



Staff CPD On-line / Webinar Workshops.

Teaching and Learning Observation Practice

Specific sessions

1. Teaching and Learning Observation skills-getting the basics right.
2. Teaching and Learning Observation skills-ensuring effective observation recording.
3. Teaching and Learning Observation skills- producing effective judgements.
4. Teaching and Learning Observation skills- feedback one.
5. Teaching and Learning Observation skills- feedback two.
6. Moderating Teaching and Learning observation reports.
7. Standardising Observer Teaching and Learning Observation practice.

Teaching, Training and Learning

Specific sessions

1. Producing well written session learning outcomes.
2. The essentials of good lesson planning.
3. Producing an effective Scheme of Work.
4. Characteristics of excellent teaching and training sessions.
5. Software (free) to enhance learning.
6. Creative and Innovative teaching and training techniques part 1, 2, 3, 4.



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7. Learner centred learning.
8. Embedding English skills in sessions
9. Embedding Maths skills in sessions
10. Classroom Management
11. Stretch Challenge and Differentiation
12. Making 1 to 1 work based learner sessions more effective.

Learner Progress Reviewing

Specific sessions

1. Producing SMART targets.
2. Good practice in Audio and recorded progress Reviews.
3. Effective Questioning techniques for Progress Reviews.
4. Improving Learner Engagement in Progress Reviews.

Assessment of and for Learning

Specific sessions

1. Creative Formative Assessment techniques overview.
2. Peer assesment.
3. Assessment for Learning essentials.
4. Designing multiple choice Tests
- 5 .Designing Cloze Assessments
6. The essentials for planning an effective Professional Discussion Assessment.



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Improving Teacher and Trainer Performance

Specific sessions

1. Peer observation essentials.
2. The skills that Teacher and Trainer Coaches need to develop.
3. Effective Teacher and Trainer Coaching Methods and Approaches.
4. Key knowledge areas that Teacher and Trainer Coaches need to master.

Quality Improvement

Specific sessions

1. The development and use of a Quality Cycle.
2. The key elements of an effective Quality Management System.
3. Designing learner journey quality (qualitative) audit tools.
4. A Risk Assessment approach to subcontractor management.
5. Measuring Subcontractor learner journey process quality.
6. The components of an Holistic Subcontractor Performance Management Tool.
7. Planning a quality audit.
8. Building staff ownership of the quality of the processes they deliver.
9. Developing an effective subcontractor contract reviewing



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procedure.

10. Subcontractor contracting essentials.

11. Risk based quality assurance and improvement.

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Specific sessions

1. Risk Assessment in learner recruitment.

2. Using External Environment Analysis to develop strategic and curriculum planning.

3. Effective learner recruitment interview practice.

4. Designing effective group Inductions.

5. Creative ideas for group inductions.

6. Making 1 to 1 work based learner inductions more effective.

7. Agreeing clear goals for with workbased learners.