

# Professional Development Courses

## Online Teacher Training

Your partner in continuing professional development



# What is professional development of teachers?

Professional development or teacher training is a focused and sustained effort to improve the capability, expertise, and wellbeing of teachers. It focuses on content knowledge, teachers' skill set and capacity-building. It aims to build confidence and equip teachers to acquire greater content knowledge and upgrade their pedagogical skills, resulting in greater motivation and wellbeing. Professional development can be face-to-face or online, in small sessions or large groups. It is usually subject-based but can also be offered to teachers across a range of subjects for general topics such as classroom management, leadership development, or school improvement strategies.

Our online professional development courses support teachers in their professional journey so that they are better equipped to cater to their learners' future needs.





# Why is professional development important for teachers?

Continuous professional development is an integral part of teaching and learning at any educational institution. Teachers develop their capability by constantly upgrading their skills. Our professional development courses give teachers the ability and confidence to use global best practices. We equip teachers to cater to their learners' twenty-first century needs, and develop skills that will help engage and empower students. Our professional development workshops and courses also equip teachers to use their textbooks and OUP materials more effectively.

Students benefit greatly from teachers' enhanced capability as they are better able to motivate and guide their students towards excellence in learning, deliver results, and maximise academic achievement.

If you wish to book a course, please write to [pd.pk@oup.com](mailto:pd.pk@oup.com) or contact your OUP sales representative.



# Creative Writing Skills

An extended online training course



<b>Module 1</b>	Descriptive writing	Introduction /setting	Grammar and vocabulary techniques	Figurative language techniques	Multi-sensory tools
<b>Module 2</b>	Narrative writing	Unusual beginnings	Plot/characters/ conflicts-transitions	Strong adjectives/ adverbs	Resolution/ conclusion
<b>Module 3</b>	Persuasive writing	Using reasoning and logic	Structuring examples and evidence	Rhetorical language	Eliciting vocabulary
<b>Module 4</b>	Expository writing	Framing topic sentences	Transitions between paragraphs-connectives	Presenting facts and opinion	Techniques for clarity and precision in writing



# Teaching Maths Effectively

An extended online training course



<b>Module 1</b>	Making maths meaningful	Divergent views in mathematics	Factors affecting conceptual understanding in maths	Strands in the maths curriculum	Updated pedagogies
<b>Module 2</b>	Teaching maths through storytelling	Sharing resources (songs, books and videos)	Storytelling as an effective strategy	Demonstration of how storytelling works in a maths lesson	Stories as maths concepts
<b>Module 3</b>	Strategies and activities	Why use games?	Research on using games to teach maths.	Creating and sharing games	Examples of game boards
<b>Module 4</b>	Art integration in maths	Mathematical artist	Elements of art	Integrating art with maths	Infographics

# Inculcating Study Skills

An extended online training course



<b>Module 1</b>	What are study skills?	Focus on information	Efficient note-taking and note making	Organisation and time management	Benefits of intrinsic motivation
<b>Module 2</b>	Useful studying techniques	Critical reading techniques	Collaborative reading-buddy system	Retention strategies	Countering challenges
<b>Module 3</b>	Classroom activities that encourage independent learning	Peer engagement	Addressing curriculum requirements	Revision skills and retrieval practice	Reflection and self-assessment
<b>Module 4</b>	Study skills cycle	The system of triage	Activities to support independent studying	Constructive feedback techniques	Establishing a supportive environment

# Teaching Reading Through Phonics

An extended online training course



<b>Module 1</b>	Principles and practice of phonics instruction	Systematic synthetic phonics instruction	Sequencing phonics instructions	Pure sounds (phase wise)	Oral blending and segmenting routines	Establishing a phonics programme
<b>Module 2</b>	Reading, spelling and handwriting	Phonics sounds	Blending and segmenting routines	Sight words instruction	Practicing sight words	Handwriting guidelines
<b>Module 3</b>	Systematic reading and handwriting techniques	Pure sounds – focus on vowel digraphs	Teaching reading using decodable readers	Practising sight words	Blending and segmenting techniques	Handwriting practice and activities
<b>Module 4</b>	Progression through lesson plans and assessments	Time-tabling guidance	Term-wise planning for phonics	Alternative graphemes	Monitoring and assessment	Progression in comprehension



# Communication Skills for Teachers

An extended online training course



Module 1	Verbal and non-verbal communication	Importance of verbal and non-verbal communication	What is KOPPACT?	Barriers to effective communication	Speaking and listening
	Professional correspondence	Channels of communication	The 7Cs of communication	Types of professional correspondence	Style and tone in professional writing
	Netiquette	What is netiquette?	Netiquette in reading and writing	Blending and segmenting techniques	Effective communication for conflict resolution
	Networking and interview skills	Interview preparation	VOILA	Importance of small talk and grapevine	Using networking channels effectively

# School Improvement Strategies

An extended online training course



<b>Module 1</b>	Steps to school improvement	Awareness of mission statement and values	Framework for school evaluation	Designing a SMART action plan	Closing the gap
<b>Module 2</b>	Strategies to support teachers	Peer support – classroom approaches	Reflective teaching	INSET days– content and organisation	Coaching and mentoring
<b>Module 3</b>	Creating a positive environment	Physical learning environment	Fostering inclusiveness	Improving student outcomes	Parental support
<b>Module 4</b>	Evaluating teaching and learning	Classroom observations	Formative self-assessments	Constructive feedback	Setting up remedial classes

# Essential Skills for New Teachers

An extended online training course



<b>Module 1</b>	Introduction to 21st century teaching methods	Understanding the principles of effective teaching methods	Exploring different teaching approaches and their applications	Discussion on 'student learning outcomes'	Teaching content and developing skills	Utilising technology and multimedia resources in the classroom
<b>Module 2</b>	Classroom management and lesson planning	Establishing a positive and inclusive classroom environment	Creating effective classroom rules and expectations	Strategies for managing student behaviour and promoting discipline	Effective communication and conflict resolution	Supporting students with effective lesson plans
<b>Module 3</b>	Supporting students' wellbeing	What is well-being?	How to establish a positive classroom culture	Discussion on modelling the correct behaviour	Overcoming threats to wellbeing (such as bias/labelling)	Experiential learning theory
<b>Module 4</b>	Assessment and feedback techniques	Understanding the importance of assessment in the teaching and learning process	Differentiating between formative and summative assessments	Developing fair, valid and reliable assessments	Analysing student performance data to inform instructional decisions	Providing constructive feedback and supporting students' growth



# Fundamentals of Teaching Science

An extended online training course



<b>Module 1</b>	Scientific enquiry	Process skills	Observation	Classifying	Communication	Inferring and Predicting	Measuring
<b>Module 2</b>	5 Es model	5 Es model	Engage	Explore	Explain	Evaluate	Elaborate
<b>Module 3</b>	Integrating technology in science	Digital integration	Hands-on activities	Think-pair-share	Gallery Walk	Oxford Extend (videos and games)	Exploring digital platforms
<b>Module 4</b>	STEAM	Design	Iteration stages	Execution	Scientific Research	Journal writing	Active learning

# Urdu Takhleeqi Tehreer

An extended online training course



<b>Module 1</b>	Introduction to creative writing	Understanding creativity	Elements of creative writing	Setting goals	Introduction/setting	Grammar and vocabulary techniques
<b>Module 2</b>	Descriptive and narrative writing	Writing personal narratives, descriptive techniques	Sensory details, multi-sensory tools	Figurative language techniques	Unusual beginnings	Plot/characters/ conflicts-transitions
<b>Module 3</b>	Persuasive and expository writing	Persuasive essays	Analytical essays, writing on cultural themes	Using reasoning and logic, structuring examples and evidence	Rhetorical language, framing topic sentences	Presenting facts and opinion
<b>Module 4</b>	Creative nonfiction and historical fiction	Historical fiction	Creative nonfiction	Final project, techniques for clarity and precision in writing	Resolution/ conclusion, strong adjectives/ adverbs	Eliciting vocabulary

# Reading and Comprehension Strategies

An extended online training course



<b>Module 1</b>	Foundations of reading and comprehension	Decoding methods through phonics	Stages of reading	Contextualising and elicitation	Developing self-expression through presentations/ summaries
<b>Module 2</b>	Reading strategies	Pronunciation practice	Levels of reading	Word maps	Mechanisms for independent reading
<b>Module 3</b>	Vocabulary and fluency	Reading through patterns	Seven reading strategies	Grammar activities for fluency	Continuous reading assessment
<b>Module 4</b>	Reading for success	Integrating technology through a digital reading programme	Enquiry-based teaching	Clicking and clunking strategy	Support strategies for struggling readers



# Frequently Asked Questions (FAQs)



## Who should attend?

Pre-primary, primary, and secondary teachers



## What is the course schedule?

The session will be 2 hours long and will be held twice a week. Monday and Wednesday 3pm-5pm



## What will I be taught?

Please refer to the relevant course modules



## What will I get?

All participants will receive course handouts and an e-certificate of completion issued by Oxford University Press, showing the hours of training completed.

## How long is the course?



The course will be a month long, two sessions each week for four weeks.

## How much will it cost?



PKR 6000 for the whole course.  
PKR 4500 discounted price for multiple registrations.

## Who are the tutors for the course?



The course is taught by experienced professional development trainers at Oxford University Press. A number of guest speakers will also be invited to share their expert insights.

## What if I miss a session?



We provide session recordings to all the registered participants.

# Oxford Teachers' Academy Courses

## What is an Oxford Teachers' Academy course?

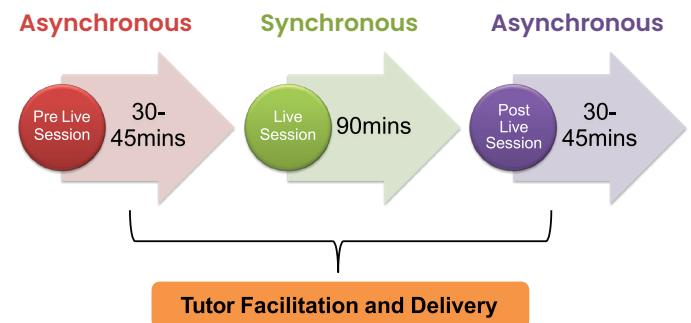
The tutored online OTA programme provides the flexibility of the online OTA with the interaction and tutor input of the face-to-face OTA.

- Provides a differentiated professional development service for educators
- Delivered over a six-week duration
- Involves synchronous and asynchronous delivery
- OUP/ODCE on submission of sufficient evidence of learning (E.o.L)
- Delivered by qualified and experienced tutors

## How many modules will be taught?

Each course offers 6 stand-alone modules, which will be delivered over a period of 6 weeks.

Where participants are taking the course for the first time, the course begins with a 'set-up' module. Each module requires a commitment of approximately 3 hours online and weekly virtual 'live' session with the tutor.



# Meet our Oxford Teachers' Academy tutors



**Adina Baig**  
Professional  
Development Coordinator



**Saadia Naeem**  
Regional Professional  
Development Coordinator



**Neda Mulji**  
Senior Manager,  
Professional Development



**Seema Khalid**  
Regional Professional  
Development Coordinator



# Oxford Teachers' Academy courses on offer


	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6
Mediation	Course set-up/ introduction	What is mediation?	Written mediation	Spoken mediation	Sociocultural mediation	Assessing mediation
Teaching Teenagers	Course set-up/ introduction	Changes and challenges: understanding teenagers	Managing and motivating teenagers	Projects and collaborative work	Effective feedback and assessment for learning	Learning for life
Teaching Young Learners	Course set-up/ introduction	How children learn	What children learn	The power of stories	Reading	Speaking
Mentoring Skills	Course set-up/ introduction	Context of mentoring	Approaches to mentoring	Constructive mentor conversation	Teach support activities	Establishing a mentoring programme

# Oxford Teachers' Academy courses on offer

	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6
<b>Bilingual Education</b>	Course set-up/ introduction	The case for bilingual education	The languages of bilingual education	Skills development in bilingual education	Frameworks for bilingual education	Assessment
<b>ELT Managment Skills</b>	Course set-up/ introduction	Management and you	Teams, meetings and decision-making	Quality and the customer journey	Managing change	Staff development
<b>Assessment For Learning</b>	Course set-up/ introduction	Your context for classroom assessment	Introduction to assessment for learning	Feedback: what it is, and what makes it effective	Feedback in action	Benefits and challenges of the approach
<b>Global Skills</b>	Course set-up/ introduction	Introduction to Global Skills	Communication and collaboration	Emotional self-regulation and wellbeing	Creativity and critical thinking	Creating a global skills learning environment


# Sample Certificate


## Oxford University Department for Continuing Education




**OXFORD UNIVERSITY DEPARTMENT FOR  
CONTINUING EDUCATION AND OXFORD  
UNIVERSITY PRESS**  
Professional Development Programme 2020

This is to certify that  
Name here  
has successfully completed an online  
**Oxford Teachers' Academy Course**  
Global Skills: Empowering 21st Century  
Learners  
Course dates here

  
CHARLES BOYLE  
Director of British and Cultural Studies  
Oxford University  
Department for Continuing Education

  
TIM HERDON  
Senior Teacher Trainer  
Oxford University Press

 **OXFORD  
TEACHERS'  
ACADEMY**

**OXFORD**  
UNIVERSITY PRESS

Programme developed in collaboration between Oxford University Press  
and Oxford University Department for Continuing Education

# What is the typical schedule for an OTA?

6 weeks / 6 modules		Live Classes (tutored only)
Week 1	Set Up & Module 1	Thurs: 3pm – 4:30 pm
Week 2	Module 2	Thurs: 3pm – 4:30 pm
Week 3	Module 3	Thurs: 3pm – 4:30 pm
Week 4	Module 4	Thurs: 3pm – 4:30 pm
Week 5	Module 5	Thurs: 3pm – 4:30 pm
Week 6	Module 6 & Course Wrap Up	Thurs: 3pm – 4:30 pm

# Frequently Asked Questions (OTA)



## **How many participants can join a course?**

Minimum 15; maximum 35

## **How much time do participants commit to the course?**

Minimum 3 hours per module. A course of 5 modules (+set up module) = a minimum of 18 hours

## **What tasks do participants have to do?**

There is a variety of task types included in a course, including contributing to discussion forums, engaging with fellow participants, reading/listening to input, ranking, selecting, sharing and comparing. They also need to complete a post-course evidence of learning.

## **What is the evidence of learning?**

A 500–600 words written assignment consisting of an action plan and reflection report. This must be completed within 3 months after the end of the course. This is submitted online.

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**Who issues the certificate?**

The e-certificate is issued jointly by Oxford University Department for Continuing Education (OUDCE) and OUP.

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**What happens if a participant doesn't meet the requirements of a certificate?**

They will be given the opportunity to resubmit their Evidence of Learning if they have failed to meet the criteria. If the reason for no certificate is down to poor engagement or attendance, if logistically feasible, they could be offered to take the course at a later date.

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**How much does it cost?**

PKR 25,000 per individual  
PKR 23,000 each for 3 registrations and above

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**Can a school ask for a course exclusively for their teachers?**

This can certainly be arranged by letting your OUP Sales representative know. You can also write to [pd.pk@oup.com](mailto:pd.pk@oup.com)