

Training Schedule

Date: 22 June 2024 (Saturday)

Opening Speaker: Dr Lim Ho Peng

Keynote Speaker: Ms Selvi Krishnan (MA in Educational Leadership and Management, University of Nottingham, UK)

Time	Duration (min)	Programme
Morning Session		
8.00am ~ 8.30am	30	Registration
8.30am ~ 9.00am	30	Opening speech by Dr Lim
9.00am ~ 9.20am	20	Ice-breaking activity
9.20am ~ 9.50am	30	Introduction to writing <ul style="list-style-type: none">• Introduction paragraph - using the funnel technique (the hook, introductory statement & thesis statement)• Body paragraph (topic sentences & supporting sentences)• Conclusion paragraph (thesis statement, summary and concluding sentence)
9.50am ~ 10.50am	60	Compare and contrast essay <ul style="list-style-type: none">• Introduction to compare and contrast essay• Structure• Helpful phrases• Key points
10.50am ~ 11.00am	10	Break
11.00am ~ 12.00pm	60	Causes and effects essay <ul style="list-style-type: none">• Introduction to causes and effects essay• Structure• Helpful phrases• Key points
12.00pm ~ 1.00pm	60	Lunch break

Afternoon Session		
1.00pm ~ 2.00pm	60	Summary writing <ul style="list-style-type: none"> • The format • The process • Key points • Effective and ineffective summaries
2.00pm ~ 2.30pm	30	Reading <ul style="list-style-type: none"> • Techniques of reading • Identifying answers
2.30pm ~ 3.30pm	60	Classroom Management <ul style="list-style-type: none"> • Teachers as leaders
3.30pm ~ 4.00pm	30	Conclusion/feedback/closing