

3is series: *Information, Ideas and Insights*



What are they?

A series of half day workshops that focus on key subjects / issues that face staff who are new to teaching in HE including those in roles where supporting learning is a small part of their work. The workshops will provide staff with the opportunity to discuss their experiences, share ideas and gain some information about a range of techniques and processes that may help them in their teaching.

The programme has an optional accredited route of study for those wishing to obtain a qualification through the 3is programme. This is **free** for all LJMU staff.

The programme is accredited by the Staff and Educational Development Association (SEDA) and successful completion of the award will provide participants with a SEDA *Supporting Learning Award*. SEDA is the professional association for staff and educational developers in the UK, promoting innovation and good practice in HE. Their Professional Development Framework supports the planning, operation and recognition of professional development for staff working in HE. The programme is also mapped to the national UK Professional Standards Framework and will contribute towards the achievement of Standard Descriptor 1. These workshops support the development of work related learning skills and experience for post-graduate research students.

What do the workshops cover and when?

The 2010/11 series is outlined below:

Induction

Dates: 10.00am - 12.00pm, **Friday 10th September 2010**
10.00am - 12.00pm, **Friday 7th January 2011**

Facilitator: Carol Maynard & Clare Milsom -
Learning Development Unit

Please note, the Induction session is directly followed by Planning for Learning 1.

This session is compulsory for those who wish to follow the accredited route. It will introduce participants to the requirements of the SEDA course including the assessment tasks. A handbook will be available. If you are undecided as to whether to seek accreditation you are more than welcome to attend to find out more about the course.

Planning for Learning 1

Dates: 1.00pm - 3.30pm, **Friday 10th September 2010**
1.00pm - 3.30pm, **Friday 7th January 2011**

Facilitator: Carol Maynard

Effective planning is crucial to successful teaching. This workshop will consider key planning issues before teaching begins, e.g. ideas for getting to know students and using the environment to promote learning.

Planning for Learning 2

Dates: 9.30am - 12.00pm, **Friday 24th September 2010**
9.30am - 12.00pm, **Friday 28th January 2011**

Facilitator: Carol Maynard

This workshop will focus on designing lesson plans to promote effective learning. It will also consider a range of teaching methods and ways of evaluating our practice.

Working with Large Groups

Dates: 9.30am - 12.00pm, **Friday 8th October 2010**
9.30am - 12.00pm, **Friday 11th February 2011**

Facilitator: Clare Milsom

Lecturing to large numbers can be quite daunting. This session will provide an opportunity to discuss lecturing techniques and explore a range of ideas to promote learning in large groups. It will include a demonstration of the "clicker" technology.

Small Group Teaching

Dates: 9.30am - 12.00pm, **Friday 22nd October 2010**
9.30am - 12.00pm, **Friday 25th February 2011**

Facilitator: Clare Milsom

Want to avoid long silences? How do you get tutorial/seminar groups to talk and participate? During this workshop you will explore a range of ideas for promoting student learning in small groups and overcoming some of the potential pitfalls.

Running Labs and Practicals

Dates: Will run in **November 2010** and **March 2011**

Facilitator: Clare Milsom

Practical investigation is the hallmark of science education. In the laboratory students test and explore their understanding of theories and concepts learnt in the lectures. Designed for staff new to teaching, teaching assistants and demonstrators, this session will help you plan new classes, review 'inherited' practicals, manage risk assessment and encourage effective learning in the laboratory.

Introduction to Assessment

Dates: 9.30am - 12.00pm, **Friday 19th November 2010**
9.30am - 12.00pm, **Friday 18th March 2011**

Facilitator: Clare Milsom

This workshop will provide an overview of the general principles and practices of assessment in HE. It will not focus specifically on LJMU's assessment procedures; they should be covered in other ways within your work areas.

Marking

Dates: 9.30am - 12.00pm, **Friday 3rd December 2010**
9.30am - 12.00pm, **Friday 25th March 2011**

Facilitator: Carol Maynard

What do you do faced with 120 essays to mark? How do you use assessment criteria? This workshop will provide support and guidance to those unfamiliar with marking.

Fieldwork

Dates: 9.30am - 12.00pm, **Friday 29th April 2011**

Facilitator: Clare Milsom

Of all teaching methods fieldwork is the most challenging. Dependant often on the weather or traffic on the M6 field-based enquiry is much less predictable than on-site teaching. However the 'being there' factor can have the most influential effect on student learning. Based off site this workshop covers the fieldwork basics: approaches to learning, risk assessment, resource issues and inclusive fieldwork.

Tutorial (for accredited route only)

Dates: 9.30am - 11.30am, **Friday 29th October 2010**

9.30am - 11.30am, **Friday 4th March 2011**

Accredited route

Core sessions

If you choose to undertake the accredited route you will be required to attend the following sessions:

- Induction
- Planning for Learning 1
- Planning for Learning 2
- Two of the teaching methods sessions
- Tutorial

Assessment

The assessment process is detailed below:

- Write a plan for learning
- Observe a teaching situation
(which should relate to your plan for learning)
- Mapping document
- 500 word critical reflection
(which should relate to mapping document)

Non-accredited route

If you do not wish to undertake the accredited route, you are simply able to attend any of the 3Is sessions on a one-off basis for which you will receive an LJMU Certificate of Attendance.

How do I enrol?

If you wish to enrol on either the accredited or non accredited route, please contact **Liz Menzie** on **ext 8101** or via email at **e.n.menzie@ljmu.ac.uk**

Please ensure you have line manager approval before attending the workshops or the accredited route.