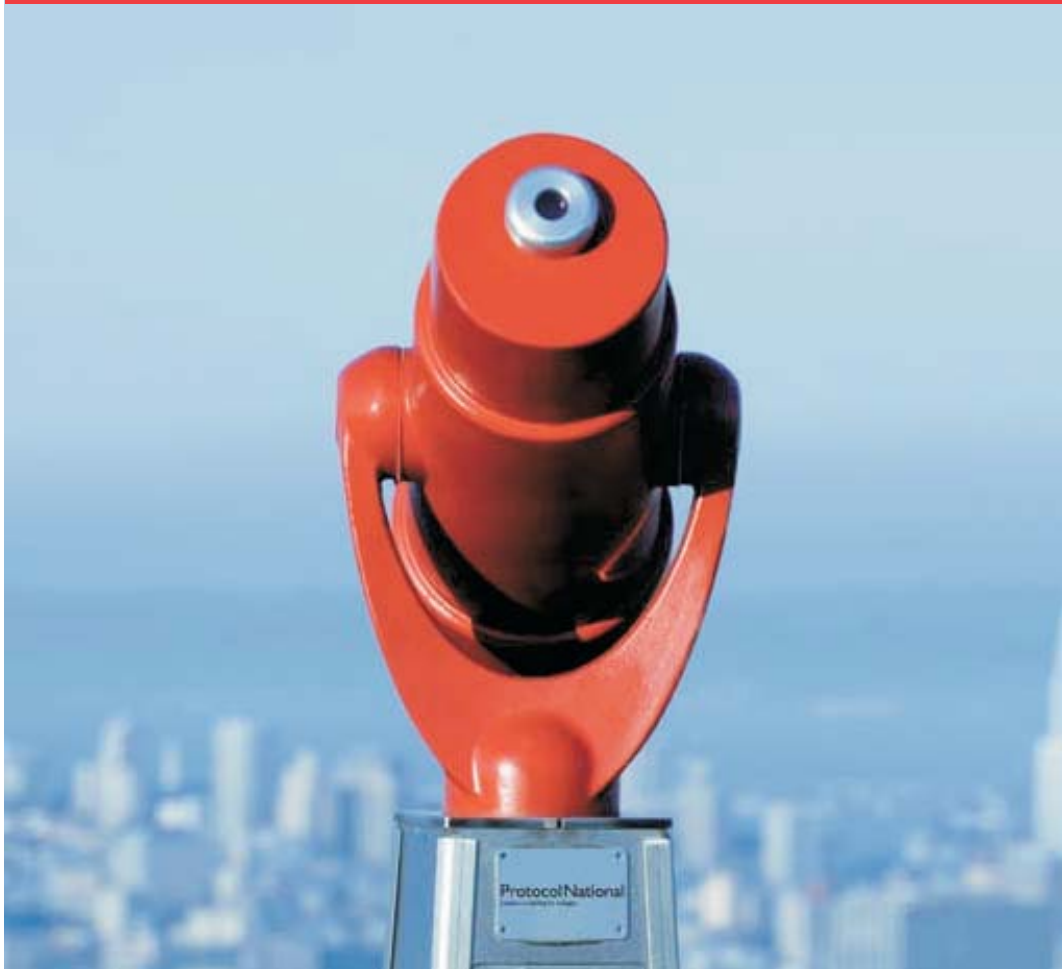


Training for Excellence
In-College Programmes

Observe

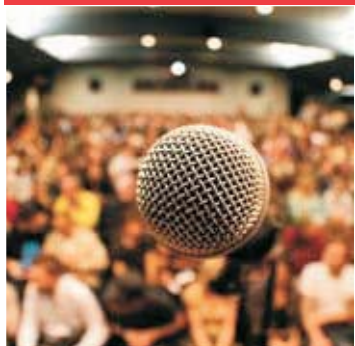


Observe

Subject specialist and whole-organisation training events for the Learning and Skills sector

Our training and staff development programmes are delivered in-college or at a location of your choice. All programmes incorporate current sector guidance and expectations and explore best practice gathered nationally.

Training content is designed to support organisations in their drive to raise standards and create a culture of continuous improvement. All events are tailored to meet your needs.



Training events suitable for:

- Senior and curriculum managers
- Teachers, personal tutors and support workers
- All those in the learning and skills sector engaged in driving up standards and managing change

Participants will receive a certificate of attendance as evidence of CPD to maintain QTLS status.

All our events are interactive with a range of activities to encourage dialogue and debate. Training events are generally suitable for between 20 - 65 delegates.

telephone 0115 9111113

Programmes include:

Developing Critical Observation Skills – Essential Update for College Observers

A one-day training course designed for new or inexperienced observers and experienced teams who wish to standardise observations against the 2009 CIF and current standards. The training will include practical opportunities for delegates to:

- Explore the new CIF in the context of lesson observations and an update on current sector expectations
- Make evidence based and learner-focused judgements
- Grade a lesson
- Provide feedback and developmental action planning.

Suitable for up to 25 delegates per session.

Observation for Improvement

Updated to reflect the new CIF, this highly successful one-day training event is a must for:

- Experienced observation teams to update, refresh and extend observation skills and expertise
- Quality and senior managers to improve the standardisation of lesson grading, and explore best practice in securing a culture of constructive dialogue to improve teaching and learning.

The training will include practical opportunities for delegates to:

- Examine best practice and common pitfalls in observing teaching and learning
- Improve and update observation skills
- Strengthen judgements about learning and progress
- Explore the use of coaching methodologies in feedback and developmental, learner-focused action planning.

Suitable for up to 25 delegates per session.

Introduction to Observation Skills – Ungraded Developmental Observations

A one-day practical event designed for curriculum leaders and teachers carrying out developmental and ungraded observations. Designed to complement graded observation processes, the training will include practical opportunities for delegates to:

- Evaluate the learning experience against current sector standards
- Explore simple approaches to learner-focused developmental action planning
- Practice using coaching-based approaches to engage with others in a professional dialogue.

Suitable for up to 25 delegates per session.

Observing Tutorials

Designed to reflect the 2009 CIF standards, this one-day event is suitable for observation teams, tutors and senior managers. The training will include practical opportunities for delegates to:

- Explore what a grade 1 personal tutorial might look like under the 2009 CIF
- Evaluate the effectiveness of tutorials in developing learners' broader skills, knowledge and understanding against ECM outcomes
- Evaluate the effectiveness of approaches to equip learners with appropriate E&D and Safeguarding knowledge and understanding through group and individual tutorials
- Share best practice in strategies which motivate and develop independent learners.

Suitable for up to 25 delegates per session

Developing the Learner Voice

A one day training event for managers and learners together. The training will explore best practice in listening to the learner voice and engaging learners as collaborators in educational practice and organisational development.

It will examine the potential impact of engaging learners in quality improvement processes and contributing to leadership within your organisation.

Can include student delegates.

Delivering Outcomes for Learners – Essential Update for Teachers and Support Workers

A series of 1 hour presentations (maximum 6 per day) delivered to teaching staff and support workers to update them on the 2009 CIF requirements, specifically focusing on Outcomes for Learners.

This presentation will update teachers on:

- Current expectations in delivering ECM outcomes for learners throughout the learner journey
- Practical approaches to incorporating ECM outcomes in teaching and learning, including tutorials.

Suitable for up to 60 delegates per session.

Making a Difference - Training Events to Improve Teaching and Learning

Choose from a selection of half day programmes including:

- Active learning
- Differentiation
- Formative assessment
- Teachers' toolkit (multi-sensory delivery).

Suitable for 25 - 50 delegates per session.

Self Assessment for Quality Improvement – Intensive Care for Your SAR

Designed for curriculum, quality, service and senior managers, this one-day event cuts through the complexities of self-assessment and explores best practice in achieving high impact, value-for-money and real-time self-assessment. Using case study materials and focusing on the bits that matter, the event will include:

- An update on the new inspection framework and key agendas
- Latest self-assessment guidance
- Analysing an evidence base to reach robust and self-critical judgements
- Writing judgement-rich text
- Real-time and outcome-focused action planning for continuous improvement.

Suitable for up to 65 delegates.

Equality and Diversity – From Compliance to Excellence

A one-day event for those responsible for curriculum, quality and standards, and human resources. This event can be delivered to managers and learners together. The training will cover current legislation, inspectorate expectations and best practice in integrating E&D into the learner journey and classroom practice. The training will also include opportunities to explore best practice within your organisation, equality impact measures and priorities for moving on.

Suitable for up to 65 delegates.

Fast Track to Success – A Frontline Managers' Toolkit

A comprehensive development programme for middle managers. This bite-sized training for Programme Leaders and aspiring Heads of Department will provide opportunities to develop the tools to deliver high quality and great productivity. Fast Track to Success is:

- A challenging and hard-hitting programme of six half-day, in-college training sessions for up to 25 managers per session
- Delivered by expert trainers, all with leadership, business, inspectorate and front-line FE expertise
- Designed to develop dynamic, innovative and results-oriented front-line managers
- Can be tailored to meet your organisation's needs, including those of front-line operational managers.

Understanding Inspection

For services, finance, curriculum and senior managers, this one-day training event examines factors influencing current inspection practice. Participants will also have the opportunity to explore the role of managers in leading others through inspection and what inspectors look for as evidence of effective continuous improvement.

Observe

Great Trainers

Our team of senior trainers are highly experienced with proven expertise and up-to-date knowledge on best practice in the sector. Above all they have enthusiasm for learning and an ability to inspire others.

Course development and delivery is led by Emma Jarman, Head of Observe and Improve. Emma has an outstanding record as a quality improvement specialist and her work is well known to many FE providers. Following ten years in teaching and management at City College Manchester and before taking up her current role at Protocol National, Emma established an enviable reputation as a highly effective quality improvement consultant and trainer.

A popular speaker at national conferences and events, she has been an inspector with OFSTED since 2002.



Emma Jarman
Head of Observe and Improve

"Emma Jarman (Head of Observe and Improve) has very successfully run training for our staff on a number of topics, including Improving Teaching & Learning and Equality & Diversity. She has proved to be very knowledgeable, enthusiastic and a skilled presenter. Her sessions have been well received and have had a measurable impact on performance. As a result teams have reflected on their ways of working and changed practice in light of her input. Emma has established a relationship with the college and staff. She is empathetic, flexible and well respected. The feedback from Emma enabled us to streamline operations increasing our efficiency. Her training has had a positive impact on our recent Ofsted inspection."

Beri Hare, Principal, Stroud College

"Emma Jarman (Head of Observe and Improve) has been fantastic to work with. She provided a number of tailored training sessions which proved practical, challenging and rewarding. Such was the quality of her work that we are developing a wider programme of observation activities with her and her team of consultants in the next academic year. Emma is highly recommended."

David Williamson, Head of Quality and Learning Services, Sussex Downs College

"Part-time adult learning at Morley College presents a particular set of challenges for organisational development ...there are significant numbers of part-time and fractional staff and the college infrastructure is lean. Protocol National were able to respond flexibly and creatively and helped the College manage change, strengthen and celebrate equality and diversity and improve the role of the learner voice within our College Renaissance. The training was highly informative, well researched and delivered very professionally. Staff remain enthusiastic about what they achieved during the training."

Ela Piotrowska, Principal, Morley College



Price guide

Each of the programmes described overleaf can be delivered on-site at your college. Daily training fee is £1,500 + VAT (and expenses) for a maximum of 25 delegates. Training for up to 65 delegates is also available. For consultancy support - daily fee is £800 + VAT (and expenses)

Contact Nicola Bacon on: 0115 911 1113 for more information or visit www.protocol-national.co.uk/observe

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