


**INDUCTION CPD [MARCH -APRIL]-5 DAYS****MARCH 26<sup>TH</sup>/27<sup>TH</sup> /28<sup>TH</sup> /3<sup>RD</sup> & 4<sup>TH</sup> APRIL**

<b>DAY 1</b>	<b>26<sup>TH</sup> MARCH</b>
9:30-11:00 am	<ul style="list-style-type: none"> <li>• New Joiners (Welcoming) Meeting /Greeting by SLT and Academic Team</li> <li>• Getting to know the school culture, Vision, Mission of GEMS Group &amp; UIS</li> </ul>
11:00-11:15 am	<b>BREAK</b>
11:15-12:30 pm	HR related briefing and documentation on <ul style="list-style-type: none"> <li>• ADEK PASS related</li> <li>• Employment Contracts &amp; code of Conduct</li> <li>• WHO to report (SLT/Admin/Accounts/MSO)</li> </ul>
12:30-1:30 pm	<ul style="list-style-type: none"> <li>• School Tour by the Phase -wise Supervisors and General Briefing /Expectations related to the Department.</li> <li>• Introducing them to the Department members.</li> </ul>
<b>DAY 2</b>	<b>27<sup>TH</sup> MARCH - [By Supervisors /Assistant Supervisors]</b>
9:15-10:15 am	<ul style="list-style-type: none"> <li>• <b>Classroom Management &amp; Expectation</b> <ol style="list-style-type: none"> <li>a) Duties of a class teacher on daily /weekly /Monthly/termly /Annual basis</li> <li>b) TEACHER -DO's &amp; DO NOT's</li> <li>c)</li> </ol> </li> </ul>
10:15-10:40 am	<b>BREAK</b>
10:45-12:15 am	Familiarizing New teachers on <ol style="list-style-type: none"> <li>a) NIM</li> <li>b) GEMS STONE</li> <li>c) HPL</li> <li>d)</li> </ol>
12:30-1:30 pm	Any Pending HR & documentation to be completed (with HR/GRE team) <b>HR Policies &amp; Staff Expectations</b> <ol style="list-style-type: none"> <li>a) Leave Policies (Sick Leave, Emergency Leave, Annual Leave)</li> </ol>

	b) Working Hours, Punctuality & Professional Dress Code
<b>DAY 3</b>	<b>28<sup>TH</sup> MARCH</b>
9:15-10:00 am	<b>Briefing on Teacher-Parent Communication</b> a) Pulse Calls [Why /How/When] b) E-Mails /Phone Calls (What/When)
10:00-10:15 am	<b>BREAK</b>
10:15-11:30 am	<b>Departmental Meeting (HOD Briefing on)</b> a) Lesson Planning Expectations b) Differentiation Strategies c) Tools & Techniques (Dept Specific)
<b>DAY 4</b>	<b>3<sup>RD</sup> APRIL</b>
8:00-9:30 am	<b>Departmental Meetings</b> a) Sharing of Timetable /Class In-charge b) Handover (Transition documents exchange) c) Class lists sharing of all classes allotted to a teacher (Subject-wise)
9:30-9:50 am	<b>BREAK</b>
9:50-10:50 am	<b>Pheonix Portal Briefing</b> by (Molly/Irfana) on • Classroom Portal only (Session 1)
10:50-1:40 am	<b>Departmental Meetings</b> a) All subject teachers to ensure they are equipped with all details (Academic tracker) of the students under them. (Grade and sections). b) Lesson Plans /Base line Paper etc for week 1 (7 <sup>th</sup> April -11 <sup>th</sup> April) ready.
<b>DAY 5</b>	<b>4<sup>th</sup> APRIL</b>
8:00-11:00 am	Classroom Readiness Any other Pending Department work

  
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