STATE OF KUWAIT

Ministry of Education

دولـــة الكويـت

وزارة التربية

AL FARWANIYA EDUCATIONAL AREA • ELT SUPERVISION

Visual User's Manual

Resources for Heads of Department and School Teachers

Browse • Facilitate • Print • Follow up

SCAN TO OPEN

ELT Supervisors'
Professional Development Hub

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QUICK START

Four steps to begin

The Hub is a searchable meeting library. You do not need to complete every topic or every screen.

1

Choose the stage

Primary: Skyline Grades 1–5
Intermediate: EPK Grades 6–9

2

Find the topic

Search by keyword or filter by professional-development area.

3

Open the meeting pack

Use the complete resource, classroom application and meeting minutes.

4

Print or save

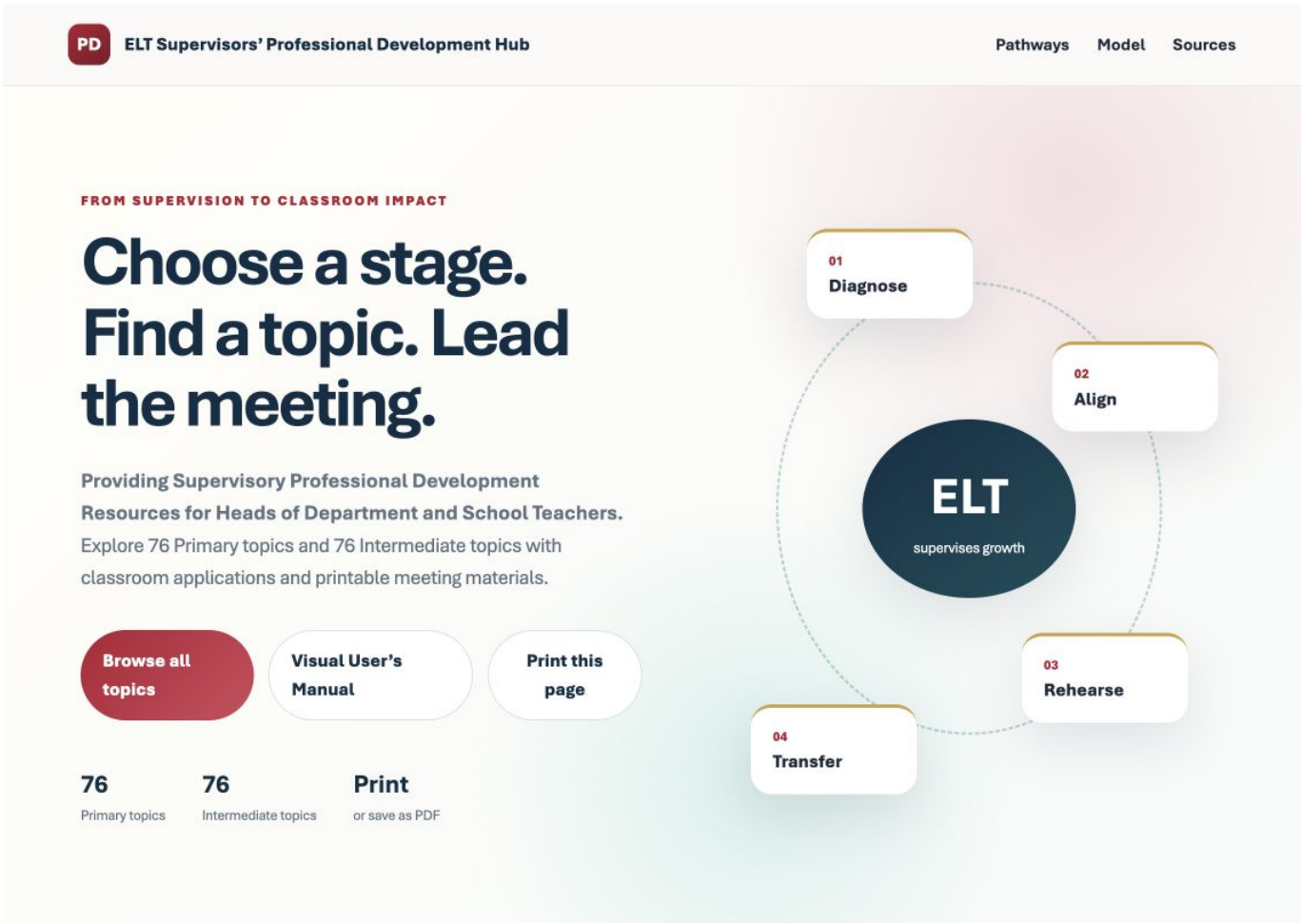
Print the directory or save the complete meeting pack as a PDF.

Best practice: choose one topic according to the school’s current need.
Use the Hub as a professional-learning resource, not as a sequence that must be completed in order.

STEP 1

Open the Hub

Scan the QR code or open the link. The landing page shows the two stages and the printable resource library.



What you will see

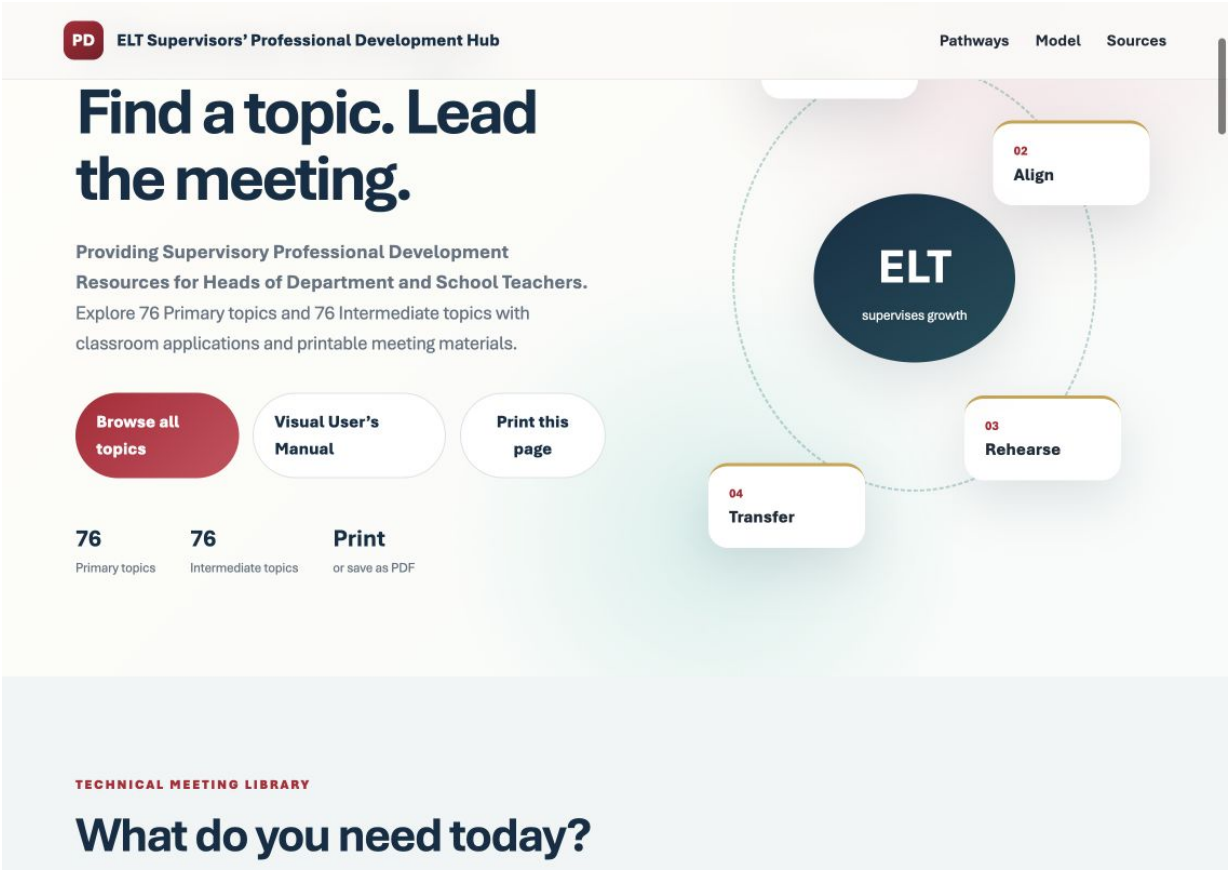
- 76 Primary technical-meeting topics.
- 76 Intermediate technical-meeting topics.
- Search, category filters and printable complete packs.
- An optional interactive worked example.

SCAN ANY TIME

STEPS 2–3

Choose the stage and find a topic

The selected stage changes the complete 76-topic directory and the downloadable meeting pack.



1

Select a stage

Choose Primary or Intermediate.

2

Search

Type a keyword such as assessment, writing or classroom management.

3

Filter

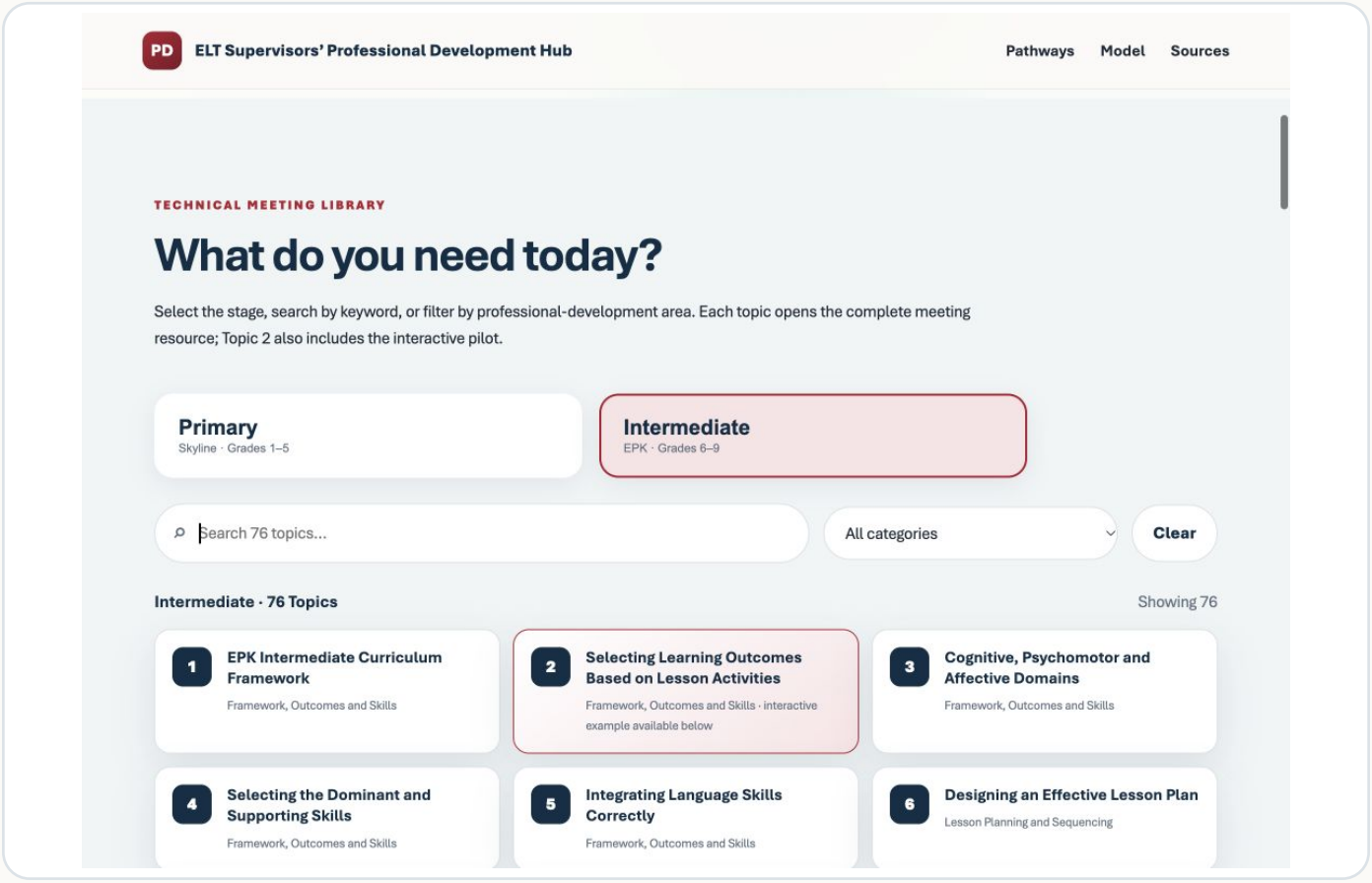
Choose a professional-development category to shorten the list.

Tip: Select Clear to remove the keyword and category filter and display all 76 topics again.

SEARCH AND FILTERS

Locate the right meeting quickly

Search checks both the topic title and its professional-development category.



Examples of useful searches

Assessment	Assessment design, target-skill alignment and feedback
Writing	Writing process and stage-specific classroom application
Learning Outcomes	Outcome selection, domains and lesson alignment
Classroom Management	Attention, transitions, pair work and learner profiles

MEETING MATERIALS

Open, present and print

Each topic card opens the stage’s complete printable resource, including meeting content and meeting minutes.

1

Select a topic card

The complete resource opens in a new browser tab.

2

Use the contents page

Navigate to the selected technical meeting and its supporting examples.

3

Print or Save as PDF

Choose the pages required for the meeting, activity or meeting minutes.

PRINT OPTIONS

- Print Topic Directory
- Print selected meeting pages
- Print meeting minutes only
- Save the selected pages as PDF

BEFORE PRINTING

- Confirm the selected stage
- Check topic and page numbers
- Select colour or greyscale
- Preview margins and orientation

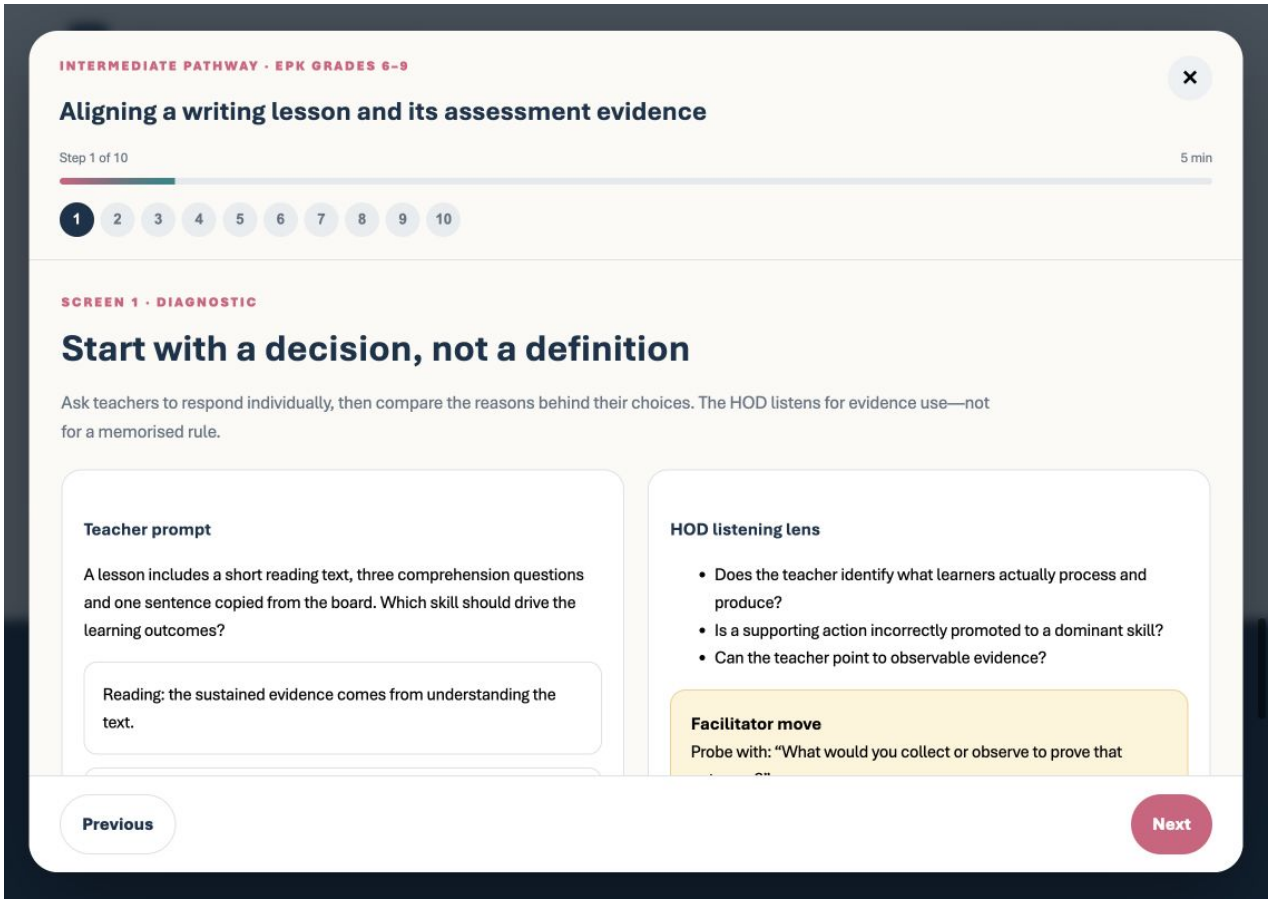
IMPORTANT Do not print all 76 topics unless a full reference copy is required.

For a school meeting, print only the selected topic, application pages and meeting minutes.

OPTIONAL FEATURE

Use the interactive workshop

Topic 2 includes a worked example that moves from diagnosis to alignment, microteaching and classroom transfer.



How to facilitate it

- Use the numbered circles or Next and Previous to move between steps.
- Ask participants to respond before revealing or discussing the alignment judgement.
- Use the textbook images as evidence, not as decoration.
- Finish with one classroom-transfer commitment and a supervisory follow-up point.

READY TO USE

Facilitator checklist

A concise routine for every technical meeting.

Before the meeting

- Identify the school or teacher need.
- Select one topic and the stage.
- Choose the pages and classroom example.
- Prepare the practical task or microteaching focus.

After the meeting

- Record the agreed classroom action.
- Collect anonymised evidence only.
- Review impact with the teacher.
- Agree one precise next step.

OPEN THE HUB

Tap or scan the QR code

Privacy and professional use

- Do not upload identifiable learner names, photographs or recordings without the required permission.
- Use anonymised samples, checklist tallies or patterns of response as evidence.
- The ELT Supervisor selects the school need, facilitates professional learning and verifies classroom impact.

https://elt-supervisors-professional-development-hub.sukoon-kankouni.chatgpt.site