



INDUCTION SCHEDULE
2nd and 3rd June, 2014

	Time	Topic	Duration
2nd June 2014	10:00 AM	Let's have some fun	20 min
	10:20 AM	Setting Expectations for the 2 days	10 min
	10:30 AM	Apni Shala - the organisation	30 min
		Vision, Mission, Model and Values	
		Various domains/areas of work	
	11:00 AM	Understanding your Roles and Responsibilities better	20 min
	11:20 AM	-----BREAK-----	10 min
	11:30 AM	Introduction to Life Skills Education	45 min
	12:15 PM	Apni Shala and Life Skills	30 min
	12:45 PM	-----LUNCH-----	45 min
	1:30 PM	Understanding our Curriculum for Life Skills Education	1 hour
	2:30 PM	A happy discussion to resolve questions/doubts and end the day!	30 min

	Time	Topic	Duration
3rd June 2014	10:00 AM	Let's have some fun	10 min
	10:10 AM	Introduction to Recording and Reporting as a Facilitator	1 hour
	11:10 AM	-----BREAK-----	10 min
	11:20 AM	How to go about Students Assessments	15 min
	11:35 AM	Understanding how to manage Partner Relationships	15 min
	11:50 AM	Crash Course on Classroom Management!	1 hour
	12:50 PM	-----LUNCH-----	45 min
	1:30 PM	Apni Shala - Work Timings, Leave Policy, Dress Code, Culture etc.	45 min
	2:15 PM	A happy discussion to resolve questions/doubts and end the day!	45 min