

Keon Academy Ltd

2023 Action Plan Plan
(January-December)

The report covers the period January-December
Results with the Academy's 2020-2026 strategic goals and 2023
In relation to the action plan

Tbilisi

2023 year

Choice

1. Vision, mission, characteristics ----- 3
2. SWOT analysis of Keoni Academy -----4
3. 2020-2026 strategic goals -----5
4. Strategic goal 1 is educational focused on the target
development -----6
5. Strategic goal 2 promotion of institutional development-----
6. Strategic goal 3 Raising awareness of Keoni Academy and
Development of public relations system-----7
7. Strategic goal 4 human resource management system development
----- 10
8. Strategic goal 5 Development of professional student services ----11

Vision, mission, characteristics of Keoni Academy Ltd

The mission of the Academy and in the field of beauty development and
Knowledge of the international labor market, competitive, citizen and civic
responsibility specialists
Preparation.

Academy Vision 2031

A training institution focused on hair and beauty care
A field that develops innovative approaches and the best international
practical implementation. as well as lifelong learning
Promotion, which is manifested in the teaching of the interesting community
By offering opportunities.

The values of the academy are:

- Professionalism; •
Development and development

orientation; • teamwork; • social responsibility;

SWOT analysis of Keoni Academy

strong sides

Weaknesses

A strong international partner; learning environment of modern standards;

sharing and implementation of international experience;
going through the changes of practical salons; training in modernly equipped service staff;
Doctor PR campaign;
development-oriented learning process; graduates

employment

promotion;

In the Georgian language, hair and beauty Service performance, professional education is not literary;

foreign language by teachers
low level of use of literature, language barrier;

No teaching-learning experience to have

abilities

dangers

International International and active involvement in projects;
Plan of short-term professional training/retraining programs; professional

promotion;
Training tested in Europe
introduction of innovative methods;
recognition of non-formal professional education;

Education

non-economic economic, political and social situation;

low level of secondary education; The rule of state financing in relation to a private professional educational institution;

2020-2026 strategic goals of Keoni Academy LLC

Strategic goal 1 educational development activities focused on agriculture;

Strategic goal 2 promotion of institutional development;

Strategic goal 3: raising the awareness of Keoni Academy and developing the public relations system;

Strategic goal 4 human resource management system development;

Strategic goal 5 development of student services;

Strategic goal 1 is to build a focused educational
activity development

The following goals were planned for the year 2023: development of educational programs, ensuring the quality of learning/teaching and promotion of lifelong learning.

1. Development of educational programs. The reference included the following activities: evaluation of vocational education programs and analysis/improvement of programs.

Evaluation of educational programs was carried out in June-July. Vocational education of hairdressing and nail dressing teachers evaluated the mentioned programs. The result of the evaluation revealed the ticks that related to the diversity of the topic as well as making changes in the curriculum. Parts of the said design have been provided to the AIP Vocational Skills Agency, which is revising the educational standard.

Evidence:

questions filled by vocational education teachers;

Credit card of Kharis security manager N 7039 17.07.2023

is finished

2. Learning/teaching quality assurance. The mentioned value in 2023 included the following activities: support of one training workshop of international experience sharing, professional education teachers' meetings experience sharing structure and verification plan. Preparing to share international experience In May of this year, vocational education teachers (group 4 will study) could attend master classes of international trainer Ilham Mestur and improve their qualifications.

Evidence:

Attendance sheet for Ilham Mestur's master class

www.keuneacademy.ge

is finished

In the period of January-June, there were two attendances at the teaching process, and one attendance in November. Within the framework of both programs, the teachers of the field direction will attend each other's lecture and after the lecture they will share each other's creation. The mentioned activity was carried out for the first time, academically and positively evaluated by teachers of vocational education. The mentioned activity was created and transferred to the 2024 action plan.

Evidence:

Training process manager's report card N2453 17.03.2023

Training process manager's report card N13816 06.11.2023

All are done

As for the verification, the verification will be carried out both within the framework of professional educational programs and training programs. During both verifications, areas were identified that were mainly related to improving reliability.

Evidence:

Report card of the quality assurance manager N 7127 19.07.2023

Report card of the quality assurance manager N 8117 11.08.2023

Report card of the quality assurance manager N 15019 24.11.2023

Report card of the quality assurance manager N 15153 27.11.2023

Report card of the quality assurance manager N 15291 30.11.2023

is finished

3. Structure of promotion of lifelong learning 2023

The action plan outlined three professional training programs

Obtaining the right to exercise. This year, the Academy obtained the right to implement 6 professional training programs.

Evidence:

Order No. 1-09 of February 7, 2023 of the Director of Keoni Academy

Order of the Director of the National Center for the Development of the Quality of Education of February 21, 2023 MES 4 23 0000204017

Order of the Director of the National Center for the Development of the Quality of Education of February 21, 2023 MES 5 23 0000204018

Order of the Director of the National Center for the Development of the Quality of Education of February 21, 2023 MES 8 23 0000204020

Order of the Director of the National Center for the Development of the Quality of Education of July 11, 2023 MES 4 23 0000859453

Order of the Director of the National Center for the Development of the Quality of Education of July 11, 2023 MES 2 23 0000859451

Order of the Director of the National Center for the Development of the Quality of Education of July 27, 2023 MES 7 23 0000937233

is finished

Strategic objective 2 Promotion of institutional development

The goal of the mentioned goal in 2023 was planned to include the following tasks:

Development, development of information resources, organizational
Development of culture.

1. Planning of the Financial Stability Board

The following activities: the number of professional students and

Plan of professional training programs 6 groups. The term of the mentioned activities has been determined to the end. Planning the increase of professional students

Visit to general educational institutions, 2023

Information related to admissions/programs

Academy page web and social network. However, the said activity failed

This year's admission of registered applicants is over

The number was small, therefore all enrollment events had an overflow of applicants and the final group could not be formed.

did not finish.

In cooperation with the State Agency for Promotion of Employment of IDPs from the occupied territories of Georgia, under the state control of the Ministry of Labour, Health and Social Protection, three groups were recruited. Indication of alternative sources of funding The Academy planned to organize a seminar in one country, however, the number of participants could not be successfully compiled and the said seminar was not held. The academy company cooperated with the AIP Professional Skills Agency and obtained the right to implement professional training programs of "hair cutting", "hair coloring" and "nail care grooming" for three groups. Also, in December 2023, the Academy of IDPs from the occupied territories of Georgia, State Agency for Employment Promotion under the state control of the Ministry of Labour, Health and Social Protection, announced training on the professional training program of "Hair Dyeing Speciality". This year, the Academy received 7 groups.

Evidence:

Professional training-retraining course) Purchase agreement
N050117. 20.03.2023

Agreement signed between A(IP) Professional Skills Agency and Keoni Academy
LLC N 132/m 16.09.2023

professional training-retraining course) purchase agreement
0501-36 11.12.2023

is finished

2. Material resources development plan In 2023, it was planned to develop the book fund and monitor the state of technical resources in relation to professional educational programs. At the beginning of January-February, the foundation of the book fund of 15 titles took place, and it will monitor the material and technical resources in September-October of this year. It was revealed as a result of the implemented monitoring

Material resources were needed this year. This resource was purchased, as well as additional nail care professional training program applicants purchased dryers, lamps and resources needed for nail treatment.

Approval:

www.keuneacademy.ge,

[The plan for conducting an inventory and assessing material resources was created by the Commission's reflecting protocol N 23.06.10.2023](#)

[Purchase documentation](#)

[is finished](#)

3. It was planned to develop information resources in the academy
Revision of information technology management document. Academy
By the order of the director, a working group was created and assigned
Revision of the said document and in the March 2022 Academy
During the monitoring carried out through a group of experts
Taking into account the fixed developmental structures.

Evidence:

Order No. 1-11 of the Director of Keoni Academy of March 6, 2023

Revision of technical management rules and development of improved information
Minutes of the working group meeting on March 10, 2023;

Revision of technological management methods and improved information
Minutes of the meeting of the Working Group on March 30, 2023;

Revision of technology management rules and improved information
Development of the minutes of the working group meeting on April 10, 2023;

is finished

4. In terms of organizational culture development, in 2023, it is planned to support a charity/social action throughout the year and to encourage self-development information for two personnel.

The charity event was planned for the period of May-July and December.
The mentioned activity could not be completed.

As for the organization's support for the self-development of vocational education teachers, only one vocational education teacher applied to the Academy for support during the year. In particular, the mentioned person was taking part in the international competition of stylists, he needed to send his own work to the competition and asked to give up the environment in the building academy.

Evidence:

Vocational education teacher's statement N 360 20.01.2023

www.eflow.ge

could not finish

Strategic goal 3: raising the awareness of Keoni Academy and developing the public relations system;

The following tasks were planned for the year 2023: promoting the polarization of Keoni Academy, developing the orientation system and developing the public relations system.

1. Planning to promote promotion of Keoni Academy and one seminar was held in beauty salons across Georgia. The seminar was held in Tbilisi and was attended by representatives of 10 beauty salons. Information about Keoni Academy was provided to the public present at the seminar. It is also planned to prepare a video clip and make a story of the academy, which will be made with the support of the Skills Agency.

Evidence: www.keoneacademy.ge

finished

2. Tbilisi meetings were held in 3 public schools for the implementation of orientation. Within the framework of the meeting, the students of grades 9-12 and the school administration had the opportunity to get information about the programs implemented by Keoni Academy. These schools are: N 144 public school; N 172 public schools; N 168 public schools; The mentioned effectiveness will be measured in September, the decision of the meeting on the process of registration for professional educational programs.

Evidence:

www.keoneacademy.ge

finished

3. Development of the Academy's website in Georgian and English is planned for 2023. The reference was made permanent and last year the Academy managed to translate 70% of the Academy's website into English.

Approval:

www.keoneacademy.ge

finished

Strategic goal 4: Development of a staff performance evaluation system

The following tasks were planned for the year 2023: development of the staff performance evaluation system and promotion of human resources development.

1. In terms of the development of the personnel performance evaluation system, the evaluation of Dagemilya vocational education teachers was carried out in December of this year in accordance with the applicable regulatory norms in the academy. The action plan for 2023 took into account the assessment of at least 80% of the staff, although in reality only those vocational education teachers were assessed. They studied at the academy in the 2022-2023 academic year. Accordingly, it was established that in the case of moving the activity of the mentioned year in the 2024 action plan, the percentage of the assessment will be reduced.

Approval:

Training process manager Ekaterine Tsitlidze's report card N 15819 14.12.2023.

could not finish

2. The structure of human resources development support based on the needs of teachers, based on the fact that training was planned and conducted "To complete education measures"

Participation in the planned training of the Agency of Skills Learning - modern approaches to teaching vocational education and assessment of vocational students' achievement. Entrepreneurship and civic education.

In the year 2023 of the teacher of the field, 5 field seminars/trainings are defined. It is strange: only one "Correct communication with the customer and the correct selection process of professional self-care products". and sharing international exams in May of this year with vocational education teachers.

master classes. The mentioned activity was recommended in the planned 2024 action plan.

As for the administrative staff, two representatives of the Self-Development Administration sought out and independently completed the trainings compared to them.

could not finish

Evidence:

a completed sheet for registration of attendance at the seminar;

personal affairs of vocational education teachers;

certificates;

Quality manager's report card N 6010 19.06.2023

www.keuneacademy.ge

www.evet.emis.ge

Strategic goal 5 Development of professional student services

The following tasks are planned for the year 2023:

development, development of extracurricular cultural activities and development of counseling and support services for professional students.

1. In terms of the development of mechanisms for the protection of the rights of professionals/professionals, in 2023 it was planned to participate in one information meeting, which was carried out in November of this year

According to the new group in December. An informational meeting was held with the trainees enrolled in the professional training programs "Hair Cutting", "Hair Dyeing" and "Nail Grooming". At the information meetings, the trainees were informed about the mission of the Academy, the characteristics of the vision, the document regulating the educational process, the rights and duties of the trainees.

Approval:

Minutes of an informational meeting with trainees enrolled in the professional training programs of "Hair Cutting" and "Nail Grooming" N 26 16.09.2023

Minutes of the informational meeting with trainees enrolled in the professional training programs of "Hair Cutting" and "Nail Grooming" N 28 23.09.2023

is finished

2. Extracurricular Activities Development Plan In 2023, it was planned to support two webinars/seminars for professional students/trainees. We gave the opportunity to professional students/trainees to attend Customer experience- creat hair stars with great care!" and "COLORS LIKE NO OTHERS" seminar.

Approval:

[www. Keuneacademy.ge](http://www.Keuneacademy.ge)

is finished

It was also planned to support the student conference, which should be implemented in December of the current year with the participation of professionals enrolled in the 2023-2024 academic year. There is no online professional training in the academy, so it could not be conducted. The mentioned activity was created and transferred to the 2024 plan.

Evidence:

could not finish

3. In terms of the development of professional student counseling and support services, this year it was planned to develop mechanisms for promoting the employment of students in professional activities.

Development of the mechanism for promoting the employment of professional students
In the closed Facebook group of the Academy of the Council,
information about vacancies is posted permanently. In total, there were 17 vacancies this year.

Approval:

professional students and a group of graduates.

finished