

## 2023 Teacher-Led Workshop (TLWs)

### Information Sheet for Call for Proposals

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Teacher-Led Workshops (TLWs) are conducted by teachers for teachers. Guided by the mission of the Academy of Singapore Teachers (AST) to develop a teacher-led culture of professional excellence, AST offers this platform to create opportunities for teachers to lead and inspire others in the fraternity through the sharing of good practices.

Through this platform, teachers will engage in the professional exchange of pedagogical content knowledge which will lead to enhanced pedagogical practice. Please visit the AST Website [here](#) to find out more about TLWs.

### Objectives of TLWs

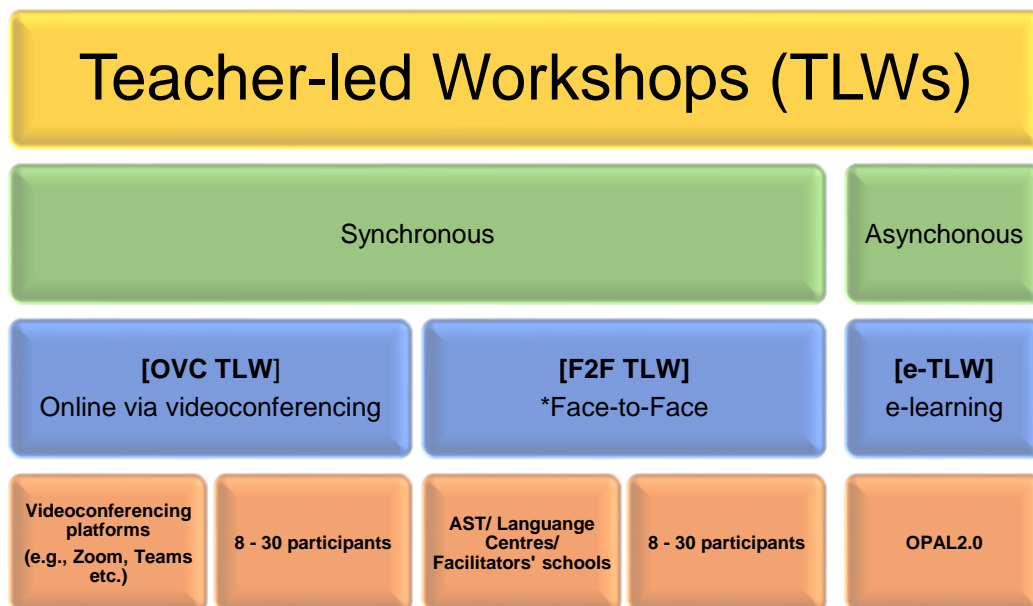
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Through TLWs, AST aims to

- lead and engage the teaching community;
- engage in professional sharing, collaborative inquiry, and knowledge creation; and
- affirm and recognise the contribution of teacher facilitators.

### Modes of TLWs

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\*Only for skills- or location-based TLWs, subject to national PD guidelines and AST approval

Note:

1. **OVC TLWs** will be the **preferred** mode for successful TLWs from 2023.
2. **Location-based F2F TLWs** at facilitators' schools would run if there is a minimum number of 12 to 15 participants.
3. **OVC** and **F2F TLWs** are held in the afternoons of Tuesdays, Thursdays, and Fridays, in the months of February, March, April, July, August and September after scheduling by AST.

## Suggested Flow of TLWs

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### [OVC TLW] Online via videoconferencing TLW

Timing	Activity	Duration
2.30 p.m. – 2.40 p.m.	Participants join VC session	10 min
2.40 p.m. – 3.30 p.m.	Workshop (Part 1)	50 min
3.30 p.m. – 3.40 p.m.	Break	10 min
3.40 p.m. – 4.30 p.m.	Workshop (Part 2)	50 min
4.30 p.m. – 4.45 p.m.	Participants' Reflection & Evaluation	15 min

### [F2F TLW] Face-to-Face TLW

Timing	Activity	Duration
2.30 p.m. – 2.40 p.m.	Participants Registration	20 min
2.40 p.m. – 3.40 p.m.	Workshop (Part 1)	1 hour
3.40 p.m. – 3.55 p.m.	Break	15 min
3.55 p.m. – 4.55 p.m.	Workshop (Part 2)	1 hour
4.55 p.m. – 5.10 p.m.	Participants' Reflection and Evaluation	15 min

### [e-TLW] e-learning TLW (on OPAL2.0)

Component	Contents	Duration
Video or Speaker segment	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Demonstration</li> <li>• Sharing</li> <li>• Conclusion</li> </ul>	15 – 20 min x 2
Interactive text segment	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Flowchart</li> <li>• Assessment</li> <li>• Summary</li> </ul>	15 – 20 min x 2
Consolidation of learning	<ul style="list-style-type: none"> <li>• Reflection</li> <li>• Feedback and evaluation</li> </ul>	10 – 15 min x 1

## Important Information

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1. AST calls for proposals from teachers to apply to conduct TLWs yearly. These proposed TLW should **minimally have been shared before at school-/cluster-based platforms** and facilitators should **obtain approval from their Principals before applying**.
2. TLWs are conducted individually or in teams of **up to three facilitators**. Correspondences will be made through the Main Facilitator via emails or calls.
3. Facilitators should propose a TLW that is relevant to the teaching level of students that they have applied their pedagogy/approach in their own classroom and school. For example, Junior College/Centralised Institute teachers should not be proposing a workshop meant for Primary school teachers.
4. **OVC TLW will be the preferred mode for TLWs from 2023**. Subject to approval, facilitator(s) may propose for their TLWs to be conducted as
  - **F2F TLW**, to be held at AST or at the facilitators' school (for location-based TLW); or
  - **e-TLW**, e-learning TLWs that are hosted on OPAL2.0.
5. Facilitators may wish to refer to the '**2023 TLW Application Preparatory Worksheet**' to guide the process of submitting their application through the Google Form (<https://go.gov.sg/tlw2023application>).
6. Facilitators should submit their applications through the Google Form (<https://go.gov.sg/tlw2023application>) with the following materials:
  - **Completed 2023 TLW Facilitation Plan Template** (in .doc or .docx format only), and
  - **Existing presentation slides used for previous sharing** (in .PDF format only).
7. Please contact the AST TLW team, Mr Jason Law ([Jason\\_LAW@moe.gov.sg](mailto:Jason_LAW@moe.gov.sg)), Ms Andrea Foo ([FOO\\_Shi\\_Jia@moe.gov.sg](mailto:FOO_Shi_Jia@moe.gov.sg)) and Mr Koh Bing Qin ([KOH\\_Bing\\_Qin@moe.gov.sg](mailto:KOH_Bing_Qin@moe.gov.sg)), should there be any queries.
8. After conducting their TLWs, AST will extend e-Certificates of Appreciation and the collated feedback from their TLW participants to the facilitators through their Principals.



## Important Dates

Date	Activity	Description
<b>17 May 2022 (Tuesday)</b>	Call for Proposals	<p>The attached preparatory worksheet in the email would help guide in preparing the required information.</p> <p>Please submit your application through the Google Form link (<a href="https://go.gov.sg/tlw2023application">https://go.gov.sg/tlw2023application</a>).</p>
<b>29 Jul 2022 (Friday)</b>	Deadline for application submission	The Google Form will be deactivated and submitted proposals would be evaluated.
<b>Mid Nov 2022</b>	Announcement of successful and unsuccessful applications	<p>Successful applications should improve on their facilitation plan and materials based on input from the evaluators for their TLWs in 2023. Facilitators would also work to fulfil the administrative instructions from the AST TLW team.</p> <p>Unsuccessful applications should work on the feedback from the evaluators for future applications to conduct TLWs.</p>
<b>Mid Feb to Mid Sep 2023</b>	Conduct of TLWs for successful applications	<p>Master Teachers (MTTs) or AST Officers will be appointed as a Professional Development (PD) Friend to facilitators.</p> <p>A PD Friend will</p> <ul style="list-style-type: none"> <li>• enhance facilitators' knowledge on curating PD for teachers through sharing on the <b>Knowles' Adult Learning Principles</b> and <b>Design Principles for Effective PD</b>,</li> <li>• grow facilitators' <b>professional competencies and confidence</b> in conducting workshops, and</li> <li>• facilitate the process for facilitators to <b>think deeper about their facilitation processes and impact</b> on the participants.</li> </ul>

