



# Continuous Professional Development

Events Calendar,  
Networking & Conferencing  
Summer 2009

# Welcome to EMFEC's Summer CPD Programme!

We have a particular focus on new teachers and training related to personalised learning and assessment. There are also two conferences this term: 6 May and 14 May, providing excellent critical reflection and networking opportunities. Our successful Twilight Training for Teachers events are continuing, at a special inclusive rate, and I hope you will agree that the calendar presents a varied menu of CPD with something for everyone. Comments welcome, contact Alison Scott at [alisons@emfec.co.uk](mailto:alisons@emfec.co.uk).

A full list of our events can be found at [www.emfec.co.uk/events](http://www.emfec.co.uk/events) where you can book on-line; alternatively if you would like to speak to someone, or ask any questions, please contact Michelle Chesterfield on 0115 854 1626 or email [michellec@emfec.co.uk](mailto:michellec@emfec.co.uk).

## EVENTS CALENDAR SUMMER 2009

### HOT SUMMER OFFERS

Twilight Training events are priced at a special inclusive rate of **£45** per session or **£100** if you book on all three. For our other CPD and Network events, buy one place and get one free. BUT HURRY! This offer only applies to bookings made before the **29 May 2009**. (Please note that conference bookings are not included in this offer.)

#### Prices

Half day courses	Members £70.00 Non-members £90.00
Full day courses	Members £120.00 Non-members £160.00
Twilight and Networks	£45.00 flat rate

## APRIL

### Wednesday 22 April (pm only) Feedforward not Feedback!

This session will look at the elements of effective feedback to learners, feedback that enables them to know what they need to do to improve. A highly practical session, there will be an opportunity to put the theory into practice.

### Tuesday 28 April (full day) New Inspection Arrangements for September 2009

This event will review outcomes from the recent consultations, include a consideration of best practice outcomes from the current (2005-9) cycle and look to the new arrangements with a specific focus on improving and judging learner engagement.

### Wednesday 29 April (full day) Behaviour Management Skills for Learning Resource/Library Staff

This event will focus on understanding the behaviour that causes problems and practical strategies and preventative procedures that will enable such behaviour to be contained and controlled.

### Wednesday 29 April (pm only) Staff Development Managers' Network

Karl Frisby from the Institute for Learning will be present to provide an update and to answer questions.

### Wednesday 29 April (3.30 - 5.30 pm) Twilight Training for Teachers Good Practice in Assessment

Understand the taxonomy used by awarding bodies, and learn how to apply the criteria consistently. Particularly useful for teachers of BTEC courses.

## MAY

### Wednesday 6 May (full day) Advanced Practitioners/Teacher Training Conference Innovative Approaches to Teaching and Learning

Focus on reclaiming teachers' imaginations, instilling hope and building learning power. Speakers include Professor David Halpin from the Institute of Education (University of London).

### Friday 8 May (pm only) NEW Network for Personal Assistants

Calling all PAs! This is the first in a series of termly network meetings for personal assistants. Take the opportunity to network over lunch, followed by an informal meeting. Discuss the challenges of the role of PA and learn from the solutions, support and direction provided by the more experienced PAs among you.

### Wednesday 13 May (pm only) HE in FE Network The Benefits of Peer Review

Leicester and West Nottinghamshire College staff will present and answer questions about their experience of peer review.

### Thursday 14 May (full day) Joint NIACE and EMFEC Conference on Informal Adult Learning

Focus: Key stakeholders' responses to the Informal Adult Learning Command Paper. Speakers include Alan Tuckett, Director of NIACE.

### Tuesday 19 May (3.30 - 5.30 pm only) Twilight Training for Teachers Group Profiles

The new focus on individualised learning means that a comprehensive group profile of learners' characteristics, needs and strategies to address these is a key working document. Share good practice in making this more manageable.



**Did you know...**  
that EMFEC hires  
out its conference  
facilities at  
competitive rates?

[www.robinswoodhouse.co.uk](http://www.robinswoodhouse.co.uk)

**Thursday 21 May (full day)**

**Improving the Role of On-Call Staff/Behaviour Co-ordinators to Provide Effective Support**

This very practical session will provide effective ideas on how to diffuse angry situations quickly and effectively, and how to deter a re-occurrence.

**Thursday 28 May (full day)**

**Mentoring and Coaching Skills**

Effective mentoring improves productivity and this event will focus on a variety of helping styles for different purposes, with a specific focus on using questions to challenge mentees' self-limiting beliefs and increase their self-esteem.

## JUNE/JULY

**Tuesday 2 June (3.30 - 5.30 pm)**

**Twilight Training for Teachers  
Lesson Planning for Personalised Learning**

From lesson plan to learning plan! How can we be seen to be planning not just for a group or for curriculum delivery, but for individual learning?

**Wednesday 3 June (am only)**

**Inspiring Students to Set their Own Goals**

Do you want your student to set meaningful learning plans for themselves? Learn how to use metaphors and themes and to teach SMART goal-setting techniques to help students take motivated ownership of their own learning.

**Wednesday 3 June (pm only)**

**Quality Managers' Network**

Making judgements on safe-guarding, equality and diversity in the New Inspection Cycle.

**Wednesday 10 June (full day)**

**Inspiring Presentations**

Do you wish for a more powerful voice and a more commanding presence? Come to the voice workshop and apply your learning to the delivery of an effective presentation, using NLP techniques to improve both confidence and content. This is a second chance to attend this popular workshop that also ran in the spring term.

**Thursday 11 June (am only)**

**The Training Maze**

New to education and training? Responsible for organising staff development? Mystified by E2E, T2G, EMA and NEET? Then this is what you need! This event will explore the world of training, skills and education.

**Friday 12 June (full day)**

**Health & Safety: Sound Level Exposure in Music and Drama Education**

Are you aware of the specific issues leading to hearing damage of those in the entertainment sector? This important session will use materials from the Health & Safety Executive, "Sound Advice" materials, recent case studies featuring those involved in all types of music/musical theatre and a demonstration of suitable measuring equipment.

**Tuesday 16 June (full day)**

**Know your Learners' Personality Traits**

Since Frank Coffield's report which discredited much learning style theory, we need to look beyond planning teaching and training according to learning styles. Focusing on the learner can be achieved effectively if you know your learners' personalities. A theory relating to personality styles will be introduced, along with ways that you can identify these styles in your learners and use this information to teach them more effectively.

**Wednesday 17 June (am only)**

**Evaluative & SMART SAR Writing**

Particularly useful for those new to writing self assessment reports, this session will help develop skills in writing evaluative judgments and SMART actions.

**Monday 22 June (full day)**

**Raising the Bar of Team Performance**

A full, interactive day, covering all the essentials of team dynamics, motivation and performance. A must for managers with too much to do. Get the best out of your team, deal with conflict, accelerate a sense of collective purpose and improve productivity.

**Wednesday 24 June (full day)**

**The Confident, No-Stress Way to Get Appointments**

Some company bosses are happy to discuss training and apprenticeships, but many more are far too busy to talk. During this cold-calling skills course you learn highly effective approach and turn-around techniques that engage prospective employers in a positive discussion. Cold-calling doesn't need to be painful! You explore a highly effective, no-stress approach that gets you a high appointment rate.

**Wednesday 1 July (full day)**

**Learner-Centred Delivery**

Designing your instruction with your learner in mind is essential for effective teaching and training. Using John Keller's model of Motivational Design, this workshop will give you practical, instant guidelines for motivating your learners from the very start.

**Thursday 2 July (am only)**

**Revisiting Induction**

Do you need to review your induction process for new students? This event will identify good practice in planning induction and share ideas for development to enhance the learner experience.

New for 2009!  
Conference  
Dates for your  
**DIARY**

**Advanced  
Practitioner/Teacher  
Training Conference**  
6 May

**Joint NIACE and  
EMFEC Conference  
on Informal Adult  
Learning**  
14 May

**Quality Managers'  
Conference**  
30 September

**EMFEC Annual  
Conference**  
4 November

Contact us to  
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## EMFEC In-house Training

All events and training featured in our Continuous Professional Development calendar may be delivered in-house, either using the same programme content or a revised version to take account of your specific organisational needs. This can be a more cost effective way of training up to 20 delegates at a time. It offers real savings and is an excellent way of dealing with logistics or timing difficulties.

Groups larger than this can also be catered for, subject to the nature of the topic and the trainer's consent.

EMFEC Associate Trainers are some of the best trainers in the sector and are vetted prior to gaining Associate status. Our database of topics covered now extends to most activities undertaken within the learning and skills sector.

We believe the in-house model offers significant advantages in terms of both cost and convenience. To discuss how we can enhance the quality of your provision and the experience of your learners, please contact:

**Dan Lilley on 0115 854 1624  
or email danl@emfec.co.uk**

