

3 Day Observation Training Programme

Day 1 Getting the Basics Sorted

- What are the purposes of observation.
- What observers look for when observing sessions.
 - General things – see mind map including E & D etc
 - Most important thing – learning – what happens to demonstrate that learning is taking place
 - Exercise where people have to identify the types of things
 - Specific observation criteria
 - Key questions.
- Observer objectivity.
- How the work of observers differs to competence assessments.
- The characteristics of good and better learning sessions.
- The importance of Differentiation to achieve stretch and challenge to meet individual needs.
- The value of self evaluation / assessment to enhance teaching / training skills.

The workshop will also look at the myths about what Ofsted inspectors look for in teaching / training sessions.

Day 2 Observation Skills.

- Observation preparation.
- Evidence Gathering.
 - What is evidence?
 - How do we gather it?
- Producing accurate, evaluative and clear performance notes.
- Relationship between judgement statements and performance notes.
- Producing fair, accurate and robust, evidenced based judgements.
- How to grade sessions when required to do so.

This workshop will include considerable practical work including observing different types of teaching sessions and producing performance notes and judgements.

Day 3 Observation Feedback Skills.

- Feedback Logistics and communication.
- Planning a feedback session.
- Feedback techniques to accommodate different types of tutor and situation.
- The characteristics of a well written observation report.
- Agreeing a learning session action / improvement plan.
- How to structure a plan and produce improvement actions that are helpful for tutors.

This workshop will include practical work including observing feedback and dealing with different feedback scenarios.