

## Learning and Teaching Development *Refresher* Programme

The aim of the **Learning and Teaching Development Refresher Programme** is to offer support to all members of staff involved in teaching within the Faculty. Specifically, it is aimed at the following:

- Those who wish to undertake the programme for interest's sake, to improve their teaching practice and keep up to date with innovations in pedagogy.
- Those who self-identify as needing extra support- due to lack of confidence, awareness of poor SOLE feedback etc.
- Those who are identified through their Department as needing support- through PRDP, SOLE feedback, etc.

### PROGRAMME OUTLINE

The programme will offer a series of interventions, depending upon the staff member's reason for joining the programme and their specific needs and/or interests, including:

#### Teaching Mentor

Participants will be partnered with a mentor, an experienced member of staff who will observe teaching sessions (see below) and offer guidance and feedback throughout the programme.

#### FoNS LTDP Refresher Workshop

Recommended for all participants. This workshop will give participants the opportunity to discuss, in an informal setting, various aspects of lecturing and the chance to receive constructive feedback on their own lecturing as well as sharing best practice.

The workshop is intended to enhance participants' awareness and practice of a number of teaching methods, strategies and techniques for knowledge communication and to assist participants in examining and evaluating teaching in a supportive environment.

#### Teaching Observations

The Teaching Mentor will observe 3 teaching sessions and offer guidance and feedback.

#### One-to-One Coaching

Offered through the Imperial College Coaching Academy. Coaches are selected based on the kind of topics to be explored, so participants will be matched with a coach who has an understanding of education and teaching.

### PROGRAMME OUTLINE (continued)

#### EDU Courses

Participants will be encouraged to enrol for any workshops offered via the EDU from which they might benefit.

#### Reflective Report/ HEA Fellowship Application

All participants will be asked to complete a reflective assessment of their practical experience of teaching, and of the lessons learnt and progress made through the Refresher programme.

This will be assessed on a pass/fail basis by the vice-Dean (Education) in liaison with the relevant Director of Undergraduate/ Postgraduate Studies and/or Head of Department, who will also provide feedback to the participant. Passing this element will be the final sign-off for the course.



Those who wish to gain [Higher Education Academy](#) recognition may choose to complete the [HEA Fellowship application](#) in lieu of the report.

This application must consist of approximately 3,000 words, and must demonstrate appropriate engagement with the UKPSF at Descriptor Level 2.

Applications will need to be supported by two referees, who must provide a peer review of the applicants experience and support and supplement the information given in the application.

Participants are strongly advised to attend one of the [STAR Pre-submission Workshops](#) organised by the EDU, which will help them to assess whether their application is ready to be submitted for review by the STAR Committee.



## PROGRAMME OUTLINE (continued)

### Techniques for Effective Public Speaking

This masterclass, offered by the Learning and Development Centre, and which has a limited number of places, aims to support academics who feel that their public speaking style, credibility or confidence could be improved.

The focus is on developing vocal skills and power, increasing assertiveness and demonstrating confidence through body language. The workshop delivery includes active facilitation and interactive scenarios in the academic context.

The course leader is a professional actor from the Central School of Speech and Drama who will use actor-training techniques and personalised feedback to build competence and confidence: <https://www.imperial.ac.uk/staff-development/learning-and-development-centre/courses/academics/techniques-for-effective-public-speaking/>

## EDUCATIONAL DEVELOPMENT UNIT COURSES

The EDU offers a wide range of courses that LTDP refresher participants are encouraged to take:



### Introduction to...

Basic introductions to various important aspects of teaching and learning in an Imperial College context.



### Practical Guide to...

A series of short, pragmatic workshops that cover various key practical aspects of teaching and learning.



### Focus on...

A closer look at teaching and learning aimed primarily at those with greater experience and responsibilities

The EDU have published their course calendar for 2017/18 online at:

<https://www.imperial.ac.uk/staff/educational-development/workshops/workshop-calendar/>

## CONTACTS:

Email (for all general enquiries and FoNS workshop bookings): [fonsltdp@imperial.ac.uk](mailto:fonsltdp@imperial.ac.uk)

Website:

<https://www.imperial.ac.uk/natural-sciences/education-and-teaching/fons-ltdp-refresher/>

## PROCEDURE FOR REGISTERING A MEMBER OF STAFF ON THE LTDP REFRESHER

For staff who wish to register themselves on the programme:

- » Staff member to email LTDP Coordinator, or discuss with DUGS/DPS/HoD
- » DUGS/DPS/HoD meet with member of staff to discuss which elements of the programme would be appropriate to complete
- » LTDP Refresher Form completed and signed by DUGS/DPS/HoD and staff member
- » Form sent to LTDP Coordinator
- » LTDP Coordinator creates SharePoint record
- » LTDP Coordinator contacts staff member to arrange registration of workshops etc.

For staff identified by their Dept. as being required to complete programme:

- » DUGS/HoD meet with member of staff to discuss which elements of the programme would be appropriate
- » LTDP Refresher Form completed and signed by DUGS/DPS/HoD and staff member
- » Form sent to LTDP Coordinator
- » LTDP Coordinator creates SharePoint record
- » LTDP Coordinator contacts staff member to arrange registration of workshops etc.

