

## Teaching and Learning Skills for Technical Staff

HEaTED Course Code: HC0001

**A new course for 2012-13 developed by HEaTED in response to demand from Technical Staff.**

**Audience:** Technical staff with a role in training or teaching undergraduates, postgraduates, post-docs, new colleagues and apprentices

**Course Overview:** Technical staff are increasingly taking on teaching and demonstrating roles. Whether it is one one-to-one training on specific techniques, or small group training and demonstrating, this course will equip you with the tools you needed to perform this role and contribute more effectively to the student experience.

The one day course will cover:

- Knowing Your Learner – inclusion, assessing learning needs and learning styles
- Communicating With Learners – language, jargon, professionalism, effective questioning, feedback and body language.
- Structuring Your Training – modelling a session, what makes a good teaching and learning experience , timing and content , useful solutions to difficult question, outcomes and how you assess them
- Reflecting on your own delivery style and methods.

**Agenda:** Course duration: 9:20am to 4:30pm

**Pre course Task:** At the end of the course you will be training your peers on a particular skill or topic of your choice. This could be a skill or technique you carry out in your day-to-day work or daily life. In preparation, and to allow us to assess the outcomes of the course, we would like you to prepare a 10 minute training session on a particular skill or topic. You can choose your own delivery method and your training session can be a presentation, hands-on training, or a demonstration. The equipment/activity should be risk assessed before arrival. You can bring equipment to use if you want to, but please make sure that it is decontaminated and safe to use in a standard room setting. Feel free to bring props, a laptop and handouts if these would help your training session.

**9:20-9:30      Arrival, registration and coffee**

**9:30-10:00    Introduction**

- Course objectives and outcomes
- Starter activity (participants are asked to bring a small, easily demonstrable, piece of equipment with them for the training session later in the day)

**10:00-11:00    Knowing Your Learner**

- Assessing needs and understanding knowledge base
- Types of inclusion and V.A.R.K questionnaire (online or paper depending on facilities)

**11:00-11:15 Break**

**11:15-12:30 Communicating with Learners**

- Language and learning jargon
- Proxemics body language
- Professionalism/appropriate behaviour
- Communication activities
- Personal reflection - what's your delivery style?
- Effective feedback
- Effective questioning

**12:30-13:00 Lunch**

**13:00-14:45 Structuring Your Training / The Learner Experience / Assessing outcomes**

- Modelling the 'gold standard' training session
- Delivery ideas and strategies
- Managing the session, useful solutions and difficult questions.
- Assessing outcomes – how to do it, what do you need to achieve, frameworks, asking the right questions, responsibility, feedback, record keeping.
- Planning the 10 minute training session using course material

**14:45-15:00 Break**

**15:00-15:45 Delivering training**

- Triangle training - trainer, learner, observer.
- Feedback from peers on triangle training

**15:45-16:30 Feedback, Action Planning and Evaluation**

- Feedback on rotational training
- Follow up and ACTION PLANNING
- Questions
- Evaluation

**End**

We are in the process of seeking accreditation for the course through the Higher Education Academy.

**For future course dates and current prices please go to the HEaTED website and searching for the course title in the HEaTED Course Directory at [www.heated.ac.uk/our-courses](http://www.heated.ac.uk/our-courses)**

For further information or to arrange for this course to run at your own venue please email [admin@heated.ac.uk](mailto:admin@heated.ac.uk) or telephone (01904) 328173 and we would be happy to discuss your requirements.

*Dr Katherine Forsey, HEaTED Course and Regional Networks Coordinator*