

Staff Development & Training on Short Courses with Nigel Heritage

Friday 20th April, 219 St John Street, London, EC1V 4LY

Introduction

Staff hired for short courses need to learn the systems and expectations of their employers. In addition, both the staff and their students would benefit from some useful and practical training to increase and update teaching skills. An immediate challenge is how to cater for the range of experience teachers possess. Beyond training, are there opportunities for developing staff beyond the role for which they were hired, either immediately or in the future? Staff feel more valued if, despite a short contract, they are receiving development that could help them.

Session outline

An interactive session which includes pair, small group and open discussion work and will depend on participants sharing their own experience. The session will address the following:

- What is appropriate material for staff training on short courses?
- The practicalities of providing training on short courses; time, place, available trainers.
- How do trainers cope with the different levels of experience of their staff?
- How realistic is it to develop staff on short courses?
- Communicating positively with staff.
- The benefits of providing good training and focusing on staff development opportunities.
- The expectations of inspection schemes in this area.

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

Session outcome

- Increased confidence that providing improved levels of training and staff development are not just possible, but beneficial in many ways.
- Different ways of delivering training that suit your specific situation and provide what your staff want.
- Identifying realistic opportunities for staff development at various levels.
- Detailed handouts in hard copy and via e-mail
- Sharing ideas with others who face similar challenges to you

Trainer profile



Nigel Heritage has over 25 years' experience in the world of EFL as a teacher, manager, consultant and trainer. He specialises in young learners and is currently the Development Manager at Discovery Summer. His sessions, not unlike an EFL lesson in format, guide participants toward Best Practice in a positive, interactive way that they will enjoy. The training sessions are generally considered 'well worth the effort'. Nigel is a member of the English UK consultancy team.

Contact:

Professional Services Manager: Tom Weatherley, English UK, 219 St John Street, London, EC1V 4LY. Tel: 020 7608 7960, Fax: 020 7608 7961 e:training@englishuk.com

www.englishuk.com/training