

# Focus on professional development

## Workbook

Your reflective journal and  
additional resources



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# Foreword

We're delighted you've chosen to continue your professional development with TeachingEnglish training and look forward to learning with you over the coming weeks.

In this workbook you'll find additional learning materials to complement your course, places to note ideas of interest, encouragement and guidance in applying them within your teaching practice. Whether you prefer to save and update it on your device, to keep handwritten notes, or use it as a prompt for your on-the go reflection, do what works for you. We hope you and your learners find it beneficial.

If you haven't signed up for the free course, go to [the course training page](#) to enrol.

Happy learning.

**The British Council open learning team.**



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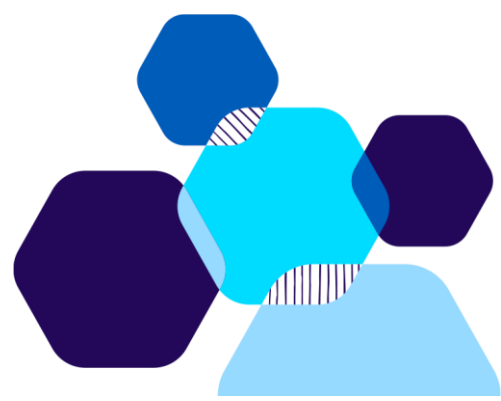
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# Your learning goals, your course

Take control of your professional development by exploring a range of developmental activities available to teachers and how to take advantage of them through collaboration and reflective practice.

During this TeachingEnglish training, you'll engage with learning content in four modules, supported by a series of live online community events. You'll find practical support and encouragement from course tutors and other members of the British Council courses for teachers global learning community as you work to introduce new teaching ideas within your classroom.

Just as every classroom is unique, so is your learning journey. Ensure you're heading in the right direction by reflecting upon and noting your reasons for taking this course and learning goals. Keeping these in mind will help you focus on the most beneficial content and discussions for you.

## Your goals and reasons for learning



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# Your learning tools

## Online learning modules

After completing the introductory Getting started module, work through three modules, each exploring a different area of teaching and learning. Involving an average of 12 hours of study, this course blends theory, practical teaching suggestions and case studies that explore new ways of teaching. Repeat, return to and review activities as often as you like before the end of your course. Learn how to access the online learning modules by visiting the [courses page on TeachingEnglish](#).

## Courses for teachers community

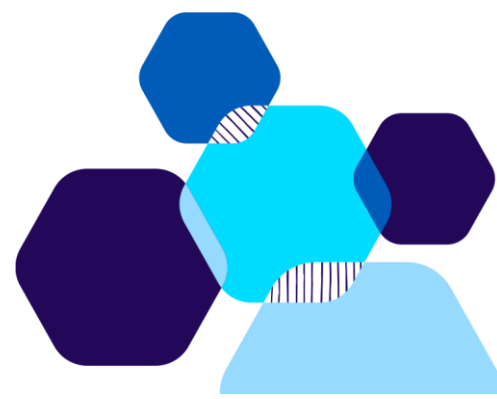
Join course tutors and other educators working on their professional development in our supportive, Facebook-based learning community. Gain access to a wide selection of additional learning resources and engage in developmental discussions while getting the support and encouragement you need to successfully bring ideas from the course into your classroom. Access all the discussions and content related to your specific course in the [Guides section](#) on the [community Facebook page](#).

## Live events

Attend live community events and webinars led by expert educators, or watch the recordings on the [community Facebook page](#). Focusing on different aspects of your course, these sessions provide you with an opportunity to seek answers to your questions - and share your own expertise and insights. Recordings of all live sessions are available on [TeachingEnglish](#) and on the [community Facebook page](#).

## Workbook

Use this workbook to record useful course and community content, questions you'd like to ask in the community, links to resources, or to note ideas from any of the extra resources or recorded events. Save a version online or print the workbook - or both.



# Module 1: Understanding professional development

## Overview

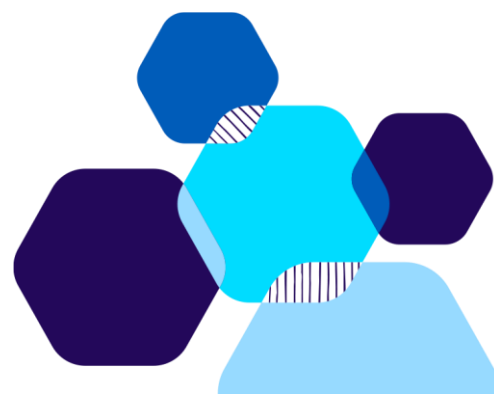
The aim of this module is to introduce you to the concept of professional development and how it applies to you in your teaching career. You'll discover a range of professional development tools and consider how they can support your professional development in relation to your own learning needs, interests and learning preferences. You'll identify immediate developmental goals and begin to make a professional development plan to help achieve these.

By the end of this module, you'll be able to...

- define the term 'professional development'
- understand the process of developing professionally
- list a range of professional development tools and their purpose
- identify the most appropriate professional development tools based on your learning preferences
- write a professional development plan based on short-term goals.

## Further reading, teaching, and learning resources

| Type   | Resource description (tap/click to open)   |
|--------|--|
| Listen | <a href="#">Discussion about in-service teacher development</a>  |
| Listen | <a href="#">TeachingEnglish Podcast: How can my colleagues and I support each other?</a>                 |
| Read   | <a href="#">An annotated bibliography of CPD publications (articles and books)</a>                       |
| Read   | <a href="#">Article sharing 3 ways experienced teachers can get more out of professional development</a> |
| Read   | <a href="#">Article considering how teacher educators can use learning resources for teachers.</a>       |



|       |   |
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| Read  | <a href="#">Article exploring classroom action research and how to get started.</a>                               |
| Read  | <a href="#">Article exploring how we might define the term 'continuing professional development'</a>              |
| Read  | <a href="#">Article looking at ways for English teachers to keep on developing and growing</a>                    |
| Read  | <a href="#">Overview of the CPD frameworks provided by the British Council, Cambridge and EAQUALS</a>             |
| Read  | <a href="#">Report examining use, impact and challenges of Teacher Activity Groups (TAGs)</a>                     |
| Read  | <a href="#">Self-study guide helping teachers to identify areas for development and improve their teaching</a>    |
| Read  | <a href="#">The British Council's Continuing Professional Development (CPD) Framework for teachers</a>            |
| Visit | <a href="#">Content related to the professional practice 'Taking responsibility for professional development'</a> |
| Watch | <a href="#">A conference talk examining the theory behind CPD frameworks and how they can be used by teachers</a> |
| Watch | <a href="#">A conference talk looking at transformational CPD</a>   |
| Watch | <a href="#">Plenary session exploring the potential for peer support in CPD</a>                                   |
| Watch | <a href="#">Video exploring 'What is continuing professional development?'</a>                                    |
| Watch | <a href="#">Webinar exploring classroom-based teacher development and self- and peer-observation tools.</a>       |
| Watch | <a href="#">Webinar exploring the benefits of teacher development for daily work and career plans</a>             |
| Watch | <a href="#">Webinar: 10 teacher development strategies for those in challenging circumstances</a>                 |



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# Your learning

Which new ideas in Module 1 are most useful for you? Note them here together with any questions you'd like to ask in the [British Council courses for teachers learning community](#).

**Describe three things you learned from...**

**Your online module**

**Resources you found and discussions in the course community**

**Extra resources and recorded events**





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# Plan it

Describe one thing you will change in your teaching. Why have you chosen it?

What problems might happen when you try to make this change?

What could you do to solve those problems?

Share your plans in the Facebook community [in this post](#).

# Teach it

Try it out and come back here to reflect on the experience. What did you learn?

Share your reflections in the Facebook community [in this post](#).



# Module 2: Engaging with reflective practice

## Overview

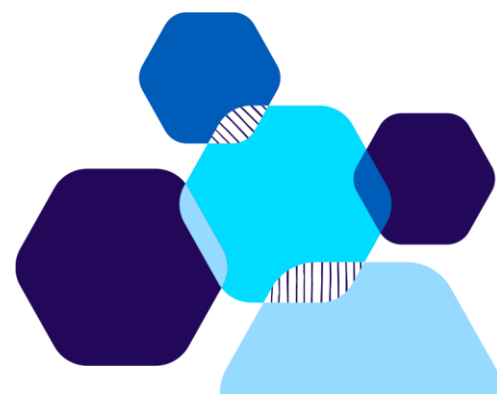
The aim of this module is to increase your understanding of reflective practice; the process of thinking about, evaluating, analysing and reviewing what takes place in the classroom.

By the end of this module, you'll be able to:

- explain what reflection is and how to do it
- relate the reflective cycle to your classroom teaching.
- select reflective tools appropriately to help develop your teaching practice.
- discuss classroom experiences with your colleagues to explore different ways of doing things in lessons
- write a reflective action plan related to your own professional development.

## Further reading, teaching, and learning resources

| Type  | Resource description (tap/click to open)  |
|-------|---|
| Read  | <a href="#">Article discussing the importance of reflective teaching and the steps of the process</a>           |
| Read  | <a href="#">Article about making time for reflective practice</a>   |
| Read  | <a href="#">Article about the benefits of developing a reflective routine</a>                                   |
| Read  | <a href="#">Book presenting ten teacher educators' professional reflective journeys through action research</a> |
| Read  | <a href="#">Embracing assessment: Improving reflective practice by linking task and assessment design</a>       |
| Use   | <a href="#">A guide to getting started with reflective practice</a>   |
| Watch | <a href="#">A talk exploring how to facilitate teachers' engagement in reflective activities</a>                |



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| Watch | <a href="#">A talk sharing a framework for improving reflective teaching, making it practical and results-oriented</a> |
| Watch | <a href="#">A webinar looking at evidence-based reflection for teacher development</a>                                 |
| Watch | <a href="#">Webinar presenting practical ideas to support teacher reflection.</a>                                      |



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# Your learning

Which new ideas in Module 2 are most useful for you? Note them here together with any questions you'd like to ask in the [British Council courses for teachers learning community](#).

**Describe three things you learned from...**

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# Plan it

Describe one thing you will change in your teaching. Why have you chosen it?

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# Module 3: Engaging with peer observation

## Overview

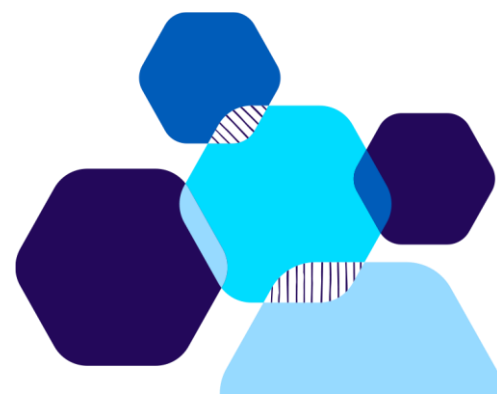
The aim of this module is to increase your awareness of the importance of peer observation as a professional development tool and how you can use it effectively. The module will help you to consider your role as a non-judgemental 'critical friend' in the context of peer observation.

By the end of this module, you'll be able to:

- recognise the importance and value of peer observation in your own professional development
- consider the purpose of peer observation
- describe the skills involved in peer observation
- use effective feedback methods
- consider what to focus on in observing
- begin to plan a peer observation.

## Further reading, teaching, and learning resources

| Type  | Resource description (tap/click to open)   |
|-------|--|
| Read  | <a href="#">Article exploring how to make post-observation feedback a positive and useful experience</a>             |
| Read  | <a href="#">Article exploring the benefits of, and principles underpinning, peer observation</a>                     |
| Use   | <a href="#">Guide looking at developing positive attitudes towards peer observation and a sense of collaboration</a> |
| Use   | <a href="#">Guide looking at how to organise classroom observation</a>   |
| Use   | <a href="#">Guide on getting started with peer observation</a>   |
| Watch | <a href="#">Peer observation panel discussion from World Teachers' Day web conference 2016</a>                       |



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| Watch | <a href="#">Talk about the process and benefits of a peer observation project</a>                 |
| Watch | <a href="#">Talk: Stop, look, listen. Talk about the affordances of video in peer observation</a> |
| Watch | <a href="#">Video about peer observation</a>  |



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# Your learning

Which new ideas in Module 3 are most useful for you? Note them here together with any questions you'd like to ask in the [British Council courses for teachers learning community](#).

**Describe three things you learned from...**

**Your online module**

**Resources you found and discussions in the course community**

**Extra resources and recorded events**





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# Plan it

Describe one thing you will change in your teaching. Why have you chosen it?

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# Teach it

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# Your action plan

Make an action plan focused on applying learning from this the course. Complete any sentences that help you do this. Come back and reflect on what happened in class.

**In the next two weeks, I am going to...**

**Over the next two months, I'm going to...**

**Before the end of the school year, I'm going to...**

**Next school year, I want to...**



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**Well done — you’ve made it to the end of the course! We hope you’ve found it useful, and you’ll join us on another very soon.**

Learn more about other free teacher training courses with the British Council at: <https://www.teachingenglish.org.uk/training>

Explore our framework for teacher knowledge and skills for inspiration, support and materials: <https://www.teachingenglish.org.uk/professional-development/teachers>

