



## SCHOOL GUIDANCE CENTRE

*An Initiative of P4P- Parenting for Peace*

### PROJECT EXPANSION & SUSTAINABILITY ACTION PLAN

<b>P4P CORE TEAM &amp; LEADERSHIP</b>		
<b>ROLE/ RESPONSIBILITY</b>	<b>ACTION/ OUTCOME</b>	<b>COMPLETION DATE</b>
To outreach and encourage school management leaders to know about P4P SGC Project and agree to enroll their schools to join the project.	Enroll a minimum of 2 new schools per month and obtain name/contact information of the school management designee for P4P to follow up further.  <i>*We are not keeping a ceiling as to the total # of schools at present.</i>	Ongoing
To organize “Basic” and “Advanced” Training programs for teachers to qualify to be P4P SGC student advisors and arrange for required resources, schedules, experts etc.  Module for Basic training we already have. We will need to design one for “Advanced” training which I am working on.	Conduct a minimum of 1 training session of each- 1 Basic and 1 Advanced- in a school year.  Batch Size: 40-50 Trainees.	Ongoing
To designate 1 P4P mentor dedicated to concurrently work with 2 SGC schools.  To develop and provide a standard tool for P4P mentors to ensure a unified mentoring process.	Assist school admin and SGC staff with guidance, tools and resources required for efficient, seamless and consistent operation of the SGC.	Ongoing for P4P. For the participating school however, it will be for a period of one year from the date of enrollment in the project.
To coordinate at regular monthly intervals with P4P mentors and school admin to review the status, progress and needs.	Convene a monthly conference call with school admin, SGC coordinators and P4P mentors and obtain status, progress information and provide necessary guidance, support and direction.	Ongoing for P4P. For the participating school however, it will be for a period of one year from the date of enrollment in the project.
To carry out comprehensive monitoring and management of the project operating in all enrolled schools.	Review SGC portal data and activities and follow up with school admin with feedback and suggestions.  We may consider publishing an annual “SGC Report Card” for participating schools with their status in key metrics such as # of students received assessed, received services, more prevalent issues among them etc.	Ongoing
To promote a sense of SGC community, mutual collaboration, coordination and cooperation among SGC advisors to boost up morale and SGC related job satisfaction.	Organize a half-day annual ‘get together’ event for participating schools SGC advisors as networking and peer support platform.	Ongoing.

**SCHOOL MANAGEMENT & ADMINISTRATION**

To confirm commitment to P4P for participation in the SGC project	Complete enrollment process i.e. providing profile information, list of teachers to be trained etc.	Within a month from the date of commitment.
To create infra-structure for SGC within the school, publicity materials etc. in consultation with P4P mentor  You may consider hosting a formal launch of your SGC inviting students, parents and school community for a wider publicity of your SGC.	Designate suitable space for SGC, carry out publicity of its introduction for students, school staff and parents thru' posters, letters, flyers, signage etc.	Within 2 months from the date of completed enrollment confirmed by P4P.
To designate teachers dedicated to work for SGC within the school for required training offered by P4P.  Alternatively and preferably if affordable and viable however, to consider hiring qualified professional staff for SGC.	Ensure efficiency and accountability of SGC student advisors thru' review of their performance reports and supervision.	Ongoing
To attend and participate in the P4P SGC Project Conference Call and events or designate a representative on your behalf for your SGC information sharing and updates.	Join and participate in a monthly conference call of P4P SGC Project leadership or other events to share your SGC status, progress, pertinent information etc. and also share noteworthy experiences and accomplishments of your SGC for the benefit of other SGC participants present on the conference call.	For one year from the date of enrollment in the project.
To ensure sustained and successful operation of SGC thru' partnering with students and parents	Form a SGC Support & Advisory Committee of 6-8 members every new school year comprised of senior and bright students, enthusiastic and resourceful parents and senior teachers who meet quarterly to review the SGC general status and offer constructive suggestions to enhance its scope and success.  School principal to be the chairperson of such committee and SGC student advisor to be the coordinator.	Ongoing
To provide supervision and oversight to SGC staff and SGC performance	Review, analyze and evaluate SGC portal data and activities of your school and SGC and follow up with SGC staff with feedback and suggestions as needed.	Ongoing

**SGC STUDENT ADVISOR**

To attend and participate in SGC training and events as scheduled and offered by P4P SGC Project Team	Learn practice skills, knowledge and methods of assessment of students' issues and how to address them in SGC.  Be conversant with and utilize forms, reports and other tools used for SGC purposes, recordkeeping, reporting and data input in SGC Project portal.	Ongoing
To develop a directory, database, SGC operating procedure manual etc. for SGC	Compile information and details of resources such as psychiatrists, psychologists, counselors, medical doctors, specialty doctors, nutritionists and student- support related agencies etc. to be utilized for SGC purposes and referrals.  Develop draft policies, procedures, operating guidelines etc. for SGC in consultation with P4P mentor and school admin to be submitted and approved by the school management.	Within one year from the date of school's enrollment in the project.