

From Christophe Xavier Clivaz, Director
To Swiss Schools
Date October 2009
Subject Boarding House Directors Workshop

Dear All,

Please find below the programme regarding the next boarding house directors meeting.

This meeting will be conducted by Mr. Alex. J. Thomson O.B.E, **Director of Training at The Boarding Schools Association in London.**

The objective of the workshop is to set up a tailor-made training programme for the boarding staff of Swiss schools. The cost will be CHF. 500.— per participant

The meeting will take place at:

Collège du Léman
74, route de Sauverny
1290 Versoix-Geneva

The schools must register before Friday November 6th

PROGRAMME

Wednesday 11th November 2009

1. Meeting from 3 PM to 7 PM

• Agenda

➤ Self Evaluation

- ◇ Audit of current practices in the individual schools
- ◇ How to develop in-house training for staff
- ◇ Identify areas that need development and how to implement these changes

➤ Sharing good practice amongst the schools

2. Dinner

- ◇ Hosted by Collège du Léman & Swiss Learning

3. Accommodation

- ◇ Hotel de Chavannes – CHF 140.- per room

Thursday 12th November 2009

1. Meeting from 9AM to 2PM

• Agenda

➤ Tailor Made Programme

- ◇ What training needs are required for the Head of Boarding?
- ◇ What training needs are required for the Boarding Staff?
- ◇ Lunch hosted by Collège du Léman & Swiss Learning
- ◇ Presentation of what BSA can offer
- ◇ Identify the model that Swiss Learning wishes to adopt

Geneva, October 2009