



Continuous Professional Development Courses

at
Ali Institute of Education



Mission Statement

The Ali Institute of Education (AIE) is a teacher-education institute, committed to improving the quality of education in Pakistan and promoting professionalism among teachers. AIE provides high quality pre-service and in-service teacher education and offers advisory services for school management, school development and curriculum development. It also adds to the knowledge-base of education through indigenous research and publications. AIE also seeks to especially address the education needs of rural and female teachers and to promote education to underprivileged and marginalized sections of society. The Institute is also committed to dissemination of information, and advocacy of appropriate policies and practices in education within our current sociological and environmental context.

Dear Professionals

Ali Institute of Education (AIE) appreciates your commitment to your profession and your students. A clear sign of your professional dedication is evident through your regular participation in professional development opportunities provided by AIE.

We wish to thank all teachers, principals and management of schools for their involvement and active participation in all our endeavors so far. Our aspiration is to encourage and inspire novice teachers to participate in our professional development programmes. We also encourage the practicing teachers to join and share their valuable experiences with all of us.

This booklet provides information regarding different courses and services offered by us. It will guide you to select the courses/workshop according to your need. We can also offer these workshops/courses at your school, if you so desire.

We look forward to welcome you at Ali Institute of Education, Lahore. For any further information, you can call us on 0423-5882974 or email at cpdc@aie.edu.pk.



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The Ali Institute of Education

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Continuous Professional Development (CPD) Center

The Continuing Professional Development (CPD) Center at the Ali Institute of Education is an innovative and progressive unit which has built up a reputation over ten years for offering highly sought-after development opportunities to teachers, principals and other professionals. The CPD Center offers the highest quality of training and professional support through short courses, workshops all around the year whilst providing the flexibility of part-time learning for professional practitioners.

CPD Annual Summer School

The Summer school is a yearly activity of Ali Institute of Education (AIE) that brings together teachers, students and professionals. AIE Summer School is a forum for developing and conveying your knowledge in an applicable learning context and promoting understanding and goodwill. It allows you to update your knowledge and acquire up-to-date skills in a global, challenging world. We offer a wide range of courses/workshops including Educational Planning and Management, Classroom Management, Montessori, Science and Maths Education, Language Improvement, Subject Based Teaching Skills, Assessment, and many other courses on professional development and capacity building. Over the last six years more than two thousand teachers and professionals have attended the Summer School representing different public and private schools/institutions across Pakistan.

Key Features of the Summer School

Features:

- Practice-oriented, practical and participatory approach.
- Professional course leaders.
- Interactive approach of teaching and learning.
- Highly credible and need- based courses.
- Wide range of instructional strategies.
- Focus on applied issues and problems.
- Experience sharing and group discussions.
- Stimulation of interest through questioning & sharing ideas and opinions.

Advantages:

- Provides a channel for the continuous professional development of teachers, practitioners, professionals and students.
- Enables you to develop their confidence, knowledge, experience and skills in education and teaching hence improving their effectiveness as teachers.
- Provides a channel for students to realize their potential and to develop their career prospects through need-based courses/workshops.
- Develops a repertoire of effective and meaningful teaching, learning and assessment activities.
- Provides you with a chance to become an independent learner and eclectic teacher.

Benefits:

- Need based courses/workshops equipping you with personal and professional skills and knowledge required in a challenging and diverse working environment.
- Develops knowledge in an applicable learning context.

Customized and Need Based Training

Ali Institute of Education works to strengthen relationships, long term collaboration and professional linkages with organizations to contribute to improved quality education in Pakistan. AIE holds professional training every year for different organizations, institutions, NGOs and schools through its outreach programme and need based training. Every year, different schools and organizations from around the county turn to AIE to provide their staff with practical and powerful solutions to meet the learning and development needs of their workplace.

CPD can offer training to schools/organizations through dynamic needs in alignment with overall purpose, vision and core competencies.

Advantages of Need Based Training:

- You can choose from various pre-designed workshops delivered on-site or we can provide unique customized training to meet your teachers' unique professional needs.
- We can bring customized workshops and certificate courses to your premises with a variety of popular options available for teachers, principals, administrators and other professionals.
- You can benefit from personalized instructions with expert instructors and practicing professionals from AIE who incorporate best practices and state-of-the-art learning to address specific organizational and professional needs in Pakistan.
- You can benefit from a powerful blend of interactive, time proven adult learning methods including presentations, lectures, role-plays, simulations, as well as small group and whole group activity-based learning, all exclusively designed to focus on your particular systems and goals.
- You can save precious staff time and substantial training costs by training a group of your teachers and other professionals together, at a time and location convenient for you.

Two Approaches to Training:

We can work with you to determine your specific needs and then design or suggest a course that addresses your staffs' specific needs. There are two ways to accomplish this:

- Our programme facilitator can work with you in advance to determine the level of training. After thorough needs analysis , we can recommend a training programme.
- You can also determine your own area of training. Keeping in view all the details provided by you, we can recommend a training programme for your organization/school.

Benefits:

- It is economical for organizations to provide continuous professional development opportunities to groups in their workplace.
- Training can be tailored to meet specific needs of an organization.
- Training can be conducted throughout the year, at a date and time which suits your organization.

Strengths:

- The delivery of our courses and training is based hands-on practical experience and experiential knowledge sharing.
- The mode of training is participatory and interactive.
- Our needs-based training is completely customized, so is unique to your organization.

Few Participant Schools of CPD Training and Workshops:

- FFC Grammar and Model School, Rahim Yar Khan
- Sheikh Zayed Public School, Rahim Yar Khan
- Sadiq Public School, Bhawalpur
- Divisional Public School, Faisalabad
- Sandal College, Faisalabad
- Chanab College, Jhang
- Chnab College, Shorkot
- Divisional Public School, Lodhra
- Convent of Jesus and Mary, Toba Tek Singh
- Laurel Bank Public School, Lahore
- Lahore Lyceum, Lahore
- Queen Mary School and College, Lahore
- Lahore Garrison Education System, Lahore
- Rangers Public School, Lahore
- Guidance House School System, Mirpur AJK
- Bloomfield Hall School, Muzafar Garh
- Cadet College, Hassan Abdal
- Divisional Public School, Kasur
- Bilquis College of Education, Rawalpindi

Impressions of Few Participants Schools on CPDC Activities:

We learnt how we can improve our students' listening, speaking, writing and reading skills. Our trainers were really expert and professional in their field.

(Sadiq Public School Bhawalpur)

It was very well organized and knowledge-based programme. I am glad that it gave me and my staff new insights into professional studies. This will be helpful for us in improving our teaching.

(Queen marry School & College, Lahore)

The training was thought provoking, interesting and useful.

(Cadet College, Hassan Abdal)

Overall the workshop was a very successful experiment in Cadet College history and we hope this will continue in future. As a whole it was a wonderful workshop. We have learnt a lot from this workshop. Trainers shared their ideas, views and experiences with us.

(Cadet College, Hassan Abdal)

Ali Institute of Education is a well-known institute for teachers training. Its workshops are very useful.

(Divisional Public School, Kasur)

The trainer has a very unique manner of presentation. She speaks with confidence and has a command on her subject.

(Salamat School System)

We want such kind of workshop in future. This workshop provided us a great deal of knowledge and we learned new ways of teaching students.

(City School, Lahore)

The environment of the workshop was very encouraging. It was well prepared and we liked the lively attitude of the trainer.

(Learning Alliance, Lahore)

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Language Education

English Language Improvement Programme

For students, professionals, teachers and any individual who wants to become an effective English language speaker.

Objectives:

By the end of the course, you will be able to:

- Express yourself effectively in speaking.
- Express yourself clearly, precisely, and confidently in order to thrive in your future endeavors.

Key Topics:

The main emphasis of the course is on speaking. Phonology, grammar and vocabulary will be taught as an integrated topic within listening and speaking.

- Improving listening skills by using a range of listening media
- Developing speaking skills
- Pronunciation
- Grammar
- Dialogue Delivery
- Phonology
- Vocabulary Building

Benefits:

You will be able to develop your abilities in English Language Skills both for exposition and argument.

Teaching English Language Skills

For primary, elementary and intermediate language teachers.

Objectives:

By the end of the course, you will be able to:

- Explore modern methods of teaching listening, speaking, reading and writing skills at primary, elementary and intermediate levels.
- Design effective and innovative activities to teach and assess listening, speaking, reading and writing skills.
- Integrate listening, speaking, reading and writing skills with the existing language curriculum.

Key Topics:

- Teaching listening skills
- Teaching speaking skills
- Teaching reading skills
- Teaching writing skills

Benefits:

You will be able to plan and teach language skills by integrating them with existing language curriculum.

Communication Skills in Classroom

This workshop will help the teachers to communicate with the students in an effective manner. It will focus on ways of encouraging learners to be more expressive and communicative. It will also tend to focus on effective presentation skills for teachers which will help them to increase their effectiveness as a teacher. This workshop will provide useful ideas on features of teachers' talk, which can help foster communication with students; like questioning, giving content feedback, organizing and giving instructions. At the end of the workshop, teachers would be able to develop norms of communication for inside and outside the classroom.

Spelling-Sight & Sound

Language is developed through evolution. English is a strange language which is full of vagaries. The native user learns to deal with these but for the likes of us it is a difficult task. This workshop will involve some activities plus will try & give some rules to make things easy. At the end of the 3hr session I hope the participants will feel more confident about the spelling & pronunciation.

Teaching Creative Writing

Creative writing can truly be a creative process, if taught creatively. This course aims to trigger critical and creative thinking skills in teachers so that they find teaching of creative writing an exciting and a challenging experience rather than a boring and taxing exercise. In comparison to elementary school students, whose unvarnished imagination is easy to direct towards learning a skill, middle school students require teachers who can inspire them to polish their writing skills and be competent writers themselves. This interactive and activity- based course will focus on honing creative thinking skills in teachers and equipping them with tools to teach creative writing effectively.

Objectives:

By the end of the course, you will be able to:

- Demonstrate your understanding of differentiating features of all the four genres of creative writing
- Draw on your out of the box thinking to come up with original, unique and novel ideas to develop the most mundane topics
- Employ unusual and appealing figurative expression to grip reader's attention
- Make use of appropriate vocabulary and punctuation to write effectively

Professional Studies Education

Montessori/Early Childhood Education

(Certificate Course)

For individuals, professionals, educational counselors and teachers with bachelor degree wishing to work in early years settings.

Objectives:

By the end of the course, you will be able to:

- Promote the Montessori principle and philosophy.
- Exhibit a basic understanding of child psychology, child development and National Professional Standards of Early Childhood Education.
- Discuss the needs, demands and practices of Early Childhood Education.
- Apply principles and strategies of Early Childhood Education, classroom management and learning environment.

Key Topics:

- Montessori philosophy and principles of Early Childhood Education
- National Professional Standards of Early Childhood Education.
- Understanding child psychology and child development
- Curriculum in Early Childhood Education
- Assessment in Early Childhood Education
- Exercises of Practical Life (EPL)
- Use of Montessori apparatus.
- Instructional planning
- Managing learning environment

Creating Role Play for Teaching Different Subjects in Early Years

For all pre-service and in-service teachers of early years .

Objectives:

By the end of the course, you will be able to:

- Define objectives of the class role-play
- Adapt different role-play contexts and roles
- Engage students in designing role-play
- Enact the designed role play
- Reflect on the role-play tasks
- Assess the role-play tasks

Key Topics:

- Preparation of the role-play
- Briefing about the role-play
- Actions during the role-play
- Debriefing about the role-played
- Follow up of the role-play

Enhancing your Emotional Well-Being

For students, teachers and any other professionals

Objectives:

By the end of the course, you will be able to:

- Initiate activities for your own and others happiness.
- Use different tools of happiness like music, literature and art to create a happy environment.
- Reflect upon the key role of positive thinking in making one happy.

Key Topics:

- Relaxing strategies
- Happy environment
- Tools of happiness
- Positive thinking in happiness

Promoting Citizenship in Schools

For school leaders, teachers, students of college and universities.

Objectives:

By the end of the course, you will be able to:

- Define citizenship.
- Identify the roles and responsibilities of the citizens in any society.
- Identify the roles of different institutions in promoting citizenship.
- Plan at least 3 practical citizenship activities for their institute.
- Plan activities to promote peaceful society.

Key Topics:

- Democratic education
- Human rights education
- Educating about social conflicts
- Teaching strategies

School Leadership for Tomorrow

For head teachers, principals and education managers.

Objectives:

By the end of the course, you will be able to:

- Discuss the role of school leadership.
- Discuss leadership theories and their application in schools.
- Identify your own leadership style.
- Discuss some megamaxims and minimaxims of tomorrow's educational leaders.
- Identify and discuss various leadership traits.
- Discuss why tomorrow's leadership should be different from today's.
- Plan some action for yourself to act as tomorrow's leaders.

Key Topics:

- School Leadership
- Leadership Theories
- Maxims of Educational Leaders
- Tomorrow's Leadership
- Planning for future

Skills and Strategies of Montessori Teaching

For Individuals, professionals and educational counselors teaching at early year level.

Objectives:

By the end of the course, you will be able to:

- Describe the ultimate idea behind Montessori teaching.
- Devise a proper physical plan suitable for a Montessori classroom.
- Design daily routine of a Montessori day.
- Devise proper lesson plans for a Montessori classroom.
- Design activities for Montessori classroom.

Key Topics:

- Philosophical underpinnings of the work of Maria Montessori.
- Instructional planning framework
- Play in the early years
- Developing social skills in young children
- Classroom organization and behaviour modification
- Teaching basic skills at Montessori level

Benefits:

You will be able to manage your Montessori classrooms efficiently.

Behaviour Management

For individuals, professionals, educational counselors and parents.

Objectives:

By the end of the course, you will be able to:

- Explore differentiated strategies to manage inappropriate behaviour in a classroom.
- Identify solutions for behavioural problems.
- Devise and discuss strategies to deal with different types of students.
- Identify desired behaviours and possible reinforcers.
- Design strategies for effective behavior modification.

Key Topics :

- Positive behaviour management and discipline skills
- Establishing classroom environment at the beginning of the year
- Key areas and key skills covering basics such as initiating and sustaining attention, motivation, noise levels, time-on-task etc.
- Developing a class room behaviour agreement
- Personal behaviour management and discipline plan
- Effective use of 'time-out'
- Managing challenging students

Benefits:

It will help you to identify behaviour problems in your classroom and to understand the effective ways to solve the issues related to behaviour of the students.

Urdu Creative Writing

For teachers, teaching Urdu at primary and elementary level.

Objectives:

By the end of the course, you will be able to:

- Plan Urdu lessons in more interesting way.
- Teach Urdu creative writing by using different activities and worksheets.

Key Topics:

- Introduction of creative writing in Urdu
- Stimulants and means of creative writing
- Different forms of creative writing
- Helpful tips to be a good creative writer
- Creative writing topics according to different grade levels

Benefits:

This course will help you to develop different techniques to teach Urdu creative writing.

Developing Teachers' Effectiveness

For teachers, experienced or inexperienced, who are committed to excellence through personal and professional development.

Objectives:

By the end of the course, you will be able to:

- Put into practice your professional development as a teacher i.e. planning, implementation and reflection
- Describe the teaching cycle in detail in relation to your own teaching style.
- Describe your professional values and practice in relation to developing your skills as a reflective practitioner.

Key Topics:

- The teaching cycle (Planning, Implementation, Reflection)
Professional values and practices

Benefits:

This workshop will enhance your job prospects as a professional and skilled teacher who is committed to excellence.

Teaching Social Studies at Elementary Level

For teachers of Social Studies teaching at elementary level

Objectives:

By the end of the course, you will be able to:

- Develop Social Studies resource material.
- Design effective and innovative activities.
- Plan effective Social Studies lessons.

Key Topics:

- Methods and resources for teaching Social Studies.
- Planning effective Social Studies lessons

Benefits:

This workshop will help you to teach Social Studies in an effective manner with innovative and interesting lessons.

Effective Assessment Techniques at Elementary Level

For beginning teachers who are having problems in the assessments of their students.

Objectives:

By the end of the course, you will be able to:

- Discuss the concept of assessment.
- Describe the use of different assessment tools.
- Integrate objectives with assessment and evaluation.

Key Topics:

- The different stages of assessment: planning, gathering information, evaluating, decision making.
- Uses of different assessment tools and how to use them effectively in our teaching.

Benefits:

This workshop will enable you to assess your students' learning in an effective manner.

Principalship

For school leaders i.e. principals, vice principals, coordinators and senior teachers.

Objectives:

By the end of the workshop, you will have:

- Discussed different styles of principals.
- Reflected upon your style of leadership.
- Developed a plan to improve your leadership.

Key Topics:

- Rational & emotional component of Principalship
- Styles of Principals
- The alchemist principal
- The paranoid principal
- The cinderella principal
- The dreaming principal
- The empty principal
- The stumbling principal
- The transformed principal
- The reculturing principal
- The big top principal
- The no walls principal
- The frog principal.

Mentoring

For school leaders i.e. principals, vice principals, coordinators and senior teachers.

Objectives:

By the end of the workshop, you will have:

- Reflected upon the role of ‘mentor’.
- Discussed three perspectives on mentoring i.e. theoretical, empirical and postmodern.
- Reflected upon strengths and weaknesses of different models of mentoring i.e. the apprenticeship model, the competency model, the reflective practitioner model, the reflective coach model, the critical friend model, the co-enquirer model, Furlong and Maynard’s model.

Key Topics:

- Perspectives on mentoring
- The apprenticeship model
- The competency model
- The reflective practitioner model
- The reflective coach model
- The critical friend model
- The co-enquirer model
- Furlong and Maynard’s model

Teachers' Appraisal-a Process of Teachers' Development

For school leaders i.e. principals, vice principals, coordinators and senior teachers.

Objectives:

By the end of the course, you will have:

- Discussed the concept of appraisal and its need in educational Institutes.
- Reflected upon the steps of staff appraisal.
- Modelled appraisal interview and reflected upon it.
- Discussed the significance of 360 degree appraisal.
- Discussed the contents of appraisal report and follow-up meetings.

Key Topics:

Teachers' appraisal and their professional development

- The process of appraisal
- Appraisal interview
- 360 degree appraisal
- Appraisal Report
- Follow-up meetings

Lesson Planning Skills

For in-service and pre- service teachers and individuals interested in teaching at primary, elementary and secondary level.

Objectives:

At the end of the course, you will be able to:

- Describe the process of lesson planning.
- Explain the components of the lesson plan.
- Name and describe three domains of learning.
- Explain and write “SMART” objectives.
- Plan, present and evaluate your lesson plan.

Key Topics:

- Lesson planning
- Components of lesson planning
- SMART objectives
- Bloom’s Taxonomy

Benefits

You will be able to plan, implement , assess and evaluate your lesson plans effectively.

Effective Teaching Strategies

For teachers, student teachers, academic coordinators and mentors.

Objectives:

By the end of the course, you will be able to:

- List some useful teaching strategies and tips.
- Plan instructional tasks using jigsaw reading, 6 thinking-hats, think- pair-share, problem-based learning, puzzles and direct instruction.
- Discuss advantages and disadvantages of jigsaw reading, 6 thinking-hats, think-pair-share, problem-based learning, puzzles and direct instruction.

Key Topics:

- Jigsaw reading
- Thinking-hats
- Think-pair-share
- Problem-based learning
- Learning puzzles
- Direct instruction

Effective Teaching through Art

In this course, teachers will be introduced how to integrate different forms of art in teaching. They will be able to design and develop different teaching resources i.e. creating 3D & 2D displays, story boards, bulletin boards and models using junk and low cost material. Teachers who want to make their teaching joyful and learning fun for students can join this course.

Promoting Learning through Multiple Intelligences

This workshop is designed to create awareness about Howard Gardner's Multiple Intelligence theory and his eight identifies intelligences. It will develop an understanding of different roles of intelligences play in learning success or failures. This will also help you to teach a wide range of learners by matching lessons with multiple intelligence activities to ensure their success.

Effective Parent/Teacher Conferencing

It appears very simple to be calling in parents & being able to say all that the teachers have to, from a single platform on a single day. But, it is not as simple as it appears. The teacher is well fortified with all the valid information but feels absolutely helpless when bombarded by a volley of unexpected questions by the parents. So there will be an exchange of ideas & experiences which will enable us to understand that if we can't answer questions, we are not failures. Believe me it is helpful!

Classroom Management & Organization

A teacher is the decisive element in the classroom. It is her personal approach that creates the classroom climate. It is her response to various situations that decides how crises will be resolved. This will be a 3 hr interactive session, where problems will be discussed, experiences shared & solutions will be found collectively.

Personal & Professional Development

This lecture cum interactive session will be only a nudge for the participants to recall & remember all that they have done & been through but have never felt the necessity to reapply it. This is actually, a four hour session which will help administrators & managers too, besides teachers.

Integrating ICT in Teaching

ICT can be used as an effective tool to promote learning of the students and can develop teachers' effectiveness by using it to teach specific subject skills and knowledge. This course will help the teachers to learn how ICT can be integrated into teaching and learning to promote learning of the students and to bring effectiveness to teaching.

Motivating Students

There are many ways to motivate students to learn and participate in the classroom leading to increased student access. This workshop is designed to help teachers understand definition of motivation, types of motivation and ways to motivate students so that they can make their teaching success by motivating the students.

Grooming for Teachers

A teacher can become an everlasting icon of excellence – and they usually are. Most of the students idealize their teachers. So it becomes very essential for teachers to refine themselves to an extent that they get replicated positively to bring a pleasant change and grooming for the younger generation. It will also provide some unique ideas for teachers to take back and use on regular basis.

Stress Management for Teachers

Teaching is believed to be one of the most taxing and challenging professions of the world. Every teacher speaks of stress and workload. Is there a way out?

Yes! There are quite a few strategies that can cut down stress. These tips can alleviate the burden to enable teachers spend more quality time at work place. It stems from ideas about managing time and resources more effectively.

Science Education

Developing and Assessing Science Process Skills

For primary, elementary and secondary science teachers.

Objectives:

After the end of the course, you will be able to:

- Describe science process skills.
- Differentiate between basic and integrated science process skills.
- Design different activities to develop and assess science process skills

Key Topics:

- Basic science process skills and integrated science process skills
- Developing and assessing process skills

Benefits:

You will be able to develop and assess integrated science process skills in your teaching.

Managing Resources for Science Teaching

For only Science teachers.

Objectives:

By the end of the workshop, you will be able to:

- Identify variety of daily life materials for effective Science teaching.
- Develop Science resources by junk or low cost material.

Key Topics:

- Developing resources for teaching different concepts of science i.e light, sound, heat, electricity etc.

Benefits:

- You will be able to develop and use resources to teach Science effectively.

Effective Strategies for Science Teaching

For In-service , pre- service teachers and individuals interested in teaching science at primary, elementary and secondary level.

Objectives:

By the end of the course, you will be able to:

- Enlist various teaching methods for effective science teaching.
- Explain the roles and responsibilities of a science teacher to implement any teaching strategy.
- Describe the advantages of different strategies for teaching science.

Key Topics:

- Role of a science teacher
- Activity based teaching through
- Role play
- Story telling
- Concept map
- Questioning
- List the components of effective teaching and learning cycle

Benefits:

You will be able to bring success and effectiveness in your teaching.

Teaching Science at Primary Level

For teachers, teaching science at primary level.

Objectives:

By the end of the course, you will be able to:

- Use the activity-based method for teaching Science at primary level.
- Identify and design resources for teaching Science

Key Topics:

- Science process skills
- Methods and resources for teaching Science
- Exploring Biology concepts i.e. plants, animals, nutrition education, through role-plays, project works & story telling
- Teaching Physics concepts i.e. light, sound, heat, electricity, magnetism, through activities & investigations
- Teaching of matter, elements, compounds and mixtures through games and activities
- Investigating changes in the sky and space through models

Benefits:

You will be able to use activities and develop resources skillfully on various science concepts with your students

Math Education

Effective Ways of Teaching Fractions

For primary Math teachers

Objectives:

By the end of the course, you will be able to:

- Describe concept of fractions and decimal fractions.
- List and use material for teaching of fractions and decimal fractions.
- Plan and design activities & games for students to teach fractions.

Key Topics:

- Concept of fractions and decimal fraction
- Design and develop resources for teaching and learning of fractions
- Design, develop and execute activities related to fractions

Benefits:

This workshop will enable you to teach fraction in an effective way.

Teaching Math at Elementary Level

For elementary grade Math teachers having experience and understanding with Math teaching and content.

Objectives:

By the end of this course, you will be able to:

- Describe teaching of Math at elementary level
- List different techniques and skills used to teach Math at elementary levels.
- Design, plan and present activities for elementary Math teaching.
- Design and develop learning aids for elementary Math teaching.
- Elementary grade Math teaching and learning.

Key Topics:

- Needs of elementary grades Math teacher and students
- Methods and theories related to elementary Math teaching
- Activity based teaching of elementary Math topics and concepts
- Math pedagogy at elementary level

Benefits:

You will be able to teach Math concepts at elementary level effectively.

Fun Mathematics

For primary and elementary Math teachers.

Objectives

By the end of the course you will be able to:

- Identify fearing factors about learning and teaching mathematics.
- List the effects and characteristics of games.
- Plan and design games for students to assist teaching math at various levels.
- Reflect upon the games which will be designed by the participants.

Key Topics:

- Factors that create anxiety and fear in students while learning math
- Characteristics and effects of games for learning math
- Math games

Benefits:

- This course will make you an effective and skillful Math teacher by using games as a teaching tool.

Exploring the Secret of Mental Math

For primary mathematics teachers who want to improve students' mental mathematics.

Objectives:

By the end of the course, you will be able to:

- Discuss different patterns of computation
- Discuss algorithm for arithmetic procedures
- Plan and design math activities to improve students' mental arithmetic

Key Topics:

- Patterns of computations
- Algebraic operations algorithms
- Activities to enhance students' mental arithmetic

Benefits:

This course will enable you to help students regarding mental calculations.

Effective Primary Math Teaching

For primary grade Math teachers.

Objectives:

By the end of this course, you will be able to:

- Describe the need for primary grade Math teaching
- List down philosophy, principles, methods and techniques for primary Math teaching.
- Design, plan and present activities for different primary grade Math concepts.
- Design and develop learning aids to use them to teach primary grade Math.

Key Topics:

- Needs of primary grade Math teachers and students
- Different primary grade Math topics and concepts
- Philosophy, principles, methods and techniques of teaching Math at primary level
- Math pedagogy, skills, interactive activities and learning aids at primary grade levels.

Benefits:

You will be able to teach Math at primary level effectively by using activity-based techniques.

Policies of Summer School

Registration:

- Applicants would be required to fill in the form properly and make sure that he/she has read and understood all the policies regarding summer courses.
- Participants can register by phone call or via email but his/her registration will be considered final only after the submission of the fee, along with the submission of form.
- If any participant is unable to attend the workshop/course, a substitute candidate will be most welcome in his/her place. In that case interested participants need to fill in the form again.

Fee Submission:

- Participant would be required to submit the fee at least one week before the commencement of the workshop. You are kindly requested to keep the fee slip with you carefully.
- Full fee payment is required before the commencement of every workshop/course.
- Payments can be made through cash or cheque in favour of Ali Institute of Education, Lahore.
- In case of cancellation of workshop, applicants would be allowed to transfer the fee to another workshop only if that particular workshop has got the required participant.
- After attending one class of any workshop/course, participant would not be allowed to transfer the fee.

Course Fee:

- Course fee includes learning material and certificates.

Attendance /absence Policy:

- Participants are required to attend the classes regularly.
- Without the submission of the due, no participant will be allowed to attend the classes.

Refund Policy:

- Once the course starts, the submitted fee will not be refunded in any case.
- In the event of a workshop/course being cancelled, refund will be made within twenty working days.
- Travel cost will not be refunded in any case.

Award of Certificate:

- Certificates will be available at the end of the course. For the award of certificate participants are required to attend at least 90% of the classes.

Cancellation of Course:

- We reserve the right to cancel any workshop or course without assigning any reason.
- If the number of participants is less than 10, the center has the right to cancel the workshop/course.

Re-issuance of Certificates:

- For the re-issuance of a certificate, participant would be required to fill in the required form for re-issuance and attach the original fee slip of the course/workshop. Re-issuance fee of certificate is Rs 100.

*Group Discount 5 participants = 5% 6 and above = 10%

ALI INSTITUTE OF EDUCATION
Continuous Professional Development Center
Summer School Directory 2011

Titles	Days	Timing	Fee
Spelling-Sight & Sound	1st July	10:00am-01:00pm	2000
Teaching Creative Writing	4th July to 05th July	09:00am-01:00pm	2500
English Language Improvement Programme	13th June to 05th August	09:00am-11:00pm & 04:00pm-06:00pm	7000
Communication Skills in Classroom	06th July	09:00am-01:00pm	1500
Teaching English Language Skills	27th June - 30th June	10:00am-01:00pm	3500
Montessori/Early Childhood Education	13th June - 05th August	09:00am-12:00pm & 03:00pm-06:00pm	12000
Creating Role Play for Teaching Different Subjects in Early Years	27th June - 29th June	09:30am-12:30pm	2000
Enhancing your Emotional Well - being	04th July - 06th July	09:30am-12:30pm	2000
Promoting Citizenship in Schools	11th July - 12th July	10:00am-01:00pm	1500
Skills and Strategies of Montessori Teaching	5th July - 26th July	09:00am-12:00pm	4500
Behaviour Management	28th June - 29th June	09:00am-12:00pm	1500
Promoting Learning through Multiple Intelligences	1st July	0900am-04:00pm	1500
Classroom Management & Organization	15th July	10:00am-01:00pm	2000
Effective Parent/Teacher Conferencing	22nd July	10:00am-01:00pm	2000
Personal & Professional Development	29th July	09:00am-02:00pm	2000
Urdu Creative Writing	18th July	10:00am-01:00pm	1500
Developing Teachers' Effectiveness	20th June - 21st June	09:00am-01:00pm	2000

Teaching Social Studies at Elementary Level	24th June - 25th June	09:00am to 01:00pm	2000
Effective Assessment Techniques at Elementary level	22nd June - 23rd June	09:00am-01:00pm	2000
Principalship	12th July	09:00am-12:00pm	1500
Mentoring	13th July	09:00am to 01:00pm	2000
Teachers' Appraisal a Process of Teachers' Development	14th July	09:00am-12:00pm	1500
School Leadership for Tomorrow	19th July - 20th July	10:00am-02:00pm	3000
Lesson Planning Skills	14th July - 15th July	09:00am-1:30pm	1500
Effective Teaching Strategies	16th July	09:00am-03:00pm	1500
Effective Teaching through Art	20th June- 23rd June	09:00pm-02:00pm	2500
Learn to Design a Training Course	07th July - 09th July	03:00pm-07:00pm	3000
Integrating ICT in Teaching	25th July	09:00pm-01:00pm	1500
Basic Computer Skills	27th June - 05th August	02:00pm-04:00pm	3500
Developing and Assessing Science Process Skills	18th July to 19th July	09:00am-01:30pm	2000
Effective Strategies for Science Teaching	11th July to 12th July	09:00am-01:30pm	2000
Managing Resources for Science Teaching	06th July to 08th July	09:00am-01:30pm	2500
Teaching Science at Primary Level	18th July to 22nd July	09:00-12:00pm	2500
Effective Ways of Teaching Fractions	6th July to 7th July	12:00pm-04:00pm	1500
Teaching Mathematics at Elementary Level	13th July to 15th July	12:00pm-04:00pm	2500
Fun Mathematics	4th July to 5th July	12:00pm-04:00pm	1500
Exploring the Secret of Mental Math	11th July to 12th July	11:00am-01:00pm	1500
Effective Primary Math Teaching	27th, 29th & 30th June	09:00am-02:00pm	3000

Layout and Designed by:

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