

MANAGEMENT TRAINING

“ The way the course was managed was excellent. I found the continual feedback and encouragement both helpful and motivating. The content was thought provoking, interesting and relevant.

Student, Leadership and management

Contact

020 7492 2537
training@citylit.ac.uk

Telephone hours

Tues 17:00–18:00
Wed and Thu 11:30–12:30

For application forms or more course details, please call or email us, or download them from www.citylit.ac.uk.

Starred courses

You will need to complete a course specific application form, and may be asked to an interview and to complete an initial assessment. You will be invited to enrol once you have been offered a place.

COURSE	CODE	DATE(S)	DAY(S)	TIME	WEEK(S)	SITE	FEE	SNR.	CONC.
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Management training

These courses are suitable if you have a management or coaching role in either the public or private sectors. Contact us for more details and how to apply.

Management

ILM award in leadership and management skills		This highly practical course looks at the concept of leadership, and the main areas of skill required of good leader-managers. Certificated by the Institute of Leadership and Management at level 3. Tutor: Sandie Alden							
	☰	TD206	16 Sep - 25 Nov	Thu	14:30 - 18:30	6	KS	£536 ^{NC}	£536 £536

Coaching

ILM award in workplace coaching		Are you an experienced manager, or professional, coaching new staff in your area? Come and develop the skills you need, and gain an award from the Institute of Leadership and Management. Tutor: Nathalie Auge							
	☰	TD204	5 May - 7 Jul	Thu	18:00 - 21:00	9	KS	£440 ^{NC}	£440 £440

Courses for employers


In addition to public courses, we can offer management and trainer training qualifications as closed courses for employers. The most popular are:

- ILM Award in leadership and management at level 3 and level 5
- City and Guilds 7300 introduction to trainer skills (focussed 3 day training)
- City and Guilds 7303 preparing to teach in the lifelong learning sector (PTLLS) for workplace trainers

We can also offer one or two day training aspects of leadership, management and coaching.

Please contact the department for more details.

TEACHER TRAINING

 I thoroughly enjoyed all the taught sessions and felt the standard of teaching was excellent – really good demonstration of modelling good practice in the classroom

Student, Teacher training

Contact

020 7492 2537
training@citylit.ac.uk

Telephone hours

Tues 17:00–18:00
Wed and Thu 11:30–12:30

For application forms or more course details, please call or email us, or download them from www.citylit.ac.uk.

Starred courses

All courses marked with a star (*) require you to complete a course-specific application form. For most courses you will also need to be interviewed and complete an initial assessment. You can enrol once you have been offered a place.

Please apply by the closing date. We will accept applications after this date if there are still places.

COURSE	CODE	DATE(S)	DAY(S)	TIME	WEEK(S)	SITE	FEE	SNR.	CONC.
Training for teachers of adults									
Courses leading to national qualifications in teaching in the lifelong learning sector. See our programme guide 'Training for Teachers 2009-10' for more details and closing dates for applications. The guide and application forms are available from the department at www.citylit.ac.uk .									
Introductory teacher training									
Preparing to teach adults City & Guilds 7303 (PTLLS)	Interested in teaching or training adults? Got a qualification in your subject? This course covers the basics and leads to a national initial teaching award. Choose TD502 or TD511 if you are a volunteer/workplace trainer. Closing date TD501: 2 July 2010. Tutors: Laila Shariff, Heléne Ferguson								
	TD501*	25 Sep - 11 Dec	Sat	10:30 - 16:30	12	KS	£310	£310	£132
	TD503*	26 Apr - 26 Jul	Tue	10:00 - 13:30	14	KS	£310	£310	£132
Preparing to teach adults for workshop trainers: City & Guilds 7303 (PTLLS)	Interested in teaching or training adults? Got a qualification in your subject? This course covers the basics and leads to a national initial teaching award, for volunteer/workplace trainers.								
	TD502*	15 Jan - 26 Mar	Sat	10:30 - 16:30	8	KS	£270	£270	£118
	TD511*	18 Jul - 9 Sep	Mon & Wed-Fri	10:30 - 16:30	2	KS	£270	£270	£118
Skills for life awareness training	This course is for teachers, support workers, volunteers and front-line staff who work with adults with language, literacy or numeracy needs. Learn what 'skills for life' is, how it affects adult learners, and what you can do to support adults with skills for life needs. Download the application pack, or contact the Skills for Life department on 0207 492 2511; email: skills@citylit.ac.uk . Tutor: Annabel Steward								
	New TD114*	14 Sep - 12 Oct	Tue	10:00 - 13:00	5	KS	£76	£76	£40
In-service teacher training									
Award in teaching adults City & Guilds 7303 (PTLLS)	Are you teaching adults in further, adult or community education for two hours on average? This course leads to a national initial teaching award and will enable you to register as a professional teacher with the Institute for Learning. Tutors: Heléne Ferguson, Luli Harvey								
	TD504*	28 Sep - 7 Dec	Tue	10:30 - 16:30	11	KS	£360 ^{NC}	£360	£360
	TD506*	7 May - 23 Jul	Sat	10:30 - 16:30	12	KS	£360	£360	£360
Certificate in teaching adults (C&G 7304)	Teaching adults 2 - 4 hours a week? Achieved the Award in Teaching (C&G7303 PtLLs) or similar? Gain the Certificate in Teaching (CTLLS) by completing both: TD505 and TD519.								
	TD505*	11 Jan - 22 Mar	Tue	10:30 - 16:30	11	KS	£360 ^{NC}	£360	£360
Certificate in teaching adults part 2 (City & Guilds 7304)	If you have completed TD505, gain the Certificate in Teaching (CTLLS) by completing 2 more modules.								
	TD519*	26 Apr - 12 Jul	Tue	14:30 - 17:30	12	KS	£295 ^{NC}	£295	£295
Diploma in teaching adults: CertEd/PGCE year 1	Teaching adults 3 - 5 hours a week? This is a two year national qualification (DTLLS), and is awarded through the University of Westminster. You can complete Year 1 only and gain a Certificate (CTLLS). Tutor: Khorshed Bhote								
	TD507*	15 Sep - 22 Jun	Wed & Sat	18:00 - 21:00	38	KS	£1,056	£1,056	£1,056
	TD508*	17 Sep - 24 Jun	Fri	10:30 - 16:30	37	KS	£1,056	£1,056	£1,056
Diploma in teaching adults: Cert Ed /PGCE year 2	Leads to a full national teaching qualification for teachers in lifelong learning (DTLLS), awarded through the University of Westminster. Direct entry into Year 2 is possible if you have completed C&G 7305 Year 1 or equivalent. Tutors: Sandie Alden, Wendy Moss								
	TD509*	16 Sep - 23 Jun	Thu	10:30 - 16:30	37	KS	£1,056	£1,056	£1,056
Maths workshops for trainee teachers	Brush up your maths skills to level 2 in this workshop, with the opportunity to take the national numeracy test. Designed for teachers on teacher training programmes who need to upgrade their personal numeracy skills. Tutor: Jackie McCartan								
	TD113*	15 Jan - 9 Apr	Sat	14:00 - 17:00	13	KS	£30	£30	£30

*Starred course code: call 020 7492 2537 about your pre-enrolment interview

Enrolment: 020 7831 7831 or www.citylit.ac.uk *Starred course code: call 020 7492 2537 about your pre-enrolment interview