



RIVERSIDE LEARNING CENTER

**PERSONAL AND PROFESSIONAL
DEVELOPMENT PILLAR**



MONTH-END CELEBRATION: CHECKLIST

FOSTERING A CULTURE OF REFLECTION, INSPIRATION & COLLABORATION!

“Hi, thank you for going through the Month-End Celebration pack and I’m glad you’re trying out the process in your school. I hope you found value in and have enjoyed going through the pack and resources so far.

I invite you to use this quick at a glance checklist as a reference to ensure that you do not miss out on any of the ingredients! It’s really very simple to execute, and here are some things that I keep in mind during the process. **Please feel free to innovate, translate and implement the way you want. And, I would love to know how you have done it. Do share your experience with us.”**

- Bhavika Chandnani

BEFORE

- Champions meet and according to the happenings of the month, they co-create the theme. Some examples of themes could be:
 - Better together
 - Relationships, Rigor and Relevance
 - I Can
- This theme is shared and discussed with the teacher team and students.
- Each keystone team selects a teacher who can represent the Keystone and make the month end presentation, weaving it around the selected theme.
- That teacher starts collecting the anecdotal moments from all the home room teachers of that key stage.
- She designs a presentation keeping all the important elements in mind.
- She practices and refines the presentation by doing a dry run with her mentor.
- Based on the feedback received, she edits and curates the final presentation.
- On the day of the presentation, the teacher reaches out to the tech team well in advance to ensure that the projector and setting of the room are as required.



DURING

STEP 1: Come together as a whole school and set the tone for Month End Celebration

- The MEC presentations start with the teacher team deciding the flow and sequence of presentations (as typically there would be more than one presentation).
- A few of the presenters come together and conduct an energizer to enliven the team and get them excited about the presentations.
- It is important to make sure that every presenter has equal opportunity to share about his/her keystone.
- Some Key points for the presenter to keep in mind are:
 - Be mindful about making it more interactive with the audience.
 - Keep eye contact to maintain the engagement.
 - Be mindful about sharing the selected anecdotes with their real essence and specific details to help the audience in connecting with its relevance.
 - Make sure that all the classes are covered while sharing.
 - At the end, remember to say thank you and ask the audience for feedback.

AFTER

- After the presentation, definitely celebrate the meeting as an achievement.
- Post MEC, do sit with your mentor for reflection.
- The mentor must appreciate the efforts and bright spots and share the areas to improve (if any)
- During the reflection, the presenter should take down the points to work on for the next presentations.

SOME IMPORTANT TIPS

- It is very important to be on the same page with the team. Anecdotes or stories should align to the core values of the institution and the theme for the MEC.
- All the presenters should ensure that they do an appropriate dry with their mentors and also with each other.
- The presentation template should be common for all the presenters.
- Avoid adding too much text to the presentation. Ideally, the pictures should tell the stories of the achievements for the month.
- Share the points that emerge from the reflection with the team so that other teachers can also keep them in mind when their turn comes.