



We will cover the following areas:

- Different types of teaching/ lesson/ teacher
- Identifying the different types of observation & their aims
- A start to finish guide to taking notes /writing feedback / giving feedback
- Minimizing the observee's fear and pre-performance nerves
- Handling difficult situations & avoiding conflict
- Measuring progress in a short period of time
- Encouraging experienced teachers to see the value of observations
- The bigger picture – continuing professional development

Many schools take on additional teaching staff in the summer, some of whom may be newly initiated or have little experience. Organisations also appoint temporary AdoSes/ summer course coordinators and senior teachers to oversee their summer programmes. An important part of these managers' work is to monitor teachers' classroom performance and aid their development. How much guidance and training do we provide for these newly appointed classroom observers? Developing observation skills can be a steep learning curve and if observations are not handled in the right way the outcome may be negative rather than positive. This could lower morale and hinder rather than help the effective management of a busy summer centre.

In addition, observation is one of the most daunting aspects of a teacher's professional life. This one day workshop aims to make the experience positive and useful for both observer and observee.

Date	16 May 2009
Fee	£150.00 <i>(includes refreshments and lunch). As places are limited we advise you to book early)</i>

Participants will be able to share their views & experiences with peers from other schools and will come away with a variety of observation templates and useful hints which they will be able to put to immediate use. There will also be an invaluable practical element to the day.

The session will be led by Fiona Dunlop, Director of Studies.
Wimbledon School of English.

Fiona has been involved in many aspects of ELT over the past 15 years, including Teacher Training, Business English and Academic Management. She spent several years at International House Cairo and Rio/Sao Paulo before returning to London in 1997. She currently gives talks and provides training on such things as course design, training new teachers, academic quality and motivating long stay students.

Schedule

Registration & coffee: 9.30 – 10

Session 1 10-10.30

Introduction to observation - Initial analysis of a lesson and feedback given

Participants will be shown DVD clips of real teaching and then asked to give their initial impressions of the lessons. This will lead on to wider discussions of what the observer expects from a teacher while observing their lesson.

Session 2 10.30 – 11.30

What is “good teaching” and how can we support and develop this through class observation

In this workshop participants will consider the different models of observation in use and also different teaching styles and personalities. This session will cover the basics of observation, look at working with short term teachers/ CELTA/ summer teachers and will consider how to get positive results which meet their school ethos.

Session 3 11.45 – 1.15

Guidelines for giving teacher feedback and follow-up

Factors to consider: the purpose of feedback / what to write and what not to write/ giving oral feedback/ timing and place

Dealing with difficult situations: participants will look at some common scenarios and be given hints on how to manage difficult feedback sessions and avoiding conflict.

Lunch 1.15 – 2.15

Session 4 2.15 – 3.45

Practical analysis of teaching from an observer’s point of view

Participants will be asked to watch example lessons and write/role-play giving feedback. This workshop will provide practice in dealing with the issues discussed in the previous session

Session 5 4-5.30

Observation as a developmental tool: how to integrate it into your institution’s academic staff development plan in addition to your teachers’ individual CPD programmes.

This session will focus on taking the fear out of observation and opening it up as a useful developmental tool. It will address a variety of observation methods suitable for long term teachers/ DELTA teachers & show how they can be used to motivate and develop senior staff.



For further information and an application form please contact:

**Fiona Dunlop
Wimbledon School of English
41 Worple Road
London SW19 4JZ**

**T : 020 8947 1921
F : 020 8944 0275
E : fiona@wimbledon-school.ac.uk**