

A guide to conducting classroom observations

Course outline Prices & course dates

A one week workshop which focuses on how to design and implement observational systems to assess and provide supportive, constructive feedback to teachers. Topics covered include observational methodology, peer observation, establishing goals & guidelines, reflective practice, action plans.

Aimed at School Principals, Subject Department heads, teacher support / development staff, primary, secondary & tertiary-level teachers (all subjects).

Effective Lesson Observations, Feedback and Support

Assessment is an integral part of the whole teaching and learning process and this applies as much to staff development as it does to student progress. In this week-long session managers and educators alike will develop their skills of evaluating their employees and peers, creating relevant documents to record observation data; giving useful written and oral feedback in a non-threatening, supportive manner and setting appropriate and challenging goals for the future. Throughout this course participants will also develop their language skills, gaining key vocabulary related to feedback.

Day 1

Why observe teachers in the classroom? What to assess when observing teachers? How is this process currently executed in your establishment?

Day 2

Who carries out lesson observations? When should observations be done? What should a lesson observation form look like?

Day 3

How should feedback be given? What language should be used? How is it best to give praise and reprimands?

Day 4:

How can staff set personal goals? What are the practical ways of improving teaching techniques? Why should goals be SMART?

Day 5:

What can be done to offer further CPD support to staff? How has this week helped me? What next?

COURSE SPECIFICATIONS

Number of Training Days:	5
Lessons per week:	30 Methodology
Lesson Duration:	1 lesson = 45 minutes
Class Size:	Maximum 14
Minimum Language level:	B1
Suitable for:	Native & Non-native teachers (primary, secondary, higher education), School heads, School Inspectors

COURSE prices

Teacher Training course prices	5-Day course €350
Registration fee (All courses require a one-off €100 registration fee per trainee and includes: Course resources • WiFi on school premises • Europass Mobility Certificate • Alpha School CEFR Certificate of Attendance • Free full day activity • Free entrance ticket to the Malta National Aquarium)	€100
Cultural excursion programme (Optional)	€125
Total Programme fee	€575

Hotel Accommodation prices (Price per week)	Jan to MAR 2018	APR to June 2018	July to AUG 2018	SEPT TO Oct 2018
3 Star Hotel (Bed & Breakfast)	€168	€315	€434	€364
3 Star Hotel (Half Board)	€245	€378	€490	€434
Shared Villa (Twin room, Single occupancy, Self-catering)	€280	€455	€455	€280

Prices & course dates

- English levels: Intermediate (B1)

6 Aug 2017 - 21 Dec 2019

Price per person : **€350**