

Vital Professional Programme - Modules Summary

Modules

VP-M1 Exploring informal professional development

Professional development takes many forms, though we often assume that attending a course is the most effective approach. In this module you will explore the features of effective professional development and compare formal and informal learning, before going on to look in a little more depth at personal learning networks and the use of Twitter to support professional development. You will have the opportunity to discuss the planning of an informal staff development activity, in preparation for you to plan and implement one in your setting following the module.

By the end of this module you should:

- be able to identify key features of effective professional development
- be able to analyse the effectiveness of a range of formal and informal learning opportunities
- know about a range of strategies to support professional development in your institution
- be able to implement a professional development activity in your institution

Before you take this module you need to:

- make sure Blackboard Collaborate™ runs on your computer (see the Collaborate Setup Guide for help on how to do this: www.vital.ac.uk/files/vital/CollaborateSetupGuide.pdf)
- take part in an Introduction to Video Conferencing webinar (see the Events & Courses calendar on the Vital website <http://www.vital.ac.uk/events-and-courses>)
- have agreed your aims with your senior leadership team (SLT), identified which colleagues you will be working with and completed a needs analysis.

VP-M2 Finding and adapting resources for your institution

There are lots of great resources on the web, many of which you can legally use free of charge. The challenges are:

- finding the most suitable resources to meet your needs
- knowing how to use them effectively
- keeping it legal

By the end of this module you should:

- understand how the Vital website can support you and your team in locating and making effective and legal use of high quality (free) web resources
- be able to locate information and guidance about how to use specific high quality resources in your teaching
- understand how to find and use online resources within the law
- be able to adapt Vital course materials for use within your institution

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- take part in an Introduction to Video Conferencing webinar (see the Events & Courses calendar on the Vital website <http://www.vital.ac.uk/events-and-courses>)
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VP-M3 Introduction to organisational needs analysis

An organisational needs analysis is a tool that helps to ensure that a subsequent professional development planning process is targeted and cost effective. Needs analyses range from a simple audit of skills, identifying gaps, to an organic dynamic process exploring the needs, wants and desires of members of your team.

By the end of this module you should:

- understand the benefits of carrying out a needs analysis
- understand the risks of not carrying out a needs analysis
- be able to identify the elements of an effective needs analysis
- be able to plan a needs analysis related to an agreed aim
- be able to carry out a needs analysis related to an agreed aim

Before you take this module you need to:

- make sure Blackboard Collaborate™ runs on your computer (see the Collaborate Setup Guide for help on how to do this: www.vital.ac.uk/files/vital/CollaborateSetupGuide.pdf)
- take part in an Introduction to Video Conferencing webinar (see the Events & Courses calendar on the Vital website <http://www.vital.ac.uk/events-and-courses>)
- agree some aims with your senior leadership team that you are working towards, linked to your school development plan (if you are a Vital Professional these should be documented in Section 2 of your In-house Professional Development Log (the Log))
- identify the staff who you are working with (if you are a Vital Professional this should have been documented in Section 3 of the Log).

VP-M4 Introduction to professional development planning

Professional development planning is the process of going from some identified needs to an action plan for how to meet those needs. The greatest challenge at this stage is to develop SMART targets.

By the end of this module you should:

- understand what a professional development plan is
- have explored a range of planning tools (including mind-maps)
- understand what SMART targets are
- be able to write SMART targets
- be able to create a professional development plan related to an identified need in your institution
- understand potential barriers to cascading a professional development plan

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- make sure Blackboard Collaborate™ runs on your computer (see the Collaborate Setup Guide for help on how to do this: www.vital.ac.uk/files/vital/CollaborateSetupGuide.pdf)
- take part in an Introduction to Video Conferencing webinar (see the Events & Courses calendar on the Vital website <http://www.vital.ac.uk/events-and-courses>)
- have agreed your aims with your senior leadership team (SLT), identified which colleagues you will be working with and completed a needs analysis.

VP-M5 Introduction to Practitioner Research

Practitioner research can be a powerful form of staff development. This module explores why that is the case and then supports you in developing a small scale practitioner research project to address an identified need in your institution.

By the end of this module you should:

- be able to evaluate the role of practitioner research as a form of professional development
- understand some of the practical and ethical issues involved in carrying out practitioner research
- be able to develop a plan a small scale practitioner research project in your institution
- be able to carry out a small scale practitioner research project in your institution

Before you take this module you need to:

- make sure Blackboard Collaborate™ runs on your computer (see the Collaborate Setup Guide for help on how to do this: www.vital.ac.uk/files/vital/CollaborateSetupGuide.pdf)
- take part in an Introduction to Video Conferencing webinar (see the Events & Courses calendar on the Vital website <http://www.vital.ac.uk/events-and-courses>)
- have agreed your aims with your senior leadership team (SLT), identified which colleagues you will be working with and completed a needs analysis.

VP-M6 Introduction to running an effective in-house professional development event

Sharing experiences and expertise with colleagues can be a very effective form of professional development. TeachMeets are a format for doing this which has been very successful. The module explores some of the key features of TeachMeets which make them so effective. It then supports you in planning a small scale face to face event in your institution that incorporates some of the best features of TeachMeets.

By the end of this module you should:

- understand key issues to consider when planning an event, such as
 - setting key objectives
 - organisational issues
 - getting strategic support
- be able to use a number of strategies/approaches to supporting collaboration, discussion and sharing of ideas in face to face sessions
- be able to plan and implement a small scale professional development event in your institution

Before you take this module you need to:

- make sure Blackboard Collaborate™ runs on your computer (see the Collaborate Setup Guide for help on how to do this: www.vital.ac.uk/files/vital/CollaborateSetupGuide.pdf)
- take part in an Introduction to Video Conferencing webinar (see the Events & Courses calendar on the Vital website <http://www.vital.ac.uk/events-and-courses>)
- have agreed your aims with your senior leadership team (SLT), identified which colleagues you will be working with and completed a needs analysis.

VP-M7 Introduction to evaluating the impact of professional development activities

Evaluating the impact of professional development is critical in order to ensure that resources are being used effectively. This module, which is due for release in January 2012, will explore a range of approaches to evaluating professional development.

By the end of the module you should:

- understand why evaluating the impact of professional development is so important
- have identified a number of approaches to evaluating impact
- be better able to evaluate the impact of professional development that you have planned and implemented in your institution

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- make sure Blackboard Collaborate™ runs on your computer (see the Collaborate Setup Guide for help on how to do this: www.vital.ac.uk/files/vital/CollaborateSetupGuide.pdf)
- take part in an Introduction to Video Conferencing webinar (see the Events & Courses calendar on the Vital website <http://www.vital.ac.uk/events-and-courses>)
- have agreed your aims with your senior leadership team (SLT), identified which colleagues you will be working with and completed a needs analysis.

VP-XM1 Introduction to peer coaching

Peer coaching is a powerful form of professional development. This face to face module explores the differences between coaching and mentoring and then examines a range of coaching tools and techniques. This module is due for release in October 2012.

By the end of this module you should:

- understand the differences between coaching and mentoring
- have identified the features of an effective coach
- be able to use a range of approaches, models and tools to support coaching processes