

## TRAINING THE TRAINERS

**Tutors: Catherine Haines and Carol Angel**

### AIMS

To enable participants to:

- Extend their awareness of learning and the learning needs of adult learners
- Develop their skills and competence in teaching, assessment and evaluation
- Review and continue to improve their teaching practices

### LEARNING OBJECTIVES

On completion participants should be able to:

- Differentiate between learner-centered and teacher-centered teaching
- Formulate learning objectives for knowledge skills and attitudes, appropriate to learners at different stages
- Use a structured approach for planning all learning episodes
- Select teaching methods and strategies appropriate to a chosen topic.
- Employ strategies to actively involve learners in their learning
- Use questioning techniques that promote thinking and active learning
- Give constructive and sensitive feedback to peers and learners
- Identify the relationship between types of learning and assessment methods
- Reflect on and evaluate one's own and peers teaching practices as a basis for further development

**PROGRAMME TIME: 3 Days; 9.30am-4.30pm** (Participants will be expected to spend Some time outside the programme time preparing material for the microteach workshops).

**To obtain your certificate, after the attendances have been recorded by the Leeds administrator, complete the Evaluation on Maxcourse and then you can print out your certificate.**

# PROGRAMME

## Day 1

### 9.30am INTRODUCTION

Introductions; outline, rationale, structure and objectives of the programme

### 10am TEACHING AND LEARNING

Perspectives on learning levels and approaches to adult learners

### *11am COFFEE*

### 11.15am AIMS, OBJECTIVES AND COMPETENCE

Use of aims and objectives, setting objectives for different types and levels of learning. Relation to teaching and assessment methods. Notions of competence and its measurement in clinical practice.

### 12.15pm STRUCTURING LEARNING

A framework to optimise learning in a range of teaching methods.

### *1pm LUNCH*

### 1.30pm MICROTEACHING 1

A chance for practice. Each participant will deliver a short teaching session (10 mins) to a small group of peers, the video of which will form the basis of private reflection and Tutor feedback.

### *3PM TEA*

### 3.15-5pm MICROTEACHING (cont)

## Day 2

### 9.30am USING QUESTIONS

Purposes of questions. Using different types and levels of questions with learners

### 10.15am LECTURING

Problems and opportunities in lectures. Active lecturing. Using new technology to enhance learning

### *11.15am COFFEE*

### 11.30am CLINICAL TEACHING

Optimising experiential learning in clinical situations.

### 12.15pm INDIVIDUAL SUPERVISION

Supervising and appraising individuals during research or training.

### *1 pm LUNCH*

- 1.30pm**      **TEACHING A SKILL**  
A systematic approach to teaching a skill and the use of demonstration, practice and feedback.
- 2.15pm**      **MICROTEACHING 2**  
Triads will be used for each member to practice teaching a skill one-to-one with feedback from the third member.
- 3pm**      **TEA**
- 3.15pm**      **SMALL GROUP METHODS**  
Using small group methods too promote active learning. To include experience of task based activities case studies and discussion.
- 4.20-4.30pm**      **SUMMARY**

### **Day 3**

- 9.30am**      **GIVING FEEDBACK**  
Characteristics of effective verbal feedback; using constructive criticism. This is intended to inform future practice with trainees and the afternoon microteaching
- 10 45am**      **COFFEE**
- 11am**      **ASSESSING LEARNING**  
Defining assessment - purposes and types; information on assessment will be used as the basis of a practical application exercise by small groups the results of which will be peer reviewed.
- 12.15pm**      **EVALUATING TEACHING**  
Using a written checklist to analyse, evaluate and give feedback on others teaching episodes. This will inform the following microteaching. Evaluating own teaching, sources and methods of feedback; use of peer evaluation.
- 1pm**      **LUNCH**
- 1.30pm**      **MICROTEACHING 3**  
An opportunity to use experience and learning thus far. Each participant will undertake a short (10 mins) session to a small peer group using an appropriate teaching method of their choice. This will be followed by self-reflection, analysis and peer and Tutor feedback.
- 3.45pm**      **TEA**
- 4pm**      **CPD & YOUR PORTFOLIO**  
Teaching and training development and your portfolio - the use of evidence and the role of reflection.
- 4.20-4.30pm**      **SUMMARY**  
Closure followed by participants' feedback on learning.