

School-based Teachers' Professional Experience Sharing

Suggested Workflow

Stages	Goals	Duration	Content	
			External work (Communication with other schools)	Internal work (Administration)
1.	Organisation of working group	3 months before the professional sharing activity	<ul style="list-style-type: none"> Organise a working group with the representatives from the participating schools 	<ul style="list-style-type: none"> School representatives should collect opinions from the staff and propose the basic activity details: <ul style="list-style-type: none"> Goals Date Duration Location Initial schedule Manpower deployment
2.	Deliberation on partnership		<ul style="list-style-type: none"> School representatives of the working group should propose the activity arrangement 	<ul style="list-style-type: none"> School representatives should report the deliberation progress to teachers on a timely basis
3.	Confirmatio n of basic activity details		<ul style="list-style-type: none"> Working group should reach an agreement on the activity arrangement and confirm the basic activity details: <ul style="list-style-type: none"> Date Duration Number of participants Medium of instruction 	<ul style="list-style-type: none"> School representatives should report the discussion result of the working group to teachers on a timely basis
4.	Discussion on activity rundown and content	2 months before the professional sharing activity	<ul style="list-style-type: none"> Select appropriate activity content according to the guideline and the participants' background Assigning tasks to the school representatives of the working group 	<ul style="list-style-type: none"> School representatives should report the progress of the working group to teachers on a timely basis

5.	Confirmation of activity content, details and invite		<ul style="list-style-type: none"> ● Confirm the activity rundown <ul style="list-style-type: none"> • Activity arrangement and time allocation • Manpower deployment and resource arrangement ● The school representative should report the progress to the working group on a timely basis 	<ul style="list-style-type: none"> ● School representatives of the working group should issue a Notice (regarding the activity content) to teachers and collect the list of participants.
6.	Collection of information and preparation of materials	1 month before the professional sharing activity	<ul style="list-style-type: none"> ● The school representatives should report the progress to the working group on a timely basis 	<ul style="list-style-type: none"> ● Collection of information <ul style="list-style-type: none"> • Update information ● Prepare activity materials <ul style="list-style-type: none"> • Purchase materials
7.	Confirmation of the activity arrangement	2 weeks before the Professional Sharing Activity	<ul style="list-style-type: none"> ● Exchange the contact information and contact methods of the main contact person between working groups 	<ul style="list-style-type: none"> ● School representatives confirm the activity arrangement with the teaching staff ● Traffic arrangement
8.	Coordination work	On the day of professional sharing activity	<ul style="list-style-type: none"> ● Host the activity 	<ul style="list-style-type: none"> ● —
9.	Evaluation and Feedback	Within 1 month after the professional sharing activity	<ul style="list-style-type: none"> ● Exchange views and activity records between school representatives of the working group (e.g. evaluation survey and activity photos, etc.) ● Hold joint-school evaluation meeting 	<ul style="list-style-type: none"> ● Collect opinion and suggestions for improvement from the participating staff