

Developing Workplace Materials



This course is part of a portfolio of one-day courses furthering expertise in specific aspects of workplace language, literacy and numeracy (LLN). This specialist workplace LLN skills course will explore materials development within your practice using authentic examples. It will also support you in delivering 'Skills for Life' the national adult literacy and numeracy strategy.

Course Overview

Approaches to materials development

Find out about a variety of approaches to materials development and discuss their application in the workplace.

Developing materials from the workplace

Learn how to design effective learning materials based on workplace resources that meet management priorities, engage the learner and add value to the workplace.

Evaluating materials

Enhance your knowledge of how to evaluate materials from a wide variety of viewpoints and establish benchmarks for your own practice.

Outcomes

Participants will gain:

- An understanding of a variety of models of materials development
- Knowledge of how to design learning materials that add value in the workplace
- Techniques for evaluating learning materials

Who should attend?

This course is open to anyone with a professional interest in the delivery of workplace LLN.

To register:

To register your interest in attending this course, please contact:

Jeannette Boggis
Professional Development Team
The Network
CSET, County South
Lancaster University
Lancaster
LA1 4YD
Tel: 01524 592887
Fax: 01524 844788
j.boggis@lancaster.ac.uk
www.thenetwork.co.uk



One Day

Professional Development



Why attend a professional development course?

One of the primary activities of the Professional Development Team is the development and delivery of courses for providers and other professionals involved with workplace language, literacy and numeracy (LLN).

As well as our Level 4 course, Skills for Life in the Workplace, which can lead to the Breaking Down Barrier (BDB) certificate, we also have a portfolio of over 20 specialist half-day, one-day and two-day courses. We pride ourselves in providing quality flexible training solutions and have a team of experienced developers who can devise a course tailored to your needs. But why should you attend?

Attending any of our courses will provide you with specialist LLN knowledge, such as knowledge on workplace materials development and workplace curriculum issues. Participants are not only provided with an opportunity to expand their learning, they are also able to participate in group discussions and network with other people involved in the LLN field.

After each course has taken place, attendees are asked to complete an evaluation form, which is subsequently turned into a report.

Feedback from the courses is positive and examples of some of the comments can be seen below:

'An extremely enjoyable course. Well thought-out and delivered.'

Developing Workplace Materials—May 2005

'A very detailed and informative course'

Organisational Needs Analysis—July 2005

'Thoroughly enjoyed the course. I learnt a great deal, enjoyed the pace and style of delivery and it filled in the gaps I had about workplace delivery.'

ESOL in the Workplace—May 2005

'The networking and listening to the experiences and work examples of other people are very useful'

Using the Employer Toolkit—January 2004

Positive feedback has also been received from attendees of the Skills for Life in the Workplace course:

'An interesting and enjoyable course which gives honest information about the pros and cons of workplace learning'

Skills for Life in the Workplace—December 2004

Further details of all our courses can be found on our website.