

Developing Professional Skills for Academic Management *with Keith Harding*

Monday 12th December, 219 St John Street, London, EC1V 4LY

Introduction

The Director of Studies is one of the key jobs in any language school, but what does the job actually involve? Are there any concrete academic principles, or is the job simply a question of reactive survival and firefighting?

Session outline

This workshop will explore the principles, policies and strategies that underpin academic management, and how they can lead to the achievement of best practice in the classroom and the staffroom. In particular this session will look at ways in which one can move from good intentions to practical action in areas such as: teacher support and development, course design and implementation, resources development, and the management of student progress. Participants need not be Directors of Studies, but can be teachers, managers, or other stakeholders, all of whom have a part to play in achieving effective academic management in their school.

Timetable

Registration	10.00
Start Time	10.30
Approximate End Time	16.30
<i>Lunch and refreshments provided</i>	

Trainer profile



Keith Harding is a freelance ELT writer, trainer, and consultant. He has worked as a teacher, teacher trainer, Director of Studies, and Principal in the UK and the USA. His training interests include: English for Specific Purposes, Continuing Professional Development, and all aspects of academic management. He has run training sessions in Italy, Iran, Ukraine, Slovenia, and Algeria, and has written several books for Oxford University Press, including *International Express*, various English for Tourism titles, and the *Oxford Resource Book for Teachers* on ESP. Keith is also an inspector for Accreditation UK, and a registered London Blue Badge tourist guide.

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