

'3is' – Information, Ideas & Insights

2017/18 programme

This programme comprises a series of half day workshops that focus on key subjects / issues that face individuals who are new to teaching in HE including those in roles where supporting learning is a small part of their work. The workshops will provide an opportunity to discuss experiences, share ideas and gain some information about a range of techniques and processes that may help in teaching.

*Attendance on the taught workshops is **compulsory** for those postgraduate research students who are demonstrating or teaching.*

Programme Accreditation

The programme is recognised by the Staff and Educational Development Association (SEDA) and successful completion of the taught sessions and a series of short assessments tasks will provide participants with a SEDA Supporting Learning Award. SEDA is the professional association for staff and educational developers in the UK, promoting innovation and good practice in HE. Their Professional Development Framework supports the planning, operation and recognition of professional development for staff working in HE.

What are the assessments tasks?

Once you have attended all the taught sessions, you will be eligible to complete a series of short assessment tasks:

1. Learning Plan
2. Teaching Observation
3. Microteaching Reflection
4. Critical reflection
5. Professional Development Action Plan

The assessment requirements are fully covered at the 'Induction' session.



Do I have to complete the assessment tasks?

No. If you are a PGR who is teaching, you are required to attend ALL the taught workshops listed below. However, completion of the assessment tasks is optional.

How do I enrol on the programme?

To **book a place**, please email at TLA3is@ljmu.ac.uk .

If you are due to be demonstrating/teaching please note that you will be unable to do so until you have attended all the taught sessions.

If you have any queries about the session content or assessments, please contact the Programme Leader, Rachel Boulter via email at r.m.boulter@ljmu.ac.uk or on ext. 8666.



NOVEMBER 2017

****Location will be confirmed near the time of the programme start date****

Date: MONDAY 6th NOVEMBER 2017

Times: 10.00am – 12.00pm INDUCTION

At this session you will be provided with a programme handbook and each of the assessment tasks will be explored in detail. This session will also give an overview of the HEA recognition status of Associate Fellow; the SEDA Supporting Learning Award and the professional values which embody the 3is programme.

1.00pm – 3.30pm PLANNING FOR LEARNING

Effective planning is crucial to successful teaching. This workshop will consider key planning issues before teaching begins, e.g. ideas for getting to know students and using the environment to promote learning.

The workshop will focus on designing lesson plans to promote effective learning and consider a range of teaching methods and ways of evaluating practice.

Date: TUESDAY 7th NOVEMBER 2017

Times: 10.00am – 12.00pm SMALL GROUP TEACHING

Want to avoid long silences? How do you get tutorial/seminar groups to talk and participate? This workshop will explore a range of ideas for promoting student learning in small groups and overcoming some of the potential pitfalls.

1.00pm – 3.30pm WORKING WITH LARGE GROUPS

Lecturing to large numbers can be quite daunting. This session will provide an opportunity to discuss lecturing techniques and explore a range of ideas to promote learning in large groups. It includes a demonstration of the 'clicker' technology – a useful tool in large group teaching.

Dates: FRIDAY 10th OR TUESDAY 14th NOVEMBER

[Please indicate date preference at time of booking]

Times: 10.00am – 1.00pm MICROTEACHING

****You need to have attended the Induction before attending Microteaching****

Participants will teach for 10 minutes and receive feedback from peers as well as reflect on the experience personally. This session informs one of the assessment tasks for those undertaking the Accredited Route.

Date: FRIDAY 10th OR MONDAY 13th NOVEMBER 2017

1.30pm – 3.30pm INTRODUCTION TO ASSESSMENT AND MARKING

This workshop provides an overview of the general principles and practices of assessment in HE, providing a brief overview of LJMU assessment procedures. During this workshop, participants will also be provided with support and guidance on how to use assessment criteria and marking student work.