



Ref. : 62/II.A/2025

3 February 2025

Dr Suthep Kaengsanthia  
Permanent Secretary  
Ministry of Education  
Ratchadamnoen Nok Road  
Dusit  
Bangkok 10300  
**THAILAND**

Dear Dr Suthep Kaengsanthia,

**Subject: Request for Assistance to Share Information of the Excellence in  
Mandarin Teaching Programme**

We are pleased to inform you that SEAMEO QITEP in Language (SEAQIL) in collaboration with Global Cultural Adventurers (GCA), China, are going to conduct a programme to improve Mandarin teachers' competencies, named Excellence in Mandarin Teaching Programme. The programme consists of three phases. The first phase will be an online training session, followed by the second phase, which will be an offline training session in Jakarta. For the final phase, we are currently working with GCA to design an internship in China.

The **online training** will be conducted from 10 March to 17 April 2025. The target participants of the online training are a maximum of 100 in-service or pre-service Mandarin teachers from SEAMEO member countries. Complete registration details are available until 14 February 2025 on <https://www.qiteplanguage.org/detail/news/Announcement:-Online-Mandarin-Teacher-Training>

To promote the online training, we are cordially requesting the assistance of the SEAMEO Secretariat and the Ministry of Education in Southeast Asian countries. We would highly appreciate it if your good office could **share the training details** (leaflet attached) on your official **website** and **social media** channels. Additional information about the workshop is provided in the enclosed information note. Should you need further information, your staff may contact Mr Yuris via email [training@qiteplanguage.org](mailto:training@qiteplanguage.org) or WhatsApp +62 896-2924-8828.

Thank you very much for your kind attention and continuous support for our Centre.

Yours sincerely,



Dr. Brian Arieska Pranata  
Director  
Encl: as stated



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION (SEAMEO)  
REGIONAL CENTRE FOR QUALITY IMPROVEMENT FOR TEACHERS AND  
EDUCATION PERSONNEL (QITEP) IN LANGUAGE (SEAQIL)

**Information Note**  
**Excellence in Mandarin Teaching Programme**  
**Phase 1: Online Training**  
**from 10 March to 17 April 2025**

## A. Background

The Mandarin learning in Southeast Asia has gained increasing prominence in response to the growing economic and cultural ties between the region and China. Addressing this need, SEAMEO Regional Centre for QITEP in Language (SEAQIL), in collaboration with Global Cultural Adventurers (GCA), has launched a programme aimed at enhancing the competencies of Mandarin teachers in Southeast Asia.

The programme is designed to tackle challenges related to improving pedagogical skills and fostering cross-cultural understanding among teachers, ensuring they can meet the evolving demands of Mandarin education. The initiative comprises three key phases: **online training, offline/on-site training in Jakarta, Indonesia, and an internship programme in China**. Through these phases, participants are expected to enhance their professional expertise while deepening their cross-cultural awareness.

The first phase involves **a one-month online training session**, focusing on the foundation of teaching methodologies and language proficiency development through interactive sessions and assignments. The second phase, **an offline/on-site training held in Jakarta, Indonesia** offers selected participants an opportunity to refine their practical skills through intensive training. The final phase is **an internship programme in China**, which provides opportunities for participants to apply their learning in real-world settings while gaining deeper insights into the local culture.

Through this initiative, SEAQIL and GCA reaffirm their commitment to raising the standards of Mandarin language learning in Southeast Asia and fostering stronger cultural exchange. Additionally, the programme aligns with SEAMEO's vision to strengthen regional collaboration and support professional development in language education.

Finally, this document will describe the details of the first phase, that is online training. The online training was conducted in Mandarin as a medium of instruction, meanwhile English will only be used if necessary. The sessions will be led by native speakers from China and held twice a week. This flexible format ensures consistent skill development while accommodating participants' schedules throughout the month.

## B. Objectives

The objectives of the online training are as follows.

1. Improving language proficiency in speaking, listening, reading, and writing in a professional teaching context.
2. Developing pedagogical skills tailored to the needs of Chinese language students.
3. Mastering classroom activity design that is interactive, culturally relevant, and engaging for students.
4. Learning effective teaching methods and classroom management skills suited for Chinese language teaching environments.

### C. Date of Programme

The programme is held from 10 March to 17 April 2025, twice a week.

### D. Target Participants

The target participants are Mandarin pre- and in-service teachers from SEAMEO member countries.

### E. Expected number of participants

Thirty (30) to a hundred participants will join this online training.

### F. Format of the programme

The programme will be conducted in an online mode via Zoom Cloud Meeting.

### G. Participants Requirement

The following are the participant requirements:

1. Mandarin teachers (at any level), Mandarin lecturer, university/college students studying Mandarin, or teacher trainers.
2. Preferably have Mandarin language proficiency at HSK 3 or above. This is roughly equivalent to A2-B1 on the CEFR scale.
3. Able to commit to the full training schedule
4. Have access to a computer/laptop with a minimum of 4GB RAM and a reliable internet connection.
5. Able to use Zoom Cloud Meeting and Google Workspace applications (Google Form, Google Drive, etc.).

### H. Registration Procedure

Complete your information on this form by Friday, 14 February 2025

[https://qiteplanguage.org/form/reg\\_MandarinTeachingProgramme2025](https://qiteplanguage.org/form/reg_MandarinTeachingProgramme2025)

### I. Tentative Schedule\*

Time (GMT+7)	Activity
<b>Monday, 10 March 2025</b>	
15.00–16.40	<ul style="list-style-type: none"> <li>• Opening ceremony</li> <li>• Programme introduction and setting expectation</li> <li>• Pre-test</li> </ul>
<b>Thursday, 13 March 2025</b>	
15.00–15.45	Principles and Practices in Mandarin Language Teaching

<b>Time (GMT+7)</b>	<b>Activity</b>
15.45–16.30	Integrating Cultural Elements into Language Teaching
<b>Monday, 17 March 2025</b>	
15.00–15.45	Teaching Methodologies for Mandarin Listening Skills
15.45–16.30	Teaching Methodologies for Mandarin Speaking Skills
<b>Thursday, 20 March 2025</b>	
15.00–15.45	Teaching Methodologies for Mandarin Reading Skills
15.45–16.30	Teaching Methodologies for Mandarin Writing Skills
<b>Monday, 24 March 2025</b>	
15.00–15.45	Principles of Activity Design for Mandarin Language Classes
15.45–16.30	Adapting Activities for Different Levels and Learning Styles
<b>Thursday, 27 March 2025</b>	
15.00–15.45	Leveraging Games, Stories, and Multimedia
15.45–16.30	Hands-on Activity Design
<b>Thursday, 10 April 2025</b>	
15.00–15.45	Lesson Planning for Mandarin Language Classes
15.45–16.30	Classroom Dynamics and Engagement Techniques At the end of the session, participants will be assigned an individual task to create their own lesson plans, incorporating the material and techniques discussed in previous sessions. Each participant's lesson plan will be completed independently and presented in the following session, allowing for peer feedback and instructor guidance.
<b>Thursday, 17 April 2025</b>	
15.00–17.15	<ul style="list-style-type: none"> <li>● Presentation and Refining Lesson Plans</li> <li>● Reflection and Developing Action Plans</li> <li>● Post-test</li> <li>● Closing ceremony</li> </ul>

\*Please be noted that the schedule and material are still tentative. If there are any changes, the participants will receive further notification.

## **J. For Inquiry**

Please contact us through [training@qiteplanguage.org](mailto:training@qiteplanguage.org) with "Apply for Online Mandarin Teacher Training" as the e-mail subject **or** contact Mr Yuris through WhatsApp number +62 896-2924-8828.

### **Office hours:**

Monday – Thursday, 07.30 – 16.00 (GMT+7, Jakarta Time)

Friday, 07.30 – 16.30 (GMT+7, Jakarta Time)