

# The Hong Kong Principals' Institute Professional Development Programme for Serving Principals with 4-10 Years of Experience (for HKPI Members only)

## Introduction

The HKPI believes in the importance of continuous professional development for serving principals beyond the initial phase of principalship in order to become competent and accomplished leaders. To cater to this need, these programmes would be best designed basing on a conceptual framework on school leadership with relevance to Hong Kong context. We believe that the *Principals' Capacity Framework (PCF)* and the *Blue Water School Leaders Professional Learning Guide* developed by the HKPI, would be a good starting point.

Developing school principals to be quality mentors is an important objective of this programme. It will be achieved through training in mentoring skills, and serving as mentors and forming learning circles for beginning and newly appointed principals.

Thematic talks are another distinct feature of this program. Talks of a macro and system level, that aim to broaden the participants' horizon and perspectives will be organized.

## Programme Objectives:

1. To develop competent and accomplished school leaders
2. To develop serving principals to become high quality mentors for 1<sup>st</sup> year and 2<sup>nd</sup> year principals.
3. To establish a network of principals whose continuous professional development is sustained through collegial sharing and support.

## Programme Design

- I. The programme will be of 2-year duration with the following components:

### First year on professional learning:

Component 1: Half-day workshop on *Principals' Capability Framework* and *Blue Water School Leaders Professional Learning Guide*

Component 2: One-day Mentoring and Coaching Skills Training

Component 3: Five Learning Circle meetings with 4-5 participants coordinated by the Head-sponsor, who are accomplished principals and experienced mentors

Component 4: Three Thematic Talks as part of the Learning Circle meetings. Tentative topics are: School education systems and principal leadership development in different countries; different characteristics and modes of operation / subsidy of schools in HK – private, DSS, aided, government; different curricula in operation in HK– IB, IGCSE/GCE, DSE.

Component 5: Corporate Visit

### Second year on mentoring experience:

Serving as mentor for 2<sup>nd</sup> year principals in Newly Appointed Principals Programme or as mentor for 1<sup>st</sup> year principals in mentor programme organized by HKPI, subject to the needs for mentors.

- II. On completion of Component 1 and 2, and 4 out of the 5 Learning Circle meetings, the participant will receive a Certificate from the HKPI.

### Tentative Schedule

Nov 20, 2017	Launching of programme
Jan 10, 2018 (p.m.)	Workshop on <i>Principals' Capability Framework</i> and <i>Blue Water School Leaders Professional Learning Guide</i>
Feb 6, 2018	One-day Mentoring and Coaching Skills Training
Mar – Oct 2018	Learning Circle Meetings cum Thematic Talks (5)
Apr or May 2018	Corporate Visit
Oct 2018	Concluding Sharing & Certificate Presentation

### Programme Fee

HK\$1,000 (not including incidental expenses for half-day learning circle meetings and corporate visit)

### Application

Serving principals who are interested in the programme should complete the Application Form and send it together with a cheque for the programme fee payable to **“The Hong Kong Principals' Institute Limited”** to

**The Hong Kong Principals' Institute,  
c/o Kowloon Tong Government Primary School,  
6 Tim Fuk Road  
Kowloon Tong, Kowloon**

**Deadline for application is 8 December 2017.**

As the number of participants will be limited to around 30, acceptance of application will be on a first-come-first-served basis. **Successful applicants will be informed by 22 December 2017.**

### Enquiries

If you want to know more about the programme, please contact the following school principal of your school sector:

School Sector	Name of Principal	School	Tel. No.
Kindergartens :	Ms. KWOK Yuk Lin, Yvonne 郭玉蓮校長	The Alliance Kindergarten	3443 0200
Primary Schools:	Ms. NG Yim Ting, Alice 吳炎婷校長	Kowloon Tong Government Primary School	2336 0991
Secondary & Special Schools:	Ms. CHAU Suk Man, Eva 周淑敏校長	Leung Shek Chee College	2349 6626



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**Application Form**

Name: \_\_\_\_\_ (in English) \_\_\_\_\_ (in Chinese)

Title: \*Mr./ Mrs./ Ms./ Miss / Dr./ Others (please specify) \_\_\_\_\_ (\* Delete as appropriate)

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Sector:  Kindergarten  Primary  Secondary  Special

School Type:  Government  Aided  DSS  Private/ Independent

Contact Number : (School Tel) \_\_\_\_\_ (Mobile Tel) \_\_\_\_\_

Email Address : \_\_\_\_\_

Number of Years having served as school principal: \_\_\_\_\_ years

Type of HKPI Membership:  Life Member  Ordinary Member

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment of Programme Fee (HK\$1,000) by cheque payable to  
**The Hong Kong Principals' Institute Limited**

Cheque Number: \_\_\_\_\_ Bank: \_\_\_\_\_

Receipt for Payment should be addressed to: \_\_\_\_\_

Please write your name and your school name at the back of the cheque, and send it together with the application form to:

**The Hong Kong Principals' Institute**  
**c/o Kowloon Tong Government Primary School,**  
**6 Tim Fuk Road**  
**Kowloon Tong, Kowloon**