




أَجْوَاد  
AJWARD

المركز اللبناني لتطوير المدارس  
THE LEBANESE CENTER  
FOR SCHOOL DEVELOPMENT



**ADVANCEMENT  
FOR A BETTER  
COMMUNITY**



AJWAD is a non-profit organization that helps school systems to keep pace and compete with the world's best schools. At AJWAD, we believe that schools are the key for revolutionary transformation. Thus, we do not simply strive to make a difference, but intend to change the world. Our administrative, pedagogical and educational

services will satisfy a school's needs and empower its performance in several areas. Among other services, AJWAD offers professional school enhancement through advanced automation software, delivers teaching resources, and on-site / online training.

By embracing AJWAD's programs, all school

departments -administrative, educational, financial & marketing- will complement each other and collaborate in harmony. Thus, the school will constitute a solid platform where the employees' roles are coordinated within a specific and comprehensive plan that serves the students' interests and ensures their finest

# SATISFY YOUR SCHOOL'S NEEDS AND EMPOWER ITS PERFORMANCE

scientific and educational development. In addition, AJWAD fosters the connection between schools and the external world by offering advanced programs and real life activities that in turn serve the community and lead to expertise.





# OUR VISION

is that Middle-Eastern schools become pioneers and provide inspiration to others around the world through their teachings and values.

# OUR MISSION

is to create administrative, pedagogical, and educational systems for the Middle-Eastern schools that enable them to produce highly qualified, globally competitive generations.

# OUR VALUES

## INTEGRITY

Connoting positive and virtuous attributes such as integrity, truthfulness and straightforwardness along with the absence of lying, cheating or theft.

## COMMITMENT

Being dedicated to our cause, values, services & mission as a pledge we are undertaking.

## POWER

Being able to do things with will and determination to the purpose of what is always better than the existing

## PROFESSIONALISM

Meeting all industry standards & showing high level of expertise.

## CREATIVITY

Showing a non-stop process involving the discovery of new ideas or concepts, or new associations of the existing ideas or concepts.



# OUR SERVICES



EPO



DARS

SKR ASSISTANCE

ACCREDITATION

EDUCATIONAL MENTORING

TRAINING AND CAPACITY BUILDING

EDTECH

BPMN

CURRICULUM DESIGN AND DEVELOPMENT

RJWARD SYSTEM

RJWARD'S LIBRARY

RJWARD CONSULTANCY





## OUR SERVICES

# EPO EVALUATE - PLAN - ORGANIZE

## WHAT IS EPO?

EPO, provided by AJWAD, is an integrated set of steps that consist of evaluation, analysis and a well-organized strategic plan, both short and long term. These plans ensure a high quality administrative and operational path to guide educational institutions to expertise. EPO ensures the optimal productivity of administrators and teaching staff through provision of precisely stipulated work-flow processes that will lead to the parents', school's, and community's satisfaction. In addition, EPO is a strong basis for school accreditation.

## HOW DOES AJWAD ACHIEVE IT?

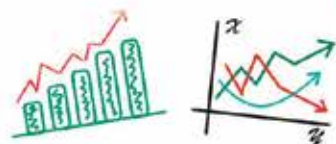
In each school, AJWAD's qualified team evaluates and analyzes administration and education to make a tailored plan that organizes all administrative departments and builds a comprehensive system. In addition, AJWAD implements customized solutions to each school apart, along with continuous supervision.

## WHAT ARE THE SCHOOL BENEFITS?

By adopting this service from AJWAD, schools will benefit from:

- ▶ Comprehensive evaluation (administrative - educational - financial - institutional).
- ▶ "SWOT Analysis"; strengths, weaknesses, challenges and opportunities analysis.
- ▶ All-inclusive (administrative, educational, financial and marketing) medium and long-term plans that align with the vision, mission, values and administrative hierarchy.
- ▶ School organization (job description, laws and policies, work mechanisms).
- ▶ Accreditation of learning quality (Like American Quality Control, AQC).

# WHAT'S YOUR PLAN?





# OUR SERVICES

# DARS SCHOOL MANAGEMENT SYSTEM

## WHAT IS DARS?

"DARS" is a user-friendly software that provides flexibility and proficiency in completing multiple tasks. It organizes the staff's different tasks, covers all aspects of daily operations and minimizes the errors resulting from human intervention.

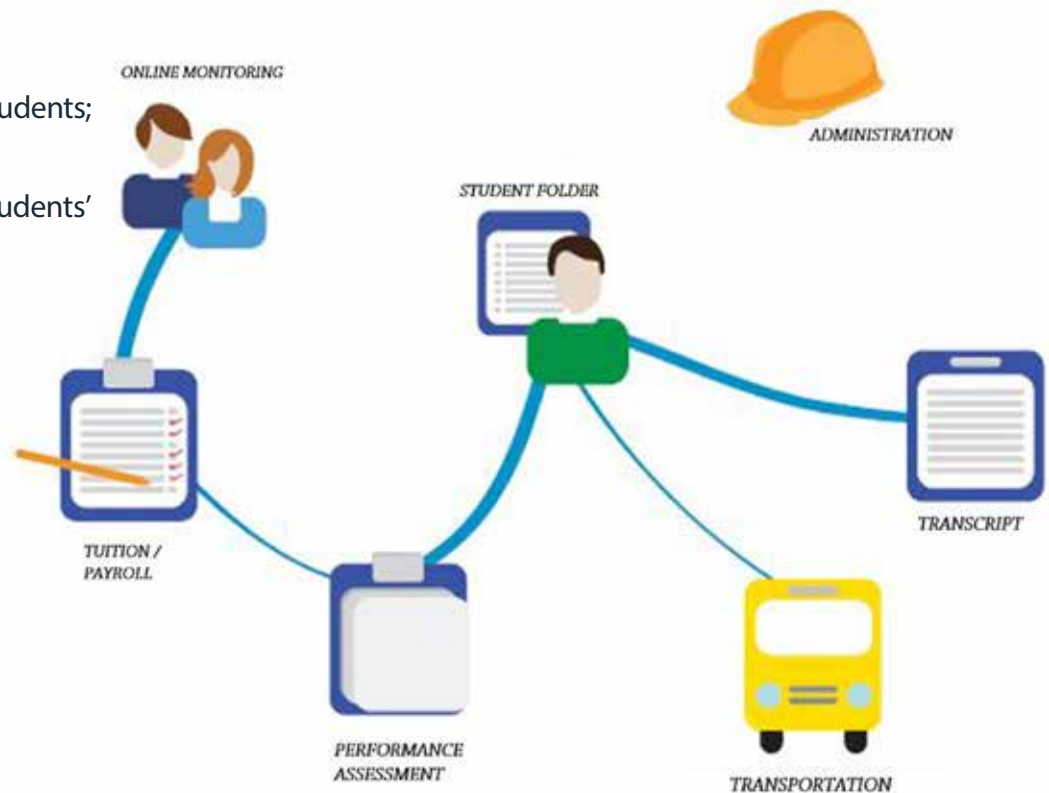
## DARS MODULES

"DARS" is formed by eight integrated modules:

- ▶ Administration user rights & roles
- ▶ Family and student folders
- ▶ Performance assessment of students; individuals or groups
- ▶ Parental online monitoring of students' status and their evaluation
- ▶ Transcript
- ▶ Tuition fees
- ▶ Accounting
- ▶ Stock and inventory
- ▶ Payroll
- ▶ Transportation

## WHAT ARE THE SCHOOL BENEFITS?

In every school, hundreds of processes are generated and made each day; some of them affect student affairs, others affect employees and services. DARS leads to a smoother workflow as it accelerates the productivity of the school's administrative system by providing indicators to analyze the school's status and build a clear overview.





# OUR SERVICES

## SHR ASSISTANCE

### WHAT IS SHR?

One of the basic requirements of a school is finding highly qualified teachers, experts in their subject matters, who at the same time demonstrate competency in teaching, communication and class management.

Many schools suffer the lack of highly qualified professional teachers and find difficulty in recruiting, especially at the beginning of the school year where sudden changes in students' number may occur. To meet those emerging needs, AJWAD's "SHR" service offers highly qualified trained teachers.

### WHAT ARE THE SCHOOL BENEFITS?

Having a well-trained and knowledgeable staff reflects on the success of the school itself. It will help move the school forward to achieve greater teaching standards and affluence.

### HOW DOES AJWAD ACHIEVE IT?

Based on a needs analysis, AJWAD provides teachers, coordinators, managers, who are certified, experienced and well- trained.





# OUR SERVICES ACCREDITATION

## WHAT IS ACCREDITATION?

Accreditation is the recognition that an institution maintains the required standards to provide efficient learning. Accreditation ensures that the education provided by a school meets standardized levels of quality.

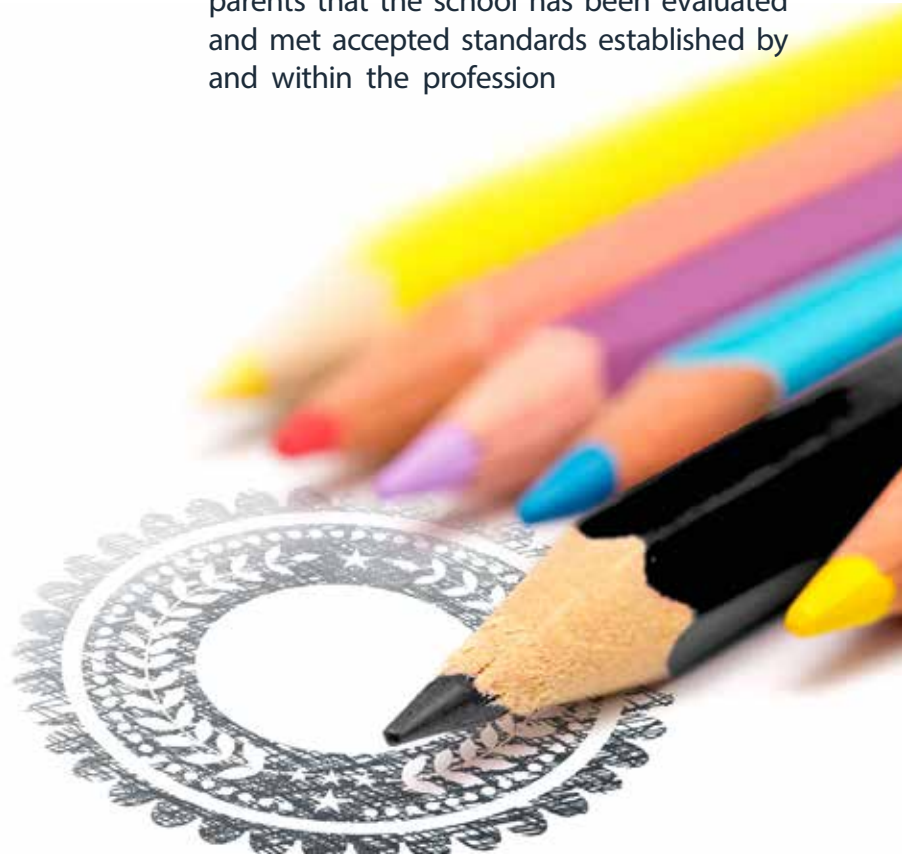
## HOW DOES AJWARD ACHIEVE IT?

AJWARD introduces the international criteria of quality to schools, then we assist them in obtaining those required standards to allow schools to become accredited.

## WHAT ARE THE SCHOOL BENEFITS?

Accreditation:

- ▶ Enhances a school's national reputation and presents peer recognition
- ▶ Promotes ongoing self-evaluation and continuous improvement for school administrators and teachers
- ▶ Provides assurance that the curriculum covers essential skills and knowledge needed for the 21st century learners
- ▶ Provides assurance for students and their parents that the school has been evaluated and met accepted standards established by and within the profession





# OUR SERVICES EDUCATIONAL MENTORING

## WHAT IS MENTORING?

Educational mentoring is a complex process of guiding and supporting beginning or advanced teachers. In this service, a mentor teacher leads, guides and advises another less experienced teacher in an environment characterized by mutual trust and belief.

## HOW DOES AJWAD ACHIEVE IT?

We, at AJWAD will prepare the lessons, sheets, exercises and tests and arrange them according to the yearly academic schedule. Our subject specific mentors will also help school teachers and guide them to expertise.

## WHAT ARE THE SCHOOL BENEFITS?

Educational mentoring helps forge stronger links between teachers and mentors, so they:

- ▶ Are able to take full advantage of the latest development in the field of education
- ▶ Enhance their teaching skills and resume
- ▶ Have a positive impact on academic motivation and achievement





# OUR SERVICES TRAINING AND CAPACITY BUILDING

## WHAT IS TRAINING?

AJWAD offers various integrated training and workshop packages in teaching methods, classroom management and technology implementation, to keep pace with the international standards of the teaching profession.

## WHAT TRAINING PACKAGES DOES AJWAD OFFER?

AJWAD's programs and workshops are suitable for novice teachers as well as for experienced ones. Moreover, they will satisfy the schools' desire to improve the capabilities of their teachers.

AJWAD's training packages include:

- ▶ General teaching methods
- ▶ Specific advanced teaching methods
- ▶ Classroom management
- ▶ Effective technology implementation
- ▶ Educational psychology

## WHAT ARE THE SCHOOL BENEFITS?

AJWAD is committed to support and follow up on trainees later in their schools. AJWAD's training will ensure a maximum school productivity through:

- ▶ Raising the quality of education.
- ▶ Enhancing the teachers skills in managing classrooms.
- ▶ Enhancing the learning leading skills for teachers and supervisors.





# OUR SERVICES EDTECH EDUCATIONAL TOOLS

## WHAT IS EDTECH?

Educational technology has been growing over the past decade and has become an integral part of society. It's the study and practice of facilitating learning and improving performance by creating, using and managing appropriate technological processes and resources.

## WHAT ARE THE SCHOOL BENEFITS?

By using EdTech, the school is preparing its students for the future where technology is part of their everyday life. In addition, the school is offering motivational, interactive and up-to-date learning. Thus, a school that offers EdTech is a school providing superior education.

## HOW DOES RJWARD DO IT?

By providing smart boards to schools and designing interactive smart board courses and lessons, we perform essential training and assistance for teachers, so they can save time and effort and use our ready-made lessons.





## OUR SERVICES

# BPMN BUSINESS PROCESS MANAGEMENT NOTATION

## WHAT IS BPMN?

Business Process Modeling is a method used for improving organizational efficiency and quality. It refers to a structural representation, description or diagram, which defines a specified flow of activities in a particular business or organizational unit. The aim behind it is to improve business performance by effectively connecting activities in a particular service.

## HOW DOES AJWAD DO IT?

First, AJWAD's team thoroughly defines your organization's processes in order to model them visually. AJWAD ensures that the system of automation is designed for your school according to its needs, so it can run as smoothly and professionally as possible. In addition, AJWAD provides the necessary training of staff to use the program.

## WHAT ARE THE SCHOOL BENEFITS?

BPMN changes a traditional hierarchical management approach into a cost-efficient, streamlined, error-proof and accessible automated management process. It enables organizations to become more effective and capable of change. With clearly stipulated and communicated processes, BPMN can impact the cost and revenue generation of an organization and especially schools where financial stability is never constant.

Applying BPMN in your school means:

- ▶ Improving process communication.
- ▶ Increasing control over all operations and departments of the school.
- ▶ Improving operational efficiencies.
- ▶ Having accurate reports.
- ▶ Reducing costs and gaining competitive advantage.





# OUR SERVICES CURRICULUM DESIGN AND DEVELOPMENT

## WHAT IS CURRICULUM DESIGN AND DEVELOPMENT?

A curriculum is much more than a textbook. It refers to the lessons and academic content taught in a school in the form of the knowledge and skills that prepare students for life. Because a well-developed curriculum reflects the philosophy and culture of its society, AJWAD assists schools in designing, developing and selecting curricula that hold the native culture and values, rather than adopting imported ones.

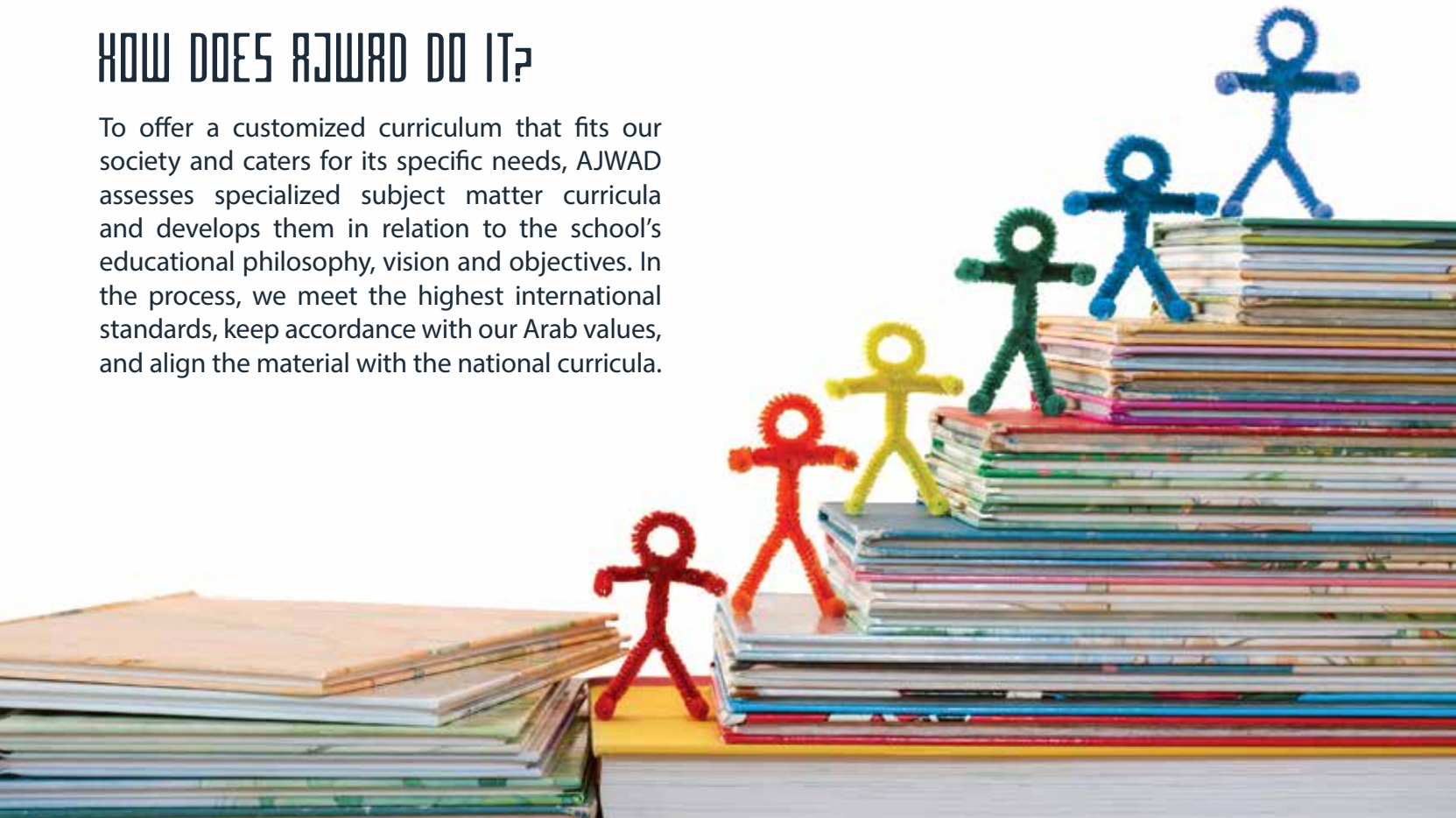
## HOW DOES AJWAD DO IT?

To offer a customized curriculum that fits our society and caters for its specific needs, AJWAD assesses specialized subject matter curricula and develops them in relation to the school's educational philosophy, vision and objectives. In the process, we meet the highest international standards, keep accordance with our Arab values, and align the material with the national curricula.

## WHAT ARE THE SCHOOL BENEFITS?

By adopting AJWAD's carefully designed curriculum, schools will achieve:

- ▶ An up-to-date curriculum with competitive educational quality.
- ▶ A curriculum that embraces Arab values.
- ▶ A curriculum customized according to the school's educational philosophy.





## OUR SERVICES AJWAD SYSTEM

### WHAT IS AJWAD SYSTEM?

This service is a comprehensive package, which embraces all AJWAD's services. AJWAD System offers management of educational and administrative activities, while taking care of all the necessary tasks for a smooth reform of the school.

### HOW DOES AJWAD DO IT?

AJWAD performs a needs analysis, designs a customized plan, and offers assistance during implementation, follow-up, supervision of administrative and educational progress.

### WHAT ARE THE SCHOOL BENEFITS?

AJWAD System ensures the progress and development of the educational and administrative departments by offering:

- ▶ Detailed need's analysis report (EPO)
- ▶ Automation of administrative and educational processes (BPMN, DARS)
- ▶ A clearly stipulated work-flow process (BPMN)
- ▶ Training / mentoring for teachers and coordinators (Training and building capacity)
- ▶ Trained staff members (SHR)
- ▶ Pre-prepared lesson plans and assessment (Mentoring)
- ▶ Customized curriculum (Design)





# OUR SERVICES AJWAD'S LIBRARY

## WHAT IS AJWAD LIBRARY?

AJWAD's up to date library is equipped with nearly 1000 educational books that simulate all school sections. It is accessible to teachers, coordinators, school managers and faculty of education students, as well as practitioners in the educational field and schools development.

## BOOK CATEGORIES

- ▶ Quality in education
- ▶ School management
- ▶ Teaching methods
- ▶ Classroom management
- ▶ Educational psychology
- ▶ Educational sociology
- ▶ Learning difficulties
- ▶ Foundations of education
- ▶ Curricula
- ▶ Creativity and critical thinking
- ▶ Specialized subject matters
- ▶ Gamification in education (educational games)
- ▶ Children education
- ▶ Teaching attitudes and values
- ▶ Teaching gifted students

## WHAT ARE THE SCHOOL BENEFITS?

Professional development is the key element to develop schools. AJWAD provides practitioners with the latest specialized books in the field to allow them:

- ▶ Continuous professional development.
- ▶ Access to the latest research and topics in the educational field.
- ▶ Performing academic research.





# OUR SERVICES AJWAD CONSULTANCY

## WHAT IS AJWAD CONSULTANCY?

To keep pace and compete in a rapid changing world, schools must keep up with the latest educational, administrative methods.

AJWAD offers a wide range of services to schools, teachers and institutional administrators to leverage education and overcome all obstacles that prevent the development of teaching and learning.

## HOW DOES AJWAD DO IT?

Our consultations are based on the cumulative experience and the latest research in the field of education. After diagnosing the existing status of the school, AJWAD's team will identify how to improve the educational standing in an optimal way.

## WHAT ARE THE SCHOOL BENEFITS?

Schools will benefit from AJWAD consultancy in:

- ▶ Improving educational system performance.
- ▶ Enhancing the effectiveness of administrative offices and processes.
- ▶ Having a tailored and personalized support.



# BEHIND AJWAD

AJWAD is a non-profit organization that aims to develop schools in all their aspects, we offer our experience and Services to schools' administrative and educational departments to achieve quality education and compete at the global level. From Tripoli - Lebanon - to the Middle East region, where schools deserve continued help and support.

## THE TERM

Our carefully chosen staff is committed to challenge conventional thinking. He strives to deliver practical and enduring results that help our schools to grow and succeed.

## THE EXPERIENCE

Our team of experts and consultants have years of experience in offering support and guidance to meet the needs of teachers and support schools.



# AJWAD PARTNERS

AJWAD is a non-profit organization that aims to develop schools in all their aspects, we offer our experience and Services to schools' administrative and educational departments to achieve quality education and compete at the

global level. From Tripoli - Lebanon - to the Middle East region, where schools deserve continued help and support. Quodit? Catusquam nostudac-tam te quam fris reore intiam incerim issicia me

# EDM

Our team of experts and consultants have years of experience in offering support and guidance to meet the needs of teachers and support schools.

# DATARAYS

Our carefully chosen staff is committed to challenge conventional thinking. He strives to deliver practical and enduring results that help our schools to grow and succeed.





*As the saying goes,*  
IT TAKES A VILLAGE  
TO RAISE A CHILD;  
IT TAKES MORE THAN BOOKS  
TO BUILD A  
GOOD SCHOOL.

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