

LEARNING AND TEACHING

DEVELOPING E-LEARNING

Improving your Personal Presentation Style

<p>PROGRAMME AIMS</p>	<p>Bored by presentations? Worried about presenting in interviews, staff meetings, parents evenings or lessons? ICT kit is great, but using it confidently and effectively is a skill to be developed. This programme aims to increase your confidence, widen your repertoire of skills and to motivate your listeners to keep focused on your key messages. A hands on session!</p>
<p>OF INTEREST TO</p>	<p>STAFF DEVELOPMENT MANAGER, 14-16 TRAINERS, TUTORS, LECTURERS AND SUPPORT STAFF, 16-19 TRAINERS, TUTORS, LECTURERS AND SUPPORT STAFF</p>
<p>OBJECTIVES</p>	<p>On this half day programme, you will have the opportunity to:</p> <ul style="list-style-type: none"> - consider the key messages within presentations - use the advanced features within ICT packages you have - review your presentation style and hone your skills <p>At the end of this session, there will be the opportunity for you to network with others and explore the facilities of the City Learning Centre at Carlton Bolling College to examine how you may use them further.</p>
<p>DELIVERY METHOD</p>	<p>Some theory to consider and discussions to be had, but most of this session will involve you having the opportunity to improve your ICT skills and confidence to present. Very practical and extremely useful.</p>
<p>FACILITATOR(S)</p>	<p>John Patefield and CLC staff, Carlton Bolling College City Learning Centre</p>



First Name: _____ Surname _____

Your organisation _____

Your Role: _____

Your Address _____

Telephone: _____ Postcode: _____

Email _____ Purchase Order Number (if applicable) _____

Dietary and Special Requirements _____

Authorising Person's Signature _____

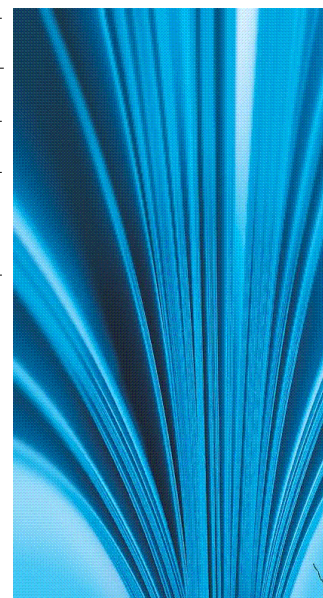
Authorising Person's Role _____

Programme Title: DEVELOPING E-LEARNING

Programme No LT07/08 201

Date: _____ Closing Date for Applications - 15-NOV-07

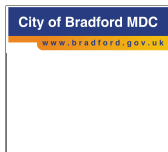
REPLY FORM



Please complete and post to: Centre Administrator, **Centre for Learning Excellence**, 39-41 Chapel Street, Bradford, BD1 5BY or fax back on 01274 726908. To contact by telephone, call 01274 726893

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PROGRAMME DATE(S) TIME(S) VENUE(S)	Thursday 29-NOV-2007 9:00 13:00 CARLTON BOLLING COLLEGE CLC		
FURTHER INFORMATION	<p>This programme is one of our ICT training events focused on staff teaching, training and supporting 14 - 19 learners. For more information about such events, please go to the CLE website at www.clenetwork.org.uk.</p> <p>Carlton Bolling CLC is available for a wide range of ICT activities for learners and staff. For more information, contact John Patefield on 01274 770264.</p>		
NO OF PEOPLE COST	Places Available 15	Cost 25.00	Comments
CLE NETWORK LINKS TO	<p>There is a network for staff interested in developing their use of ICT in teaching and training. The Creative and Media Network is also designed for ICT teachers and trainers wishing to look at Specialised New Diploma development. National Learning Network materials are also a brilliant resource for staff wanting to spice up vocational learning with on</p>		
ACCREDITED LEARNING PATHWAYS	<p>The CLE has developed the Personal Learning and Accreditation Plan (PLAP) with Bradford College. Staff involved in training others may access the 'Best Practice Practitioners Module'. CLE training can contribute to your professional portfolio and be accredited. See the CLE programme or our website for more details.</p>		
PARTNERS	Carlton Bolling College City Learning Centre		



Carlton-Bolling College



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