**PDC Essential Skills and Class Meetings**

正面管教核心技能与班会

(This form MUST be completed digitally and will NOT be accepted in written form.)

（这张表需要以电子版填写，不支持纸质版本）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of classroom work (Check one):班级活动的种类（选择一项） |  | My Own Classroom我自己的班级 |  | Another Teacher’s Classroom其他老师的班级 |
| Name of Positive Discipline Trainer Candidate: / 正面管教导师候选人姓名：Contact Address: / 联系地址： Phone Number: / 电话号码： Email Address: / 电子邮件：  |  |

**My Own Classroom:/** 我自己的班级

For additional Schools, copy and paste the fields below:
如需更多学校信息，复制粘贴下列内容：

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School学校名 |  | Location地址 |  |
| Principal’s Name校长姓名： |  | Number of Students学生数目 |  | Grade Level年级 |  |

**Another Teacher’s Classroom:** ／在其他老师的班级

For additional Classrooms, copy and paste the fields below:

如需更多班级信息，复制粘贴下列内容：

**Classroom 1:**／班级**1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School学校名 |  | Location地址 |  |
| Teacher’s Name老师姓名 |  | Principal’s Name校长姓名： |  |
| Starting Date of classroom work班级活动开始日期 |  | Ending Date结束日期 |  |
| Hours (best approximation)总小时述（最佳估计） |  | Number of Students学生数目 |  | Grade Level年级 |  |

**Classroom 2:**／班级**2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School学校名 |  | Location地址 |  |
| Teacher’s Name老师姓名 |  | Principal’s Name校长姓名： |  |
| Starting Date of classroom work班级活动开始日期 |  | Ending Date结束日期 |  |
| Hours (best approximation)总小时述（最佳估计） |  | Number of Students学生数目 |  | Grade Level年级 |  |

**Preparing the Ground Activities:**

**Essential Skills for a Positive Discipline Classroom**

准备活动：

正面管教班级的核心技能

**My Own Classroom:** Only 1 set of the following are required.

在自己的班级：仅需准备1套下列资料

**Another Teacher’s Classroom:** Please complete the following for the set of Preparing the Ground Activities you complete in each Classroom (Minimum of **2**). Please include the Classroom Number you categorized each Classroom above with each set, i.e. Classroom 1 and Classroom 2.

在其他老师的班级：请完成下列你在每个班级（至少两个）带领的“准备活动”。请包括每个班级的班号，例如班级1和班级2.

Please include the following for each of Essential Skills listed below:

* Date Taught
* Written Reflection
	+ What was your learning?
	+ Were there cultural considerations? If so, please include.
	+ Include how you improved and responded to any feedback you received.
	+ Please note classroom dynamics and atmosphere.
* If you have facilitated an activity more than once, please reflect on your collective experience and learning through the process of facilitating each specific skill.

请为每一个核心技能填写如下信息：

* 教授日期
* 书面反馈
	+ 你学到了什么？
	+ 是否有不同文化的考量？如果有，请说明。
	+ 请说明如何针对你收到的反馈进行提升与回应。
	+ 请说明课堂动力与氛围
* 如果你带领一个活动超过一次，请反馈你在带领每个特定技能时的共同经验与学习。

Essential Skills:

* Agreements and Guidelines
* Routines
* Meaningful Work
* Self-Regulation
* Communication Skills
* Mutual Respect
* Building Cooperation
* Mistakes and How to Fix Them
* Encouragement
* Respecting Differences
* Buy in for Class Meetings

核心技能:

* 约定与指导原则
* 班级惯例
* 有意义的工作
* 自我管理
* 沟通技巧
* 相互尊重
* 建立合作
* 错误与修复
* 鼓励
* 尊重差异
* 接受班会

**Eight Essential Skills for Class Meetings**

班会的八个核心技能

**My Own Classroom:** Only 1 set of the following are required.

在自己的班级：仅需准备1套下列资料

**Another Teacher’s Classroom:** Please complete the following for the set of Essential Skills you complete in each Classroom (Minimum of **2**). Please include the Classroom Number you categorized each Classroom above with each set, i.e. Classroom 1 and Classroom 2.

在其他老师的班级：请完成下列你在每个班级（至少两个）带领的**“**核心技能**”**。请包括每个班级的班号，例如班级**1**和班级**2.**

Please include the following for each of Essential Skills listed below:

* Activity or Activities Taught
* Date Taught
* Written Reflection
	+ What was your learning?
	+ Were there cultural considerations? If so, please include.
	+ Include how you improved and responded to any feedback you received.
	+ Please note classroom dynamics and atmosphere.
* If you have facilitated an activity more than once, please reflect on your collective experience and learning through the process of facilitating each specific skill.

请为每一个核心技能填写如下信息：

* 教授的活动
* 教授日期
* 书面反馈
	+ 你学到了什么？
	+ 是否有不同文化的考量？如果有，请说明。
	+ 请说明如何针对你收到的反馈进行提升与回应。
	+ 请说明课堂动力与氛围
* 如果你带领一个活动超过一次，请反馈你在带领每个特定技能时的共同经验与学习。

Essential Skills:

1. Forming a Circle
2. Practicing Compliments and Appreciations
3. Respecting Differences
4. Using Respectful Communication Skills
5. Focusing on Solutions
6. Brainstorming and Role-playing
7. Using the Agenda and Class Meeting Format
8. Using and Understanding Mistaken Goals

核心技能:

1. 围成一个圈
2. 练习感激与致谢
3. 尊重差异
4. 运用尊重的沟通技巧
5. 关注解决问题
6. 头脑风暴与角色扮演
7. 使用日程与班会流程
8. 使用并理解错误目的

**Facilitating Class Meetings**

带领班会

**My Own Classroom:** Please reflect on a minimum of **3** Class Meetings you facilitated.

在自己的班级：请为你带领的至少3次班会写反馈

**Another Teacher’s Classroom:** Please reflect on a minimum of **5** Class Meetings you facilitated. Please include the Classroom Number you categorized each Classroom above with each set, i.e. Classroom 1 and Classroom 2.

在其他老师的班级：请为你带领的至少5次班会写反馈。请包含你带导活动的班级号码，例如班级1和班级2。

Please include the following for each Class Meeting you are reflecting on:

* Date Facilitated
* The Agenda of your Class Meeting
* Written Reflection
	+ What went well?
	+ How did students use brainstorming and role-play to solve problems?
	+ Share how prior solutions worked.
	+ Share your learning.

请在每次班会反馈中包含下列内容:

* 带领日期
* 班会日程
* 书面反馈
	+ 哪部分进展顺利?
	+ 学生们如何运用头脑风暴与角色扮演解决问题?
	+ 分享之前的解决方案如何生效.
	+ 分享你的所学