**SICI Workshop**

 **Title of Workshop**

**Venue**: **Enter venue**

**Date**: **Enter date**

**Day One: 01 September 2015**

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| --- | --- |
| **Activity: Enter activity here**  | **(Enter time)** |
| Aim(s):Enter aims of the activity here |
| Details:Enter details, work mode, methods etc. of the activity here |

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| **Break times:**  | **Coffee:** Enter time | Enter details, venue etc. |
| **Lunch:** Enter time | Enter details, venue etc. |
| **Coffee:** Enter time | Enter details, venue etc. |

**Day Two: 01 September 2015**

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| **Activity: Enter activity here**  | **(Enter time)** |
| Aim(s):Enter aims of the activity here |
| Details:Enter details, work mode, methods etc. of the activity here |

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| **Break times:**  | **Coffee:** Enter time | Enter details, venue etc. |
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| **Coffee:** Enter time | Enter details, venue etc. |

 **Day Three: 01 September 2015**

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| **Activity: Enter activity here**  | **(Enter time)** |
| Aim(s):Enter aims of the activity here |
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**INTERNAL ACTIVITIES:**

Necessary preparatory activities for IEQE:

* select Enter number schools to be visited.
* provide the documents from selected schools.
* arrange with schools for the preparatory activities that they need to perform
* find/provide for teachers who speak English for talking to participants (no time or resources spent on translation)
* provide for interpreters in each school (check if it can be their teachers or teachers from neighboring schools)
* specify schedule and submit it to the participants in advance as well as topics that will be addressed
* prepare short descriptions of each school for participants
* prepare evaluation sheets for the participants

A note to participants:

1. Bring or prepare the tools to monitor the evaluation of leadership of principals and teachers (assigned topic).

2. Prepare the interview questions for the principals and teachers concerning the assigned topic.