



cpd

Continuous Professional Development - Autumn 2010



- E**vents
- M**eetings
- F**acilities
- E**xpertise
- C**onferences

Hello

Training

and a warm welcome to EMFEC's Autumn Events Calendar!

Those of you who have attended EMFEC events in the last few years will know that we provide very good quality CPD of excellent value. As we all tighten our belts in the learning and skills sector, EMFEC is no exception and we do value your continuing support.

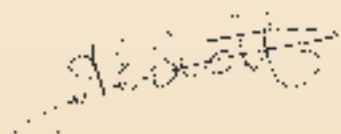
Remember the cost of travel to major cities when attending national training events, and reward yourself with the knowledge that you'll be doing your bit for the sustainability agenda if you stay local for your CPD. Moreover, our popular bespoke service enables our trainers to deliver directly to you at your workplace, so saving you time and travel costs.

As sector re-structure continues and individual workloads increase, a timely theme this term is supporting you to support your staff. We have a variety of events under this broad heading, ranging from a conference day for those responsible for staff health and wellbeing, to some brand new support surgeries for teachers and trainers - to help them work through thorny issues such as classroom management and differentiation strategies.

EMFEC is continuing to expand its networks and these are developing well to facilitate excellent horizontal support as you work peer to peer. We also have no less than 3 conferences this term, providing plenty of opportunity to meet with colleagues in the region and to share good practice.

I feel sure you will find much in the autumn calendar to interest you, and we look forward to welcoming you to EMFEC again very soon.

Best wishes



Alison Scott (CPD Manager)

CPD COSTS HELD

Networks	£45 flat rate
Half day training	£70 members £90 non-members
Day training	£120 members £160 non-members
NEW Teaching & Learning Surgeries	£25 (£70 for all 3)

NEW for the Autumn Term! Teaching and Learning Round Table Surgeries

EMFEC is offering small, informal meetings to facilitate conversations about good teaching and learning. Come with your questions and find out some answers from each other and the experienced teacher-facilitator. Specifically themed, we guarantee that you'll have plenty of opportunity to share and to create new strategies to try with your learners. Choose 1 or more of the following themes, at a special low cost of £25 per person per event (or £70 for all three events). Book now – restricted places!

- Classroom Management - 9-12 am and repeated 1-4 pm (22 Sept)
- Differentiation - 9-12 am and repeated 1-4 pm (10 Nov)
- Assessment for Learning - 9-12 am and repeated 1-4 pm (9 Dec)

Inspection Nominee Training Monday 27 September (day)

Is your organisation expecting an Ofsted Inspection? What are the implications of Ofsted's Common Inspection Framework for the nominee? A highly practical event delivered by an Additional Inspector, come and hear what will be looked for and how to prepare effectively for the nominee role.

Equality and Procurement: Who are You Doing Business With? Thursday 30 September (day)

Business managers will find this event particularly useful; it will help you to win business through strong equality practice and to check that your suppliers and partners are not exposing you to discrimination risks. Good practice case studies will be shared with colleagues involved in commissioning, contracts and partnership work.

Small Steps, Big Difference! Tuesday 5 October (am)

Learn efficient PowerPoint and Word skills to save you time, improve quality and make learning materials more accessible. This session is of particular relevance to those producing large amounts of resources in Word or PowerPoint; eg, ILT champions and other training deliverers.

Using Technology to Teach Personal, Learning and Thinking Skills (PLTS) Tuesday 5 October (pm)

PLTS are an essential part of the Diplomas and other current qualifications. This session looks at innovative ways in which technology can be used to make the teaching more active for learners, including productive use of mobile technology.

N.B. Stay all day on 5 October and gain a 10% discount on the total cost of both events.

Managing a Major Incident Tuesday 12 October (am)

A re-run of this very well received training event from the summer term, this interactive workshop involves responding to a live call-out demonstration. Facilitated by Jermyn Training, the content includes emergency call-out and response, stakeholder communication, staff and student welfare, resource allocation and best practice in incident management planning within an educational environment.

Bidding for Beginners Tuesday 19 October (am)

When there is a decrease in bidding opportunities, it is even more important that your bidding practice is effective. Whether the bids are large, small or somewhere in between, there are key "dos and don'ts" that apply to all bids and tenders. This event is for the beginner who is keen to get it right the first time, outlining skills and techniques needed to produce a good quality bid.

Effective Conflict Resolution for Front-line Staff Friday 22 October (day)

Have you ever been verbally abused, physically threatened or had your authority undermined by challenging people? Delivered by a new EMFEC trainer, this highly interactive workshop covers practical strategies to both manage and prevent conflict situations, and will be particularly useful to front-line staff with responsibility for conflict resolution and to teachers of highly challenging learners.

Inspection Nominee Training Tuesday 9 November (day)

A re-run of this popular event from 27 September. Is your organisation expecting an Ofsted Inspection? What are the implications of Ofsted's Common Inspection Framework for the nominee? A highly practical event delivered by an Additional Inspector, come and hear what will be looked for and how to prepare effectively for the nominee role.

Aligning IT Disaster Recovery Strategy with the Needs of the Institution

Wednesday 10 November (am)
Delivered by Jermyn Training, this requested workshop will guide delegates through the process of ensuring technology recovery is sufficient to meet operational requirements. Interactive in style, the workshop will explore the development of recovery timeframes for IT services, identify an appropriate mix of recovery strategies, source solutions and support resilience.

Communication Skills for Health & Safety Managers

Thursday 11 November (day)
This brand new EMFEC training event is specifically aimed at Health & Safety managers new to the process of interviewing individual staff. The content will engage you in how to prepare effectively for challenging conversations or tricky meetings and to manage the communication effectively.

Broadening Horizons: Girls who Love Engineering, Boys who Love Nursing and Other Tales

Tuesday 16 November (am)
Good equality and diversity practice opens up non-traditional study choices for learners. Our specialist E&D trainer will share strategies for minority learner recruitment, retention and achievement.

Promoting a Positive Attitude to Diversity among Learners

Tuesday 16 November (pm)
One of the hardest tasks for teachers, tutorial and support staff is how to challenge casual remarks and banter that either intentionally or unintentionally offend. Learn new strategies from our specialist E&D trainer on challenging, educating and myth-busting in the learning environment.

N.B. Stay all day on 16 November and gain a 10% discount on the total cost of both events.

Information, Advice and Guidance Thursday 25 November (day)

Do your IAG processes meet with regulatory and Ofsted requirements? Are your IAG processes robust, supporting each individual learner effectively with personalised individual learning programmes informed by clear and fit for purpose IAG? Explore existing good practice, what works well in organisations to support and inform the learner journey, meeting personal goals, needs and aspirations.

Employability Friday 26 November (am)

The Common Inspection Framework emphasises the need for providers to develop their learners' economic and social well-being, particularly their employability. This session considers the skills and abilities employers look for and the ways in which employability and the development of employability skills can be integrated into learning and teaching, rather than as stand-alone provision.

Safeguarding in the Curriculum Tuesday 30 November (am)

Policy is one thing, practice another. How can we ensure that learners really do 'feel safe'? Delivered by an experienced Safeguarding trainer who is also an Additional Inspector, this session provides a guide to effective practice to ensure learner understanding and welfare. It will look at Safeguarding from the learner perspective and from the perspective of staff who teach, train and advise the learners.

Managers Tackling Workplace Stress Thursday 2 December (day)

Preventing stress-related illnesses is an increasing priority for managers. This highly practical training event is for those who need to introduce Health & Safety Executive processes around running risk assessments, engage staff in identifying solutions and ensure the organisation meets its duty of care.

Understanding Success Rate Data Tuesday 7 December (day)

Designed for those who use data on a daily basis to manage contracts, this practical session will show you the current Ofsted data reports, explain data changes (2010-11), show you how to identify trends and how to use the calculations and apply them to your own contracts and programmes.

Conferencing

Supporting You to Support Your Staff

Thursday 7 October (day)
Originating from the EMFEC HR Network, this event is relevant to all those with line management responsibilities, Health and Safety and Healthy FE remits. At this event, a number of speakers will share their practical experience of college wellbeing initiatives that work. The conference will:

- explain the principles that support successful workplace wellbeing
- show how college staff and student health can be supported via an award winning wellbeing centre
- give a College perspective on the new IIP Health and Wellbeing Award
- provide expert legal advice on how to manage tricky cases of ill health
- Facilitate opportunities to network and share experiences.

Conference fee: £120 members
£160: non members

Show Me How! FREE Equality and Diversity Dissemination Event

Wednesday 20 October (day)
Sponsored by LSIS project monies, come and see the project outcomes of a regional E&D partnership project on community cohesion. You will receive a toolkit of practical activities mapped to the new Equality Act, along with detailed training notes to support staff who are working to raise learners' awareness and to promote equality, diversity and inclusion in educational and training settings. The day will also include input and activities facilitated by a specialist E&D trainer on how to effectively challenge banter and inappropriate comments.

Mission Impossible? Wednesday 8 December

This year's annual EMFEC Conference focuses on successful ways to engage, train and retain the hard to reach. Discover and explore alternative responses to this priority area.
Conference fee: £99

Peer Networking

Staff Development Managers Network

Wednesday 29 September (pm)

With the impending October spending review, the focus this time is CPD that really does make a difference, including strategies to motivate staff to take personal responsibility for their CPD. We all have good practice to share – bring these stories with you and gain fresh ideas from your colleagues.

Personal Assistants Network

Wednesday 6 October (pm)

The focus this time is on simple, effective developments in technology and their application to the PA role. An experienced trainer will take us through simple and effective ideas with big impact - how to make the most of your existing communication and planning tools, create effective PowerPoint presentations and save time.

NEW Engineering and Construction Network

Friday 8 October (pm)

Looking to keep abreast of developments and improve provision? This forum will provide an opportunity for Curriculum Managers to address the issues facing engineering and construction training. Emphasis will be upon the development of positive solutions, consideration of options and the sharing of good practice.

HE in FE Network

Wednesday 13 October (pm)

Developing distance learning programmes is the theme and Helen Keighley, The National Design Academy's Business Director, will share her knowledge and experience. The NDA offers a wide variety of courses in interior design. Helen will focus on Foundation Degree and Degree programmes, and show how distance learning students are supported by the Virtual Learning Studio.

Quality Network

Thursday 14 October (pm)

The theme is twofold. How are colleges responding to the new standards for Lead Internal Verifiers? Howard Wilson from Edexcel will facilitate. Lorna Freakley from LSIS will also attend to consult and inform managers about the new nature of LSIS support., including organisational health checks and benchmarking support.

MIS Network

Friday 5 November (pm)

Following its first popular meeting in the summer term, this network is meeting again to focus on best practice in creating user-friendly MIS support systems, in colleges and work-based learning provider settings. Special price: £35 (sponsorship from JISC RSC-EM).

Maths Network

Wednesday 24 November (pm)

Francis Bove, the author of the National Centre for Excellence in Teaching Maths (NCETM) report will be the guest speaker. This is an ideal opportunity to discuss the findings and implications of the report with other Maths colleagues.

Teaching and Learning Network

Wednesday 1 December (pm)

Last term's highly successful Geoff Petty event at EMFEC raised the positive benefits of supported experiments to improve teaching and learning. It would be a powerful boost to improving teaching and learning in the region if all our organisations got on board with this. Come and find out how to get started and how EMFEC can support. Geoff will be returning in 2011 and we are sure he'll be interested in finding out how we are progressing key ideas.

N.B. Networks start with a networking lunch from 12.15, for a 1 pm start.



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