Hints and tips for PD Leads

Before the session

- **Format:** The modules are written for and work well face to face. Please don't attempt to use them on line. Informal discussion and sharing between participants will be limited and much learning will be lost.

- **Module length:** Each module will take a minimum of three hours. If time can be found, allow longer, as there is a lot of content for teachers to assimilate.

- **Timing:** To allow for reflection and trying out new ways of working between modules, we advise not to run two modules on one day. You and the participants will be exhausted by the end of the day, there will be no opportunity to include Gap tasks and the participants' learning will be less than if the sessions had been run on separate days.

- **Staffing the module:** We strongly suggest that PD Leads invite a colleague to jointly lead the modules with them. It provides a change of voice, a rest for the lead presenter and a second pair of hands if something goes wrong.

- **Room:** Ask for the largest training room available, set out cabaret style. You want participants to be able to move around. You can never have too much space!

- **Module presentation:** Download the presentation from webpage, customise the slides with yellow banners and then remove the banners. Run the downloaded presentation, not the version on the Padlet, so that you can read the notes on each slide.

- **Technology:** It's great when it works, but there are often unexpected problems. Check out what you can the day before and arrive an hour early to sort out anything else before the session begins. Ask in advance for a contact phone number of an IT Support person at the venue, in case you need help. Try out Menti and Desmos, if necessary.

- **Seating:** Move participants around from time to time, so that they get the chance to work with a variety of people.

- **Printed resources:** Order these in good time.

- **Other resources:** If you want to use manipulatives or mini whiteboards, source them well ahead.

- Prepare for participants with **different needs**. Food is an obvious one, but there are others - mobility issues (no lift), dyslexia (slow readers of slides), hearing loss (look discretely for hearing aids and ensure you speak slowly and clearly), others...

On the day

- Start promptly, as a courtesy to those who have arrived on time.

- Aim to stick to the activities and timings in the modules. If you decide to make changes, make sure that they fit with the aims of the session. Ensure that you maintain a sensible balance of activities, discussion and information giving.

Be ready for the unexpected

Here are some issues the writers have experienced during CPD sessions they have led.

- Electricity cuts - have you enough paper resources to manage run the session without a computer?

- Incompatibility between versions of PowerPoint - they don't all have the same features.

- Poor or no internet connectivity - download all the files you will need to a memory stick the day before.

- Internet logins for participants have no connectivity

- Poor quality loudspeakers - find out how to subtitle videos.

- Poor quality data projector with yellowing bulb - be aware that your slides might not be readable.

- Poor screen - curved wall or wobbly free-standing screen - be aware that your slides might not be readable.

- Some websites may be blocked by college systems eg YouTube, Tarsia.

- The room is locked.