

How to Work Smarter Series

Having “no time” is the number one issue that teachers and school administrators say limits their ability to deliver as educators. We are passionate about making the lives of teachers easier and more effective, thereby freeing up their ability to be creative and develop their teaching practice.

The following workshops begin where you are and what you know, and support you in structuring yourself, your actions, and you're teaching practice (and/or systems) to make life easier for all.

The How to Work Smarter Series will be delivered in an 'open workshop' making them available to individuals throughout 2012.

The Intuyu Consulting team are also available throughout the year to 'come to you' to deliver any of the How to Work Smarter Series as required to enhance your schools learning and development.

For further inquiries including a full costing for your school please email Rachel at office@intuyuconsulting.com.au or phone on 0411 270 277

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- **Strategies to reduce workload, work smarter, and more effectively**
– Narelle Wood (3 hour workshop)

This 3 hour workshop provides useful and easy to implement strategies to help teachers manage their time, paper and marking.

Included are some techniques for dealing with stress, so even in high pressured times your workload will seem more manageable.

The workshop will be *hands on*, allowing participants to develop a time management system that works for them.

We will look at different methods of managing curriculum documents, students work and setting up effective filing systems.

We will also discuss what the biggest 'time suckers' at school are and ways to avoid these traps.

- **Strategies to develop students to study effectively**
– Narelle Wood (3 hour workshop)

This 3 hour workshop looks at easy ways to explicitly develop students' abilities to study effectively. Each of the techniques are transferable across the curriculum and cover a range of learning styles.

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The workshop directly addresses setting up high performance mindsets in students, as well as tips on preparing students for exams, from commonly used exam language, to identifying key words and different exam approaches.

We will explore a number of different graphic organisers and note keeping techniques that are easy to use in class and therefore easy for students to learn and use

We also look at strategies to motivate students to study and some quick and easy ways to provide effective feedback so you can manage your time.

Participants will also have an opportunity to share and workshop current techniques used in the classroom.

- **Graduate Teachers: Putting together your VIT Portfolio**
– Narelle Wood (3 hour workshop)

The VIT Portfolio can be a stressful, and beginning teachers usually go well above and beyond what is necessary for registration.

This workshop is designed to give beginning teachers some resources and strategies to complete the portfolio with relative ease; there will be an opportunity to complete some of the requirements during the workshop.

- **Responding to Selection Criteria and Job Interview Skills for Pre-service and Beginning Teachers**
– Narelle Wood (3 hour workshop)

One of the challenges of writing selection criteria is demonstrating the necessary skills, especially when your experience is limited.

This workshop breaks down the most common selection criteria and provides numerous examples and techniques that can be used to highlight your skills.

The workshop will also cover how to transfer your written application into an interview situation and some strategies for controlling your nerves.



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Empowering
21st Century
Learning

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