



## Staff CPD On-line / Webinar Workshops.

### Learner Progress Reviewing

#### Specific Webinar Content Summaries

##### Webinar 1

Developing SMART targets and goals with learners overview.

- the purposes of targets and target setting
- the importance of target ownership and the consequences of not achieving ownership
- the types of targets that can be set / agreed
- the characteristics of well written targets
- the use of mini action plans to aid target achievement
- how to facilitate target agreement discussions.

##### Webinar 2

Good practice in Audio recorded progress Reviews.

- Advantages and disadvantages of this method of recording progress reviews and confidentiality issues.
- Identifying a clear discussion agenda.
- Creating an environment:
  - where learners feel comfortable to speak clearly
  - that enables wherever possible, learners to lead most of the discussion about their progress.
- Ground rules.
- Ensuring all relevant logistics information is captured.
- The importance of ensuring that each discussion agenda item is clearly articulated at the start of discussion, so that listeners would know exactly what was being discussed.
- Ensuring learners have sufficient time to respond effectively questions that are asked.
- Using a log sheet to document clearly where each discussion agenda item is located on the audio file.

### Webinar 3

#### Effective Questioning techniques for Progress Reviews.

- Why do we use questions during progress review sessions?
- The value and use of closed questions during a review.
- Types of questions and how they might be used during a review.
- Questioning to test and explore learners understanding of:
  - equality and diversity
  - the Prevent agenda and radicalisation
  - ways of maintaining good physical and mental health.
- Questions to explore the development of personal and social and employability skills.
- Questions to explore performance improvement.

### Webinar 4

#### Improving Learner Engagement in Progress Reviews.

- The characteristics of a really effective progress reviews.
- Techniques to address barriers to progress.
- The focus on learning.
- Using the self-assessment approach.
- Tools to facilitate self assessment.
- Learner devised targets.