

Level 3 - Training & Coaching course

COURSE DURATION

Phase 1 - 4 weeks

Phase 2 - No specific time, at a time that suits you and your colleagues

Phase 3 - Unlimited access

PROFESSIONAL DEVELOPMENT HOURS: 50 hours

GRADUATE CREDITS Available: 5 quarter hours

FEE: The single user fee for this course is \$799.

Volume discounts are also available. See [order form](#) for pricing details.

OVERVIEW

This course is for those teachers who want to share their skills and best practice with others. Participants will have to:

- Demonstrate advanced skills, while producing demonstration and training flipcharts of a professional quality.
- Support these flipcharts with training plans and handouts.
- Supply feedback from their training sessions.
- Share ideas and resources with other course participants.
- Demonstrate their understanding of the role and responsibilities of a trainer and gain a sound grasp of the skills and techniques that a trainer needs.

IMPORTANT DETAILS

Completion of the Level 3 course prepares participants to deliver training workshops with their school or district. Participants will, upon completion of Level 3, possess the skills needed to create training flipcharts and work with their colleagues as they learn the possibilities offered by Activsoftware.

Participants seeking to receive certification to become "Promethean Authorized Instructors", eligible to deliver training as representative of Promethean Inc. for monetary compensation **must meet [additional requirements](#)**.

ENROLLMENT

If you wish to enroll on this course please complete the [online training order form](#). This course can also be ordered through our [online shop](#).

Please note: the online shop does not accept debit cards or school accounts.

COURSE CONTENT

This course is split into three phases, each phase is described in more detail below.

Phase 1

The first part of this course is about us getting to know you. Your tutor will evaluate your software skills and you will be asked to consider what is good practice, both as a trainer and a teacher. The outcome of this phase is a completed course record that provides the evidence required for Level 3 accreditation. This phase is delivered over 4 weeks.

Week 1 – About you and this course

- How to send messages
- How to use forums
- Setting up your own portfolio
- Starting your course record
- Producing a personal profile
- Observing a video of a lesson (Before the course begins you will receive a CD-ROM containing several videos, flipcharts & lesson plans)

Week 2 –Focus on skills

- Producing an advanced features flipchart
- Answer trainer level questions
- Responding to and posting questions in a technical forum

Week 3 – Best practice

- Lesson observation and feedback
- Looking at training styles
- Looking at training scenarios

Week 4 – Submitting your evidence

- Submitting further evidence
- Self assessment
- Completing your course record

Phase 2

In this part of the course you will be asked to carry out at least one training session. We will expect feedback from you and your trainees. You will be invited to submit your training plan and rationale and any materials you plan to use in the session including the training flipchart. There is no time limit on this phase of the course. Your training session can be undertaken at a time to suit you and your colleagues. Your tutor will support you at every stage of this process.

In this phase we will need to see:

- a plan for your training
- the flipchart you intend to use for your training
- feedback from your students
- feedback from you, with your evaluation of each session

Your tutor will assess your submissions, give you feedback and issue your Level 3 Training & Coaching certificate.

Phase 3

Upon completion of Phase 1 & 2, you will have access to the Promethean Training Community where you will be able to share resources and ideas with other graduates of the Level 3 course. This includes the latest downloads, training resources and flipcharts.

AUDIENCE

This course is aimed at practicing teachers and lecturers who want to share their skills and best practice with others.

SKILLS

This course is taught entirely online. You will not need any prior experience or knowledge of online learning, although experience of email and internet use would be helpful. Technical support is available for the entire duration of the course.

Participants on this course should have already completed level 1 and level 2.

WHAT YOU NEED

- A computer with broadband internet connection
- Access to an Activboard
- Activstudio or Activprimary v3 or later installed on your computer
- Adobe Acrobat Reader. This is available free on the internet
- Adobe Flash Player 9. This is available free on the internet
- Microsoft Office Word
- Microsoft Office Excel

