

Making CPD Work

with Keith Harding

Friday, 26th February 2010, 219 St John Street, London, EC1V 4LY

Introduction

Continuing Professional Development is becoming increasingly important, often providing the bridge between qualifications as well as marking out the route to improved job performance and satisfaction. But what constitutes effective Continuing Professional Development? Who can benefit from it, and what are the factors that work against its effectiveness? The session will address these questions and look at different ways in which a CPD programme can be beneficial for all staff and management, whilst at the same time not being inefficient in terms of time or money. The session is aimed at school managers and academic managers, as well as teachers and administrative staff who have a desire to develop professionally. It is not restricted to staff directly involved in teaching. It is relevant to both private sector and state sector institutions.

Session Outline

- What is meant by CPD? Participants' previous experience and examples from the world of ELT and beyond
- Who benefits from CPD? What are the factors that limit its effectiveness? How do the needs of the individual balance with the needs of the institution?
- The main part of the session will look at practical methods of operating CPD, and assess their effectiveness
- The future. What is the role of CPD in the broader context of the need to raise professional standards within ELT, and as a means of improving and reinforcing the established qualification and certification progression?

Timetable

Registration	10.00
Start Time	10.30
Approximate End Time	16.30/17.00

Lunch and refreshments provided

Outcomes

Participants will:

- understand what is meant by CPD
- be able to relate their own experience to what is happening in the rest of the profession
- understand the benefits of CPD for different stakeholders
- be aware of the factors that limit its effectiveness, and have strategies for overcoming them

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- possess a varied range of methods and techniques for implementing & developing CPD
- place CPD in the context of future developments in ELT qualifications & quality assurance
- produce their own action plan for CPD in their situation

Trainer Profile

Keith Harding is a freelance ELT writer, trainer, and consultant. He has worked as a teacher, teacher trainer, Director of Studies, and Principal in the UK and the USA. His training interests include: English for Specific Purposes, Continuing Professional Development, and all aspects of academic management. He has run training sessions in Italy, Iran, Ukraine, Slovenia, and Algeria, and has written several books for Oxford University Press, including *International Express*, various English for Tourism titles, and the *Oxford Resource Book for Teachers* on ESP. Keith is also an inspector for Accreditation UK, and a registered London Blue Badge tourist guide.

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