CLAS Basic Teaching Skills Courses

These courses are for practising calligraphers who wish to teach or demonstrate on an informal basis, whether round the kitchen table, in the local village hall, school or art centre, for scouts/guides, the WI, U3A, etc. The first part has four 2 hour online sessions delivering content, with four 1 hour sessions between those for catch-up and feedback. Then, as a highly useful add-on, there are four further 2 hour sessions specifically about how to teach online.

Basic Teaching Skills:

This first part costs £50 to CLAS members, which is refundable at the end if you attend all the sessions and complete the assignments, and for non-members it costs £90. To book your place see:
https://www.clas.co.uk/clas-live-online/

Basic Teaching Skills – Session 1
- Introductions and possible teaching situations
- Setting up the space and required facilities
- Sourcing equipment for tutor and students
- Learners' needs and how to ascertain them

Homework: room plan, materials & suppliers list, a method for assessing learners' needs.

Basic Teaching Skills – Session 2
- Planning the learning to meet identified needs
- Aims and objectives
- Devising a course outline
- Communicating effectively with students via Mailchimp/Padlet etc.

Homework: course outline to include aims and objectives

Basic Teaching Skills – Session 3
- Effective and appropriate teaching and learning methods
- Resources – designing handouts and visual aids, plus digital display
- Session planning – progressive steps at a suitable pace

Homework: session plans and handouts

Basic Teaching Skills – Session 4
- Assessment methods and effective feedback
- Motivational teaching
- Progression – where to go from here
- Setting fees and financial issues

Homework: development and assessment plans, what next and how to get there

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At the end of these sessions you will have built the confidence to find out what your potential students need to learn and at what level; to plan a course that offers progressive steps of learning and to meet those needs; to devise sessions so your teaching is well structured and properly resourced; to design your own handouts and to be able to assess and offer positive and helpful feedback. Your students should be well informed and motivated, and will end up with a feeling of achievement and satisfaction. If you wish to take these skills into the realms of teaching online – read on……………

How to Teach Online – 4 Add-On Sessions:

The fee for this second part costs £40 to CLAS members, which is refundable at the end if all sessions are attended and assignments completed. For non-members the course costs £70. To book your place see:
https://www.clas.co.uk/clas-live-online/

Teaching Online – Session 1
- Analysis and discussion about technology used for online learning and communication
- Challenges of online teaching/learning for tutors and students
- Setting up and using Mailchimp

Homework: Mailchimp set up and use

Teaching Online – Session 2
- Opportunities for engaging students outside of sessions
- Sharing resources, information and work in Padlet
- Devising a board to meet the needs and expectations of students
- Assessment/feedback between tutors, students and peers

Homework: Padlet board set up and use

Teaching Online – Session 3
- Equipment and broadband requirements for an efficient learning environment
- Setting up and sharing of information before and after sessions
- Timing and pace of sessions
- Best practice for tutors
- Student settings for interaction in sessions

Homework: Plan and prepare the microteach

Teaching Online – Session 4
- Delivery of a 10 minute microteach to peers
- Offer written feedback to peers' microteaches
- Evaluate own teaching
- Evaluate the course

These sessions will offer all you need to know and learn in order to take your teaching online – especially with regard to communication systems; sharing resources and interactive possibilities; digital equipment required and how to use those to best advantage.   There will be an opportunity to do a practice teach to your peers online – in a safe and supportive environment.

Please direct any queries for the Basic Teaching Skills course to the tutor Josie Brown at josie.brown53@gmail.com or for the Teaching Online course email Alejandra Gonaldi at liveonline@clas.co.uk