

Please find below the training programme for all new Graduate Teaching Assistants (9-12 Sept) and Advanced Graduate Teaching Assistants (13 Sept).

Anyone that has not taught before for SALC should attend this training (9-12 Sept). If you are a returning GTA please note that the 13 September is training for those who have taught before.

Any enquiries: Jerome.degroot@manchester.ac.uk Please note that GTA recruitment is still under way and decisions are still being taken about apportioning teaching.

Introductory training for new Graduate Teaching Assistants and Language Tutors in the School of Arts, Languages and Cultures

Intensive programme: 09-13 September 2013 Graduate School, Ellen Wilkinson Building (EW)

Date	Time	Venue	Subject	Delivered by
Monday 9 September	10.00 - 11.30	EW	G1: Teaching & Learning in Higher Education: <ul style="list-style-type: none"> ● <i>The University Context and Structure</i> ● <i>The School structure and contacts</i> ● <i>The credit system</i> ● <i>Evaluation of Teaching and Quality Assurance and Enhancement</i> 	Dr James Garratt
	11.30 - 12.00		Break	
	12.00 - 12.30	EW	G2: Orientation: Things you need to know	Michelle Fenlon
	12.30 - 1.30	EW	Lunch break (lunch provided)	
	1.30 - 3.30	EW	G3: Principles of teaching and learning <ul style="list-style-type: none"> ● <i>UK Professional standards framework for HE</i> ● <i>What makes a good teacher/learner?</i> ● <i>Types of learners/teachers, learning styles</i> ● <i>Types of teaching in ALC and their purpose (lectures/seminars/tutorials/practical classes/language classes)</i> ● <i>Being a member of a teaching team</i> 	Dr John Morley

Tuesday 10 September	9.30 - 11.00	EW	<p>G4: Classroom practice</p> <ul style="list-style-type: none"> • <i>Planning your teaching: Schemes of Work</i> • <i>Planning, conducting and evaluating lessons</i> • <i>Stimulating/structuring EBL methods</i> • <i>Great Expectations: informal learner/tutor agreements</i> 	Anastasia Valassopoulos
	11.00 - 11.30		Break	
	11.30 - 1.00	EW	<p>G5: Classroom management</p> <ul style="list-style-type: none"> • <i>Health & Safety responsibilities</i> • <i>Ethics</i> • <i>Work and attendance monitoring and reporting</i> • <i>Case studies of classroom incidents</i> 	Dr Wiebke Brockhaus- Grand
	1.00 - 2.00		Lunch break (lunch not provided)	
	2.00 - 4.00	EW	<p>G6: Introduction to e-learning</p> <ul style="list-style-type: none"> • <i>Blackboard (including Voiceboards);</i> • <i>Other, eg. Skype, Box of Broadcasts...</i> <p><i>Gradebook & Turnitin (what they are, how to learn more)</i></p> <p><i>Support available</i></p>	Roger Hewitt & Linda Irish

Wednesday 11 September	9.30 - 11.00	EW	G7: Assessment and School feedback policy <ul style="list-style-type: none"> • <i>Formative assessment and feedback</i> • <i>Preparation of exams, exam marking regulations, feedback on exams</i> 	Dr Rachel Platonov
	11.00 - 11.30		Break	
	11.30 - 1.00	EW	G8: Continuing professional development: Opportunities within and beyond the University including: <ul style="list-style-type: none"> • <i>TDFs, including archive, FoH T&L forum, School T&L forum</i> • <i>LLAS, Staff Development Fund</i> 	John Morley & Michelle Fenlon
	2.00 - 4.00		Free afternoon	
Thursday 12 September	9.30 - 11.00	EW	G9: Using the library in your teaching	Library T&L staff
	11.00 - 11.30		Break	
	11.30 - 1.00	EW	G10: Organising teaching 2 <ul style="list-style-type: none"> • <i>Planning lessons in ALC</i> • <i>Developing pedagogy</i> • <i>Troubleshooting</i> • <i>Key issues in marking (inc. online marking)</i> 	Colin Mills
	1.00 - 2.00		Lunch break (lunch not provided)	
	2.00 - 4.00	EW	G11: Subject-specific peer discussion <i>Including 'Troubleshooting' roundtable</i>	Led by GTA reps
	4.00 - 5.00	EW	Drinks reception	

Friday 13 September	9.30 - 11.00	EW	G12: Advanced e-learning (inc. online marking) <i>Planning teaching</i>	Liam Harte
	11.00 - 11.30		Break	
	11.30 - 1.00	EW	G13: Advanced teaching techniques	Jèrôme Brillaud
	1.00 - 2.00		Lunch break (lunch not provided)	Includes – discussion about GTA representation
	2.00 - 4.00	EW	G14: Careers workshop	Elizabeth Wilkinson