

## Letter Circular

### Institute for Education

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**Information:** X

**Date:** 25<sup>th</sup> September 2017

**Action Required:** X

**Ref:** IfE 39 /2017

**To:** DGs, Directors, Assistant Directors, Service Managers, Education Officers, College Principals, Heads of Schools and Assistant Heads (State and Non-State).

**From:** Joanne Grima - CEO Institute for Education

**Subject:** Phase Sessions 2017-2018

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### **This circular has been superseded by Circular IfE 41/2017**

The Institute for Education is once again organising the Phase Sessions for College Principals, Assistant Directors, Service Managers, Education Officers, Heads of Schools, Acting Heads of Schools and Assistant Heads of Primary, Middle, Secondary and Higher Secondary Schools, **both newly appointed and not**. These sessions are substituting the Induction Course which used to be only for newly appointed Heads and Assistant Heads of Schools so that now anyone can attend the sessions according to the identified personal professional needs.

Participants **can choose to attend any session** they find relevant for their position. Each session will be repeated twice yearly and therefore participants can choose to attend the session which is on the day and time most convenient for them.

It is recommended that a personal professional development plan is developed by choosing the sessions one retains important together with the most suitable date and time to attend either from Round 1 or from Round 2. There are various sessions which can help improve our capacity building both if one has been on the job for a number of years and also if one is newly appointed. Professional development is never enough! Such sessions have proven to give time and space for the much requested fora where discussion among professionals took place.

The list of sessions and outcomes, together with the name of the speaker, date, time and venue can be found in two separate documents with the dates of Round 1 sessions between October and May and the dates of Round 2 (repeated) sessions between March and May. Applicants can apply for any session from any round. It is advisable to keep the documents with this information. Applicants are asked to submit their application for the various sessions **through the following links by not later than the 31<sup>st</sup> October 2017:**

**Round 1:** <https://goo.gl/uSggvV>

**Round 2:** <https://goo.gl/JTw2P6>

**Thank you**

**Joanne Grima**

**CEO Institute for Education**