

Let Me Learn Professional Learning Process Logistics for Administrators

The Let Me Learn Training sessions will be carried out between the 15th of November and the 25th of May. We strongly recommend that you keep the slot assigned to you. However, should you be unable to attend for one of the sessions, please make sure that you attend another slot of that same session. (Each session is repeated 4 times)

The completion of the course leads to a Practitioner's Certificate. However, participants who miss more than 2 hours will be given a Certificate of Attendance. The same applies for participants who do not manage to hand in the course requirements by the closing date. Participants who miss more than 2 hours, especially a whole day seminar, are advised to stop the training and then resume the training the following year.

The training includes six two-hour sessions and two full day seminars. The first day seminar will be held on the 26th and the 27th of January. The second day seminar will be held on the 27th and the 28th of March. You will be asked to choose a date at a later stage.


At a point during the training, the LML trainers will be working closely with you in order to devise a LML action plan, should you be interested in implementing a LML policy within your school that is sustainable throughout.

During the course of the training, you will be required to carry out some work including:

1. **Readings** that will be assigned in order to help you prepare yourself for the sessions, as well as to provide further information.
2. A total of **three written reflective journals** which will be collected during the training. The LML Professional Learning Process is one of reflection. These reflections are given a lot of importance since these show your growth throughout the process. Preferably, these journals are to be sent by email.
3. A copy of your **power card/ strategy card** reflecting those strategies you would apply when faced with a particular difficult learning situation.
4. A **portfolio** which comprises a number of initiatives in which you show that you are implementing the Let Me Learn Process in your administrative practices (examples: organising a parents' meeting, or providing feedback to a particular teacher). This portfolio will be compiled with the help and support of our trainers. A **self-evaluation** giving a detailed analysis of what you did and any results observed is to be included as well.

After the sessions have ended, we offer mentoring services. Mentoring entails the

offering of support you may need... either by email, by phone, or by making an appointment to visit your school.

Should you have any further questions or require any assistance, please do not hesitate to contact one of the trainers either at the office on  **2340 2554** or by email on info@letmelearnmalta.org. Should you wish to contact us at Pembroke primary school, the telephone number is **2127383502/3/4**. However, please note that we will only be at the school during training hours.