

## Performance Management with Keith Harding

Thursday 2<sup>nd</sup> February, 219 St John Street, London, EC1V 4LY

### Introduction

How do we manage performance – as individuals, as schools, as a profession? Do formal performance management procedures such as observation, appraisal, and staff development interviews do the job? What other strategies and tools can we employ?

### Session outline

This workshop will look at some practical ways of managing performance that can be fun as well as effective. We will explore ideas that relate to all staff, including teachers, administrative staff, student experience officers, and managers. We will look at and beyond appraisal, observation and reflective practice, to ideas that can involve and develop the whole school as well as individuals. Participants should be able to take away a series of activities that they can apply immediately to their own working environment.

### Timetable

Registration	10.00
Start Time	10.30
Approximate End Time	16.30/17.00
<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.

### Contact:

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