organise activity records (e.g. evaluation survey and activity photos, etc.)</li> </ul>