

Cognitive Solutions Training Directory 2008 – 2009


In house training and conferences

☞ Delivering grade 1 lessons for outstanding learning	☞ eLearning
☞ Applying NLP in the classroom and tutorials	☞ Accelerating learning
☞ Learn and remember	☞ Adding range and variety to teaching & learning
☞ Effective differentiated questioning	☞ Embedding the study skills
☞ First time management for first line managers – Part I	☞ Stop managing and start leading! – Part II
☞ Applying NLP to management and leadership	☞ Building teams for performance
☞ Coaching & mentoring	☞ ‘Calm Coaching’ qualification – NLP Diploma & ‘Calm Coaching’ Diploma
☞ Conflict management and working with 'difficult' people	☞ Diffusing stress
☞ Personal effectiveness - the skills of effective people	☞ Train the trainer

Please see email alerts for specific conference dates and location

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Cognitive Solutions offer the following training programmes to facilitate development in Teaching & Learning and Management. All training programmes can be bespoke to organisational needs and are fully active.

Delivering grade 1 lessons for outstanding learning	eLearning
<ul style="list-style-type: none"> ☞ The requirements for achieving a grade 1 are extensive and at times elusive. There are however, components that can be targeted to assist in reaching this grade. ☞ This training helps you identify the key components of a grade 1 lesson and explore techniques to deliver high quality, consistently. ☞ You will develop techniques for active openers, differentiated learning activities, highly effective differentiated questioning and meaningful feedback. ☞ This session is for NQTs and experienced teachers wishing to 'widen the toolkit' of their practice. 	<ul style="list-style-type: none"> ☞ You will gain a better understanding of what is meant by 'eLearning' and why so many agencies, including the government, feel we should be 'harnessing technology'. ☞ You will be able to decipher the jargon and apply the uses of 'learning platforms', 'blended learning', and 'digital natives' and much more. ☞ There will opportunity for you to take away plenty of practical suggestions for activities and free resources to enhance learning inside the classroom and out.
<p>Delegates on this course have said:</p> <p><i>“Inspirational – great ideas to take back to the classroom”</i></p> <p><i>“I feel motivated all over again”</i></p> <p><i>“Excellent presenter with extensive knowledge and suggestions”</i></p> <p><i>“Really fun session – thanks!”</i></p>	<p>Look out for conferences via email and the website or book for in-house training at</p> <p>www.cognitive-solutions.net or Email cognitive-solutions.net for further details</p> 

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Accelerating learning

- ☞ Theories of accelerated learning are drawn from a range of disciplines including: the study of aspects of human memory, theories of human attention and motivation, and intelligence theory and you will take away a range of techniques from each of these areas.
- ☞ Accelerated learning carries with it the expectation that, when properly motivated and appropriately taught, all learners can reach a level of achievement which may currently appear beyond them.
- ☞ The course gives you a clear perspective on the types of strategies involved in accelerated learning and how to implement them into the current curriculum. You can benefit from motivating and accelerating the learning process in your classrooms.

Visit the cognitive solutions website

You will find updated teaching tips, in-house courses, conferences and booking details on our website

www.cognitive-solutions.net

Applying NLP in the classroom and tutorials

- ☞ This course introduces the principles of Neuro Linguistic Programming and allows you to explore its application to the classroom and tutorials.
- ☞ You will take away the techniques and strategies that can have a measurable impact on motivation, learning states, communication and relationships with learners.
- ☞ By using NLP (The study of the internal experience) you will be able to take learning to a personalised level.
- ☞ This course will help teachers, learning support staff and mentors to 'access' learners and help them be the best they can.

Delegates on this course have said:

"Very good course – fascinating"

"Very useful – has provided a raft of ideas for teaching styles"

"Excellent introduction to this area and very entertaining"

"Excellent application to teaching"

Learn and remember

- ☞ Developing the skills of memory can make a fundamental difference to student's performance in your classroom and in the final exam.
- ☞ You will take away practical techniques to assist recall and develop enduring long term memories for large quantities of information.
- ☞ You will explore how these strategies can be embedded into the curriculum delivery and form active learning strategies.
- ☞ Learners will benefit from being able to recall the information they need to apply, evaluate, synthesise, compare and contrast for assessment.

Delegates on this course have said:

"More classroom techniques – they were great!"

"The information was useful, and would be applicable to my subject area. Everything said was relevant"

"Inspirational"

"Presenter was very knowledgeable, very personable. Course was packed with useful/ exciting information"

"Excellent presenter, friendly, funny, telling relevant anecdotes"

Adding range and variety to teaching & learning

- ☞ Even the most reflective teacher can fall into a pattern of using the same 'tried and tested' techniques. This course is an opportunity to explore a range and variety of techniques to help rejuvenate the classroom.
- ☞ You will follow a lesson from start to close and gain suggestions and ideas to meet the components that contribute to a well-planned session.
- ☞ You will identify strategies for active openers, regular self-assessment and target setting within a session and consider a wide range of learning strategies for differentiation to support your student's independent learning.
- ☞ There will be materials for you to apply in the classroom and opportunities to 'widen the toolkit' of your current teaching and learning practice.

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Effective differentiated questioning

- ☞ Questions are like spotlights into the dark when delivered appropriately. Although Q & A is the most widely used method of classroom assessment, Ofsted have recognised as often the least effectively executed.

So what can you do to make your questioning effective?

- ☞ This session looks at the levels of questioning that can be used in the classroom to establish existing knowledge, and help drive knowledge and comprehension through to evaluation and ‘free thinking’.
- ☞ Effective questions will assist in assessment, self-discovery, independent learning and extension tasks, which can culminate in ‘adding value’ to the learner. A single question can motivate a learner to new levels – can’t it?
- ☞ The session is an active exploration of the types, levels and impact of questioning.

Delegates on this course have said:

“Even though I thought I used questions well, this course gave me some really useful insights”

“just goes to show there is always more to learn!”

Embedding the study skills

- ☞ The development of study skills within curriculum allows learners to achieve significantly above MAG.
- ☞ This training focuses on the type of skills that ensure success from your learners, make learning active and develop independent learning.
- ☞ By focusing on the skills, students are able to access subject content more readily allowing a simple pathway to higher order processes.
- ☞ The development of skills contributes to the differentiation of individual needs and builds key skills development.
- ☞ You will explore the range of skills and effective methods of utilising and embedding them into your teaching.

“I thought I had too much syllabus get through to worry about developing study skills, but now I have learnt strategies to cover both and help the learners get through the material more easily”

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First time management for first line managers – Part I

"Management means helping people to get the best out of themselves, not organizing things." (Lauren Appley)

- ☞ This programme is designed for those of you who are newly promoted or are working towards your first line management post.
- ☞ You will explore the key approaches and strategies of successfully managed teams and have the opportunity to reflect on your current approaches.
- ☞ The day will help you develop practical skills many of which you can be implemented immediately. The skills sets developed are equally relevant ways of working with both groups and individuals.
- ☞ The course will facilitate you building your team and ensuring there are open channels of communication within the team.
- ☞ You will explore methods of building ownership and responsibility whilst maintaining and heightening the motivation of your team members.

Delegates on this course have said:

"Course leader was very friendly and gave lots of useful tips and advice. Very knowledgeable and willing to share"

"Provider was very knowledgeable and gave very good advice. Clearly a good manager himself"

Stop managing and start leading! – Part II

"We must become the change we want to see." (Mahatma Gandhi)

- ☞ This programme assists you in the development of skills already attained through some management experience.
- ☞ It progresses your existing qualities and explores new advancements. Often the styles and methods we use become unconscious and are applied to situations where an alternative would be more appropriate. You will take away methods of 'stepping out' to find solutions when other tactics have not worked.
- ☞ This course reflects back to your conscious competence and expands the opportunities to find the difference that makes the difference. Whether in negotiation, dealing with challenging people or working through problems, the leader with most behavioural emotional and mental flexibility will succeed.

Delegates on this course have said:

"A fantastic tutor. Inspiring & full of information. A pleasure!"

"Excellent, inspiring and motivating! Thank you!"

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Applying NLP to management and leadership

- ☞ Increasing the range of techniques available to managers is important in developing effective working relationships with staff. This session explore ranges of strategies influenced by NLP, that can be applied to communication, problem solving, solution orientated approaches and performance management.
- ☞ This is an opportunity to enhance self coaching and coaching of others to influence performance and motivate staff and teams.
- ☞ NLP has application to the classroom and in overcoming resistance to change. This fascinating area of psychology is highly beneficial to any conscientious manager.

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Building teams for performance

- ☞ When your team is moving towards a common goal, takes ownership and shares knowledge and resources in a facilitative way, that team is likely to be effective.
- ☞ In any industry, you as the manager and leader are responsible for developing the team and individual performance. This course will enable you to take away strategies and techniques to build your team without the use of pretend minefields but with directly applicable methods.
- ☞ When your team is self developing you are able to expand and explore skills rather than 'fire fight' issues.
Teams move organisations forward!

Delegates on this course have said

"I've got some excellent ideas for motivating and developing my team – thanks!"

"Real application to the work place – just what I needed"

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'Calm Coaching' qualification

NLP Diploma & 'Calm Coaching' Diploma

- ☞ You can enjoy a full 4 days 'hands on' practical Calm Coaching Course with two of Britain's leading NLP & Calm Coach Trainers, where you will discover the powerful tools of NLP and their application in Calm Coaching.
- ☞ This course is designed for teachers and managers and learning support staff, with responsibilities for coaching and mentoring of staff and learners. It is an opportunity for you to develop skills and abilities to help break through barriers and assist people in reaching their full potential.
- ☞ Advanced skills practitioners, teacher trainers and subject learning coaches have all benefited from this course and achieved a combination qualification of NLP Diploma and Calm Coaching Diploma recognized by INLPTA, and The Calm Coaching Federation. Groups of up to 16 can be accommodated and higher numbers will reduce delegate costing.
- ☞ Applications inc:

Subject teachers and learning support: classroom management, effective communication, target setting, reflection, motivation, personalised learning processes.

Managers: performance management, motivation, goal negotiation, professional development, solution orientated approaches, removing barriers to success.

Advanced practitioners: effective coaching, fast development and empowerment, removing barriers, goal negotiation, motivation.

Delegates on this course have said:

"This has given me confidence in my ability to coach staff, even when they were initially resistant."

"Grades are improving even after a few sessions and this is down to the quality of the coaching"

"The skills are subtle and the qualification name captures the whole process"

"This is a qualification every advanced practitioner should take"

This course can be run in-house with staggered dates to suit organisational needs. Individuals interested in qualifying in NLP and Calm Coaching can contact Cognitive Solutions through the web site www.cognitive-solutions.net or via email info@cognitive-solution.net for dates and locations of training. Hypnosis training is also available.

Coaching & mentoring

- ☞ You will take away the skills from this course that can be applied to learners and staff to encourage them to develop self-reflection and ownership in order to break through any barrier to development.
- ☞ You will take away practical strategies, supported by Neuro Linguistic Programming and coaching techniques that you can implement immediately.
- ☞ You will build the confidence to facilitate staff and learners with the techniques to advance their own skills and assist them in becoming self developmental.
- ☞ The support and guidance needed to add value is a key aspect of the Common Inspection Framework and forms the structure of personal development and change.
- ☞ Applications inc:

Staff: You will explore the models to assist development of both existing members of staff and NQTs.

Learners: fast and effective strategies to remove barriers and develop confidence and motivation for achievement and success.

Delegates on this course have said:

“I feel alot more confident working with NQTs now – thank you!”

“Really enjoyed this course – lots of practical applications”

“Great fun and loads of good ideas and suggestions”

This course can contribute to the qualification in NLP and Calm Coaching

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Conflict management and working with 'difficult' people

- ☞ We all find ourselves in situations of conflict and most of us find these situations uncomfortable, both professionally and personally.
- ☞ Some may avoid conflict as a result, or, if we engage, find that they are left with residual anger. The emotional energy arising from such conflicts often blocks rational discussion and possible solutions.
- ☞ You will be helped with strategies to plan for, identify and deal with these situations. You will be able to remain true to values and standards whilst communication with others without aggression and find ways to a successful conclusion.
- ☞ With internal state management strategies you can leave the emotion and reflect on the feedback for future effectiveness.

"We cannot solve our problems with the same level of thinking that created them." (Albert Einstein)

Delegates on this course have said:

"The course was well constructed and informative. I enjoyed it immensely. Thank you!"

"Really enjoyed today – thank you"

"Very interesting day – well presented and informative – Good fun!"

Diffusing stress

- ☞ We are surrounded by a host of time and labour saving devices that are designed to make our life easier. By rights we should be feeling more relaxed and have plenty of time to smile and enjoy each other's company, time to pursue our dreams and live life to the full.
- ☞ Instead, we seem to be caught up in an instant world, becoming aggravated if we feel we are non-productive and not filling every last minute with actions and thoughts.
- ☞ Many of us have actually forgotten what it feels like to be relaxed and always feel 'on edge' and tense. Finding the right type of relaxation for you is essential as one person's preferred relaxation may not suit another. This session will provide arrange of stress management techniques.
- ☞ It is both a workshop and a training session for ideas to be taken away and used to help you ease stress and become even more effective.

Delegates on this course have said

"great workshop with good ideas on managing my stress- thanks"

"Feels good to take control again"

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Personal effectiveness - the skills of effective people

- ☞ We have all experienced days where the time just seemed to disappear and we can't identify what we accomplished. You may leave the office feeling that none of the jobs you intended to achieve actually got done.
- ☞ This training focuses on building the skills that help us to approach work (and life) with strategies and techniques that build a positive attitude, sense of purpose and accomplishment at the end of the day.
- ☞ It will assist you in prioritising workloads, managing the time available and starting the day for success.
- ☞ You will take away the methods used by those who keep on top of their work seemingly easily.

Delegates on this course have said:

"Very good course"

"The course leader was excellent"

"Course leader was excellent, made aspects of the course relevant and interesting. Followed a good pace"

"We wanted to continue after the allotted time"

Train the trainer

- ☞ In this course you will explore the techniques for the effective training of adults. You will gain insight into models of delivery and methods to accommodate for all your delegates needs.
- ☞ There are opportunities for you to analyse questioning strategies and methods of dealing with negative and resistant attendees. You will explore specific and vague language to help get messages across and methods of motivating you delegates to take on board new ideas.
- ☞ All the techniques shared in this programme can be implemented by you, as the trainer, quickly and easily.
- ☞ If you are new to training or ready to refresh and up skill, you will take away a range of ideas highly beneficial to your practice.

Delegates on this course have said:

"I've been a trainer for a long time but I took away some great ideas"

"The range of techniques and subtleties were really useful"

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