

	Needs Assessment
Overview	Participants will learn how to develop a working needs assessment. Participants will develop their own instruments and pilot test on peers.
Objectives	At the end of this workshop, participants will be able to: • understand the purpose of a needs assessment • identify appropriate stakeholders • develop a suitable needs assessment instrument • pilot test the instrument • refine the pilot tested instrument • critique a needs assessment instrument constructively • self assess work done • peer assess work done • reflect on work done
Content	• Introduction to Needs Assessment • Stakeholders • Instrument Development • Pilot Testing • Instrument Refinement • Instrument Critique
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

	Course Outlines
Overview	This workshop underlines the fundamentals of developing a course outline. Participants will use the principles learned to develop their own course outlines. Self, peer and facilitator critique will follow.
Objectives	At the end of this workshop, participants will be able to: • determine course pre-requisites • select a suitable course code • understand the important role of a course outline in curriculum delivery • write a course rationale • describe the course • write course goals • relate the course goals to the goals of the UTT • write learning objectives • identify methods of instruction • detail course content by modules/units • determine 360 degree course assessment • identify course policies • write their own course outlines • critique a course outline constructively • self assess work done • peer assess work done • reflect on work done
Content	• Introduction to Course Outlines • Course Codes • The Role of Course Outlines in Curriculum Delivery • Elements of a Course Outline: ◦ Course Rationale ◦ Course Description ◦ Course Goals ◦ Learning Objectives ◦ Methods of Instruction ◦ Instructional Aids ◦ Modules/Units ◦ Assessment
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Learning and Teaching Methodologies and Strategies

Overview	This workshop familiarizes participants with a variety of learning theories and appropriate teaching strategies for effective classroom interaction. Participants will be videotaped and critiqued by peers.
Objectives	At the end of this workshop, participants will be able to: • describe a variety of learning theories • detail teaching strategies to match learning styles • use Problem-Based Learning (PBL) as one suitable teaching/learning strategy • choose appropriate assessment strategies • role play a teaching strategy • peer critique constructively • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Learning Paradigms • Introduction to Learning Theories • Teaching Strategies • Problem-Based Learning (PBL) • Assessment Strategies • Peer Critique
Facilitator	UTT approved.
Duration	2 hours
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Problem-Based Learning (PBL)

Overview	This workshop focuses on PBL as <u>ONE</u> of the many teaching methodologies used to facilitate effective learning. Participants will work in small groups using a PBL Problem. Group presentations are self and peer assessed. Current UTT curriculum will be used as the driving force to create PBL problems.
Objectives	At the end of this workshop, participants will be able to: • understand the essential elements of PBL ◦ identify the problem ◦ examine the problem ◦ engage in self directed learning ◦ participate in group work ◦ generate the BEST solution ◦ present the BEST solution ◦ evaluate the BEST solution ◦ reflect • develop a PBL Problem using their own curriculum • conduct a Problem-Based Learning (PBL) classroom experience • choose appropriate assessment strategies • work cooperatively in groups • develop effective and efficient problem-solving skills • employ self-directed learning skills • communicate effectively • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Introduction to Problem-Based Learning (PBL) • Elements of PBL • Problem-Based Learning (PBL) Problem • Assessment Strategies • Self-Directed Learning • Peer Critique
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Service Learning (SL)

Overview	This workshop is designed to help participants appreciate the fundamentals of learning through service to the community. Tried-and-tested methods are discussed. Participants will design and critique their Service Learning agendas.
Objectives	At the end of this workshop, participants will be able to: • understand the essential elements of Service Learning • develop a SL programme using their own curriculum • explore a variety of tried-and-tested SL techniques • organize logistic issues pertaining to the SL experience • choose appropriate assessment strategies • work cooperatively in groups • develop effective and efficient problem-solving skills • employ self-directed learning skills • communicate effectively • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Introduction to Service Learning • Elements of Service Learning • Tried-and-Tested Service Learning Techniques • Service Learning Logistic Issues • Assessment Strategies • Self-Directed Learning • Peer Critique
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Instrument Development

Overview	This workshop is designed to help instructors develop a variety of instruments for use in their classroom and research. Participants will develop their own instruments and pilot test on peers.
Objectives	At the end of this workshop, participants will be able to: • understand what is an effective instrument • identify the essential elements of an instrument • develop an instrument for use with their own curriculum • develop their own research instruments • evaluate their own research instruments • peer pilot test their instruments • detail effective instrument administration procedures • peer critique developed instruments • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Introduction to Instrument Development • Elements of an Effective Instrument • Instrument Development • Assessment Strategies • Pilot Testing Instruments • Instrument Administration • Peer Critique
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

	Research Methods
Overview	This workshop is an introduction to the basic principles of research methods. The aim is to expose participants to the variety of methods available and the use of each.
Objectives	At the end of this workshop, participants will be able to: • differentiate between qualitative and quantitative methods • differentiate between descriptive and inferential statistics • understand the use of the mixed methods approach • identify basic types of research • identify types of studies • understand the concept of validity • understand the concept of reliability • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Qualitative and Quantitative Methods • Mixed Methods Approach • Basic Types of Research (causal, descriptive, relational) • Types of Studies (case study, experiment, co relational, cross sectional, etc.) • Validity • Reliability
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Data Analysis Techniques

Overview	Participants will be exposed to quantitative and qualitative methods in analyzing data. Participants will use their own data for analysis.
Objectives	At the end of this workshop, participants will be able to: • differentiate between quantitative and qualitative methods • differentiate between descriptive and inferential statistics • represent data in various tabular formats • represent data in various graphical formats • calculate mean, mode, median, range, standard deviation • understand Hypothesis Testing • use the T-test, Chi-Square test • use ANOVA • use Regression Analysis • appreciate Mixed Methods Approach in Data Analysis • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Quantitative and Qualitative Methods • Tabular Data Representation • Graphical Data Representation • Mean, Mode, Median, Range, Standard Deviation • Hypothesis Testing • T-test, Chi-Squared test • ANOVA • Regression Analysis • Mixed Methods Approach
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

	Test Construction
Overview	Participants will learn the fundamentals of designing and constructing a valid and reliable test using a table of specifications. Participants will develop their own test and peers critique will follow.
Objectives	At the end of this workshop, participants will be able to: • relate test items to learning objectives • identify a variety of item types (T/F, MC, Essay, etc.) • design a table of specifications • understand validity • understand reliability • score items • assemble test items • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Learning Objectives • Item Types • Table of Specifications • Validity • Reliability • Item Scoring • Test Item Assembly
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Marking and Grading

Overview	Participants will learn to skillfully mark assignments, tests and grade students with precision. Self and peer critique will follow.
Objectives	At the end of this workshop, participants will be able to: • mark scripts using an answer sheet • grade scripts according to assigned specifications • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Standard Error of Measurement • Script Marking • Script Grading
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

	Performance/Authentic Assessment
Overview	Participants will focus on assessment of performance, with special reference to portfolio assessment. Participants will mark their own tests and peer critique will follow.
Objectives	At the end of this workshop, participants will be able to: • understand authentic assessment • understand portfolio assessment • design authentic assessment instruments • evaluate authentic assessment instruments • evaluate portfolio assessment instruments • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Performance/Authentic Assessment • Portfolio Assessment • Evaluation of Performance/Authentic Assessment
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

	Self Assessment
Overview	Participants will learn to appreciate the significance of assessment by the self and of the self. State-of-the-art tools are discussed. Participants will develop their own instruments and pilot test on peers.
Objectives	At the end of this workshop, participants will be able to: • understand qualities of self assessment • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Self Assessment • Self Awareness • Portfolio Assessment • Evaluation of Self Assessment
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

	Peer Assessment
Overview	Participants will learn to design and use a variety of tools for validly and reliably assessing peers. Participants will develop their own instruments and pilot test on peers.
Objectives	At the end of this workshop, participants will be able to: • understand the qualities of peer assessment • select groups • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Peer Assessment • Group Selection • Peer Assessment Instruments • Evaluation of Peer Assessment
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Appreciative Inquiry (AI)

Overview	This workshop aims to have participants focus on what is good about an organization. From that perspective, participants are better able to offer meaningful contributions for improvement. Role play using the UTT will follow.
Objectives	At the end of this workshop, participants will be able to: • understand the elements of Appreciative Inquiry • review current research on Appreciative Inquiry • use Appreciative Inquiry • appreciate the benefits of Appreciative Inquiry • self assess work done • peer assess work done • critique work done • reflect on work done
Content	• Appreciative Inquiry • Literature review of Appreciative Inquiry • Benefits of Appreciative Inquiry • Using Appreciative Inquiry
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Combo Workshop

Overview

This workshop provides participants with a multiplicity of skills by combining workshops on Needs Assessment, Course Outlines, Learning and Teaching Methodologies and Strategies, Problem-Based Learning, Service Learning, Instrument Development, Research Methods, Data Analysis Techniques, Test Construction, Marking and Grading, Performance/Authentic Assessment, Self Assessment, Peer Assessment, Appreciative Inquiry, Portfolio Assessment, Mindset Towards Continuous or Lifelong Learning and Personal Development, Effective Student Project Supervision, Using Instructional Aids to Make your Teaching Come Alive, Tips for Effective Mathematics Teaching and Assessment. This workshop is best suited for 'remote' areas where participants face numerous challenges in getting to the workshop venue. Participants will develop their own instruments and pilot test on peers.

Objectives

At the end of this workshop, participants will be able to:

- draft a course outline
- appreciate different learning and teaching methodologies and strategies
- experience problem-based learning
- understand service learning
- draft instruments
- review research methods
- review data analysis procedures
- draft tests
- review marking and grading
- review performance/authentic assessment
- self assess work done
- peer assess work done
- critique work done
- reflect on work done

Content	• Needs Assessment • Course Outlines • Learning and Teaching Methodologies and Strategies • Problem-Based Learning (PBL) • Service Learning (SL) • Instrument Development • Research Methods • Data Analysis Techniques • Test Construction • Marking and Grading • Performance/Authentic Assessment • Self Assessment • Peer Assessment • Appreciative Inquiry • Portfolio Assessment • Mindset Towards Continuous or Lifelong Learning and Personal Development • Effective Student Project Supervision • Using Instructional Aids to Make your Teaching Come Alive • Tips for Effective Mathematics Teaching • Assessment
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Portfolio Assessment

Overview	Participants would be exposed to a variety of state-of-the-art methods of assessing portfolios and e-portfolios.
Objectives	At the end of this workshop, participants would be able to: • define a portfolio • define an e-portfolio • list the different kinds of portfolios • explain the purposes of portfolios • list factors to consider in creating a portfolio • create portfolio rubrics • explain validity and reliability issues in portfolio assessment • list advantages of portfolios • list disadvantages of portfolios • reflect on work done
Content	• Definition of Portfolios/e-Portfolios • Kinds of Portfolios • Purpose of Portfolios • Creating Portfolios • Validity and Reliability Issues in Portfolio Assessment • Advantages and Disadvantages of Portfolios • Reflection
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Mindset Towards Continuous or Lifelong Learning and Personal Development

Overview	Through a number of varied tried-and-tested techniques, participants will learn how to personally change their mindsets to facilitate continuous learning and personal development.
Objectives	At the end of this workshop, participants will be able to: • understand the process of change • identify what needs to be done to facilitate change • explain the concept of continuous or lifelong learning • list critical areas for personal development • reflect on work done
Content	• Introduction to Change • Process of Change • Facilitating Change • Continuous or Lifelong Learning • Personal Development • Self-Reflection
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Effective Student Project Supervision

Overview	Through a number of varied tried-and-tested techniques, participants would learn how to effectively supervise student projects to permit transparency and accountability.
Objectives	At the end of this workshop, participants would be able to: • identify suitable projects in line with industry needs • differentiate between problem-based and project-based learning • determine the key features of a good project • itemize marks for specific parts of the project • reflect on work done
Content	• Introduction to Problem-Based and Project-Based Learning • Differentiating between Problem-Based and Project-Based Learning • Planning a Project • Executing a Project • Implementing a Project • Marking a Project • Reporting on a Project • Self Reflection
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

Using Instructional Aids to Make Your Teaching Come Alive

Overview	Participants would be exposed to a variety of instructional aids aimed at making their teaching come alive.
Objectives	At the end of this workshop, participants would be able to: • define an instructional aid • explain why instructional aids are used • determine the most appropriate instructional aid for a lesson • list ways in which the instructional aids made the lesson interesting • reflect on work done
Content	• Definition of Instructional Aids • Locating Suitable Instructional Aids • Do's and Don'ts of Instructional Aid Usage • Sourcing Instructional Aids • Online Instructional Aids • Hands-on Use of Instructional Aids • Reflection
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

	Tips for Effective Mathematics Teaching
Overview	Participants would be exposed to numerous strategies for making their Mathematics teaching effective.
Objectives	At the end of this workshop, participants will be able to: • demonstrate strategies for making Mathematics enjoyable • demonstrate Mathematical strategies relevant to daily life • identify suitable manipulatives for Mathematics teaching • use instructional aids in Mathematics teaching • identify teachable moments • use step-by-step methods in Mathematics teaching • use role play in Mathematics teaching • address Mathematical misconceptions • use poetry in Mathematics teaching • reflect on work done
Content	• Introduction to Mathematics Teaching • Mathematics and Real Life • Mathematics is Fun • Manipulatives for Mathematics Teaching • Instructional Aids in Mathematics Teaching • Step-by-Step Methods in Mathematics Teaching • Role Play in Mathematics Teaching • Mathematical Misconceptions • Poetry in Mathematics • Self-Reflection
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.

	Assessment
Overview	Participants would be exposed to a variety of assessment methods aimed at making their teaching come alive.
Objectives	At the end of this workshop, participants would be able to: • define assessment • differentiate between formative and summative assessment • explain the role of continuous assessment • explain why different assessment strategies are used • determine the most appropriate assessments for a lesson • construct a Table of Specifications • design a variety of test items • list ways in which the chosen assessment improved teaching and learning • reflect on work done
Content	• Definition of Assessment • Features of Assessment Tools • Traditional and Non-Traditional Forms of Assessment • Peer Assessment • 360 Degree Assessment • Identifying Suitable Assessments • Design of Table of Specifications • Item Construction • Rubrics • Norm and Criterion Referenced Interpretations • Reflection
Facilitator	UTT approved.
Duration	2 hours.
Venue	TBA.
Contact Information	For further information or to register, please email workshops.tlc@utt.edu.tt or call (868) 642-8888, ext. 21930.