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ཇོང་ཁག་བདག་སྐྱོང་།

ཏི་རང་།

Royal Government of Bhutan  
DZONGKHAG ADMINISTRATION  
TSIRANG

ཏཱ་ལའི་བོ་ཏོག་གཞུང་།  
ཏཱ་ལའི་བོ་ཏོག་གཞུང་།

TD/EDN/NFE-CLC/25/20201-2022/328

Date: 8<sup>th</sup> November, 2021


To  
The Principals  
All the Schools  
Tsirang Dzongkhag

Sub: **Two Days NFE PD Program minutes, report and resolutions**

Dear Principals,

Please find attached herewith "**Minutes, report and resolutions of two Days Professional Development Program**" held for NFE Instructors, Principals of Parent Schools and DEOs of Tsirang Dzongkhag from 24-25<sup>th</sup> September, 2021 at Doonglagang Primary School.

Yours sincerely,

  
(Rinchen Gyeltshen)  
Chief DEO

Copy to:

1. The DASHO DZONGDAG, Dzongkhag Administration, Tsirang for kind information.
2. The Chief Program Officer, Non-Formal & Continuing Education Division, DAHE for information.
3. The Principals of Parent Schools for follow up on resolutions implementation.



**Professional Development Program for NFE Instructors and CLC Managers**  
**24<sup>th</sup> -25<sup>th</sup> September, 2021**  
**Doonglagang Primary School**



### **1. Back ground**

The two days Professional Development Program for NFE Instructors and CLC Managers along with DEOs, Principals of Parent Schools, and Administrative Assistant was convened from 24-25<sup>th</sup> September, 2021 at Doonglagang Primary School. The program of the day started with offering butter lamp by Chief DEO and the host principal followed by chanting Trashitsekpa prayers for the swift flow of the program without any hindrances.

Mr.Rinchen Gyeltshen, Chief DEO welcomed Dy.Chief DEOs, Non-Formal Education Instructors, Community Learning Centre Manager and the Principals of Parent schools. He shared the rationale and objectives of the 2 days Professional Development Program which is for refreshing and updating with the revised policy, guidelines, monitoring system and the tools, documentation and management of the centre.

He said that PD program is possible only due to strong support from Dasho Dzongdag and the Dzongkhag stakeholders the mandate of APA target to increase the enrollment and literacy rate of the illiterates. The participation of the Principals of the parent schools shall boost the functions of NFE Centres through monitoring, support services and enhancing the literacy rate.



He also thanked the host principal and the school family for accepting school as the host and managing the program at the best capacities given the limited resources.

## **2. The purpose of the PD Program:**

- refresh on the management, reporting, delivery, assessment and documentation
- have deeper understanding of the latest policies and guidelines and put into practice
- garner better support from the Parent school Principals
- get together and share experiences and practices
- implement uniformly as per expectations and guideline
- put NFE reform in practice

## **3. Policy, concept, Centre Management Committee and the role of stakeholders**

Mr.Rinchen Gyeltshen, Chief DEO (Focal DEO for NFE and CLC Program) made presentation covering the following areas:

- Revised and updated policy of NFE and CLC program
- Concept of NFE Level -I (BLC)
- Concept of NFE Level-II (PLC)
- Concept of NFE Level-III (ALC)
- Duration of course for each course
- Progression through regular course and Recognition of Prior Learning (RPL)
- Formation of Dzongkhag NFE Committee and role of committee
- Functions of Centre Management Committee
- Role of Dzongkhag, Gewog, Schools, NFE Instructors and Learners
- Centre establishment procedures
- Management of resources such as computers, equipment, furniture, text books
- Closure of centres
- Code of conduct for Instructors
- Eligibility criteria for BLC, PLC and ALC

## **4. Life Skills Education**

Mr.Tshering, Dy.Chief DEO presented 15 core life skills for incorporation in their lesson plans. He said that life skills should be incorporated in their lesson plan and implement accordingly based on the relevancy. Life skills covered during presentation were:

1. Self awareness /རང་ཤེས་རིག་སྒྲུབ་ཀྱི་
2. Decision making /ཐོན་ཐག་བཅད་ཀྱི་
3. Problem solving /གནད་འདྲི་བཅུག་ཀྱི་
4. Creative thinking /རྒྱུ་ལུ་བསམ་བློ་སྒྲུབ་ཀྱི་

5. Critical thinking རྒྱུ་མཚན་ལྟར་བཞག་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
6. Interpersonal relationship རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
7. Coping with stress རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
8. Coping with emotions རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
9. Effective Communication རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
10. Empathy རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
11. Negotiation skill བདེ་ཐྱིག་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
12. Leadership skills རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
13. Management skills རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
14. Planning skills རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་
15. Networking skills རྒྱུ་མཚན་ལྟར་མཐོང་པའི་ཁྱེད་ཀྱི་ཐུགས་རྒྱུ་

## 5. Planning (Yearly plan, Academic Calendar and the Daily lesson Plans)

Mr. Rinchen Gyeltshen, Chief DEO (Focal DEO for NFE Program) presented the mandatory planning with concept, rationale and examples.

1. Yearly plan
2. Academic calendar
3. Daily lesson plans

The example of lesson plan was demonstrated followed by individual work in lesson planning using the format given below:

### Lesson Plan Format

**Topic:** Forest

**Date:** 25/9/2021

**Duration:** 3 hours

### Objectives:

At the end of lesson, the learners will be able to:

1. Can tell 3-5 new word
2. Can read at least one sentence from page 59
3. Can make sentence using at least two new words

Teaching Learning Materials: Cover page photo, sight words chart

GNH Values: appreciation, being proud of, satisfaction

### Lesson Introduction:

Show cover photo of the text book and ask questions. For example:

1. What can you see in the picture?



2. What do you think the people are doing in the picture?
3. Why do we plant trees? What will happen if there are no trees?

### **Lesson Development**

1. Introduce the new sight words one by one (fall, enter, appraise, climb, meet, valley)
2. Demonstrate how to read sentences on page 59 of the text book
3. Demonstrate how to make sentence using the new sight words taught

### **Activities**

1. Let learners in groups practice reading new sight words
2. Let learners practice reading on page 59 of the text book
3. Let learners practice making sentence using the new sight words in groups

### **Evaluation**

1. Get learners to read 3-5 new sight words and tell the words
2. Get learners to read a sentence from page 59
3. Get learners to make sentence for one or two new sight words and read their sentences

### **Closure and follow up**

Let learners copy 5 new words and show the next day

## **6. Presentation on Management and documentation at the Centres**

The 21 NFE Instructors and CLC Manager were given to present the implementation status of the centre covering the following points:

1. Enrollment status of the centre
2. Profile of Centre, Instructor and the Learners
3. Physical set up of the centre
4. Classroom set up of the centre
5. Document maintenance such as files, attendance register, stock register, admission register, completion and transfer record, award of certificates, monitoring records and assessment records.
6. Teaching Learning Materials display
7. Online program management during lock down and break





Instructors showed the photos of their centre, activities carried out, yearly plan, academic calendar, assessment record, stock register, attendance updation and other document.



### 8. Monitoring tools and rubrics

The monitoring tools and the rubrics were explained on how to monitor and write report. The Principals were given to monitor the centre practically using the monitoring tools and generate report. It was followed by presentation of the monitoring report.

### 9. NFE Welfare Scheme

Mrs. Yeshey Wangmo, Dy.Chief DEO presented Dzongkhag Education Staff Welfare Scheme to the Instructors to seek their views after understanding the benefits and importance. Chief DEO also shared advantages and benefits of being member of semso program for the benefit during the time of misfortune in the family. It is resolved that all the NFE Instructors shall be member with effect from 1<sup>st</sup> October, 2021 after the completion of the contribution of Nu.1000.00 as annual semso contribution.

### 10. Closing Program

The Chief DEO conveyed gratitude to all the Instructors and principals of parent schools for attending the 2 days PD Program with jest and zeal and reminded to implement the resolutions, programs and activities accordingly.

### Resolutions

1. *The instructors shall prepare daily plans, yearly plans and yearly calendar based on the format without fail (Action: NFEI and Principal of Parent School).*
2. *Instructors shall maintain stock register, assessment register, and attendance register properly using the directives and format shared to them (Action: NFEI and Principal of Parent School).*
3. *Every centre shall maintain six files at the centre as recommended (Action: NFEI and Principal of Parent School).*



4. NFE instructors shall be member of Dzongkhag Education Welfare Scheme Member with effect from 1<sup>st</sup> October, 2021.
5. Every centre shall practice Jamyang Soelde and National anthem with correct wordings and tunings.
6. Learners shall be taught Drilam Namzha (such as wearing Kapney/rachu, offering marching, and prostrating (Action: NFEI and Principal of Parent School).

### List of NFE Instructors, Parent School Principals and Other stakeholders

Sl	Name	Designation	Centres	Parent School
1	Kelzang Lhaden	Instructor	BarshongMaed	Barshong PS
2	Pema Yangden	Instructor	Pemashong	Mendrelgang PS
3	Sangay Pemo	Instructor	Upper Tashipang	Mendrelgang CS
4	Kinley	Instructor	Lower Tashipang	Mendrelgang CS
5	Karma Wangchuk	Instructor	Thakhorling	Patshaling PS
6	Tshering Zangmo	Instructor	Charingma	Rangthangling PS
7	Pema Wangmo	Instructor	Samalgaon	Rangthangling PS
8	Dechen Lhamo	Instructor	Darchangang	Rangthangling PS
9	Sangay Wangmo	Instructor	Menchuna	Damphu MSS
10	Tashi Namgyel	Instructor	Dratshang	Damphu MSS
11	Zangmo Chhoydon	Instructor	Damphu RBP	Damphu MSS
12	Norbu Zangmo	Instructor	DekilingMaed	Damphu MSS
13	Tshering Wangmo	Instructor	Dungkarcholing	Damphu MSS
14	Pema Yangzom	Instructor	Satshangma	Kilkhorthang PS
15	Jigme Norbu	Instructor	Tsholingkhar Toed	Tsholingkhar PS
16	Pema Choden	Instructor	Kapashing	Tsholingkhar PS
17	Tashi Tshering	Instructor	Tashithang	Sergithang PS
18	Rinchen Phuntsho	Instructor	Serzhong	Phuentenchu PS
19	Daza	Instructor	Norbuthang	Phuentenchu PS
20	Tshering	Instructor	Zomnya	Tsirangtoe CS
21	Rinchen Zangmo	Manager	Pemashong	Mendrelgang CS
22	Dawa Penjor	Principal	Doonglagang PS	
23	Tashi Wangchen	Principal	Barshong PS	
24	Rigzin Thinley	Principal	Mendrelgang PS	
25	Chokey Wangchuk	Principal	Mendrelgang CS	
26	Tshewang Tenzin	Principal	Patshaling PS	
27	Kailash Subba	Vice Principal	Damphu MSS	
28	Cheku	Principal	Rangthagling	
29	Tek Bahadur Kharka	Principal	Kelkhorthang PS	
30	Sonam Tenzin	Principal	Tsholingkhar PS	
31	Yeshi	Principal	Tsirangtoe CS	
32	Nidup Wangdi	Principal	Phuentenchu PS	
33	Sha Bahadur Subba	Principal	Sergithang PS	
34	Chencho	Teacher	Doonglagang PS	

35	Sonam Machey	Adm. Asst	Doonglagang PS	
36	Mon Bahadur Mongar	SSI	Donglagang PS	
37	Kelzang Chhodup	Adm. Asst	Education Office	
38	Tandin Wangmo	Adm. Asst	Education Office	
39	Tshering	Dy. CDEO	Education Office	
40	Yeshe Wangmo	Dy. CDEO	Education Office	
41	Rinchen Gyelsthen	Chief DEO	Education Office	

