QUEST Workshop 3 DRAFT AGENDA

3rd-8th July 2012

New Pool Members' Agenda

3rd July Tuesday			4th July Wednesday				5th July Thursday				6th July Friday				7th July Saturday				8th July Sunday
			09:00 Welcome to the day	30'		sparqs	09:00 Welcome to the day	30'	sparqs		09:00 Welcome to the day	30'		sparqs					
			09:30 Introducing ESU & QUEST	30'		ESU	09:30 Documentation	45'	sparqs		09:30 Faculty review role play- review			sparqs/ESU	10:00 Role play reflections	90'		sparqs/ESU	Departure
			10:00 EU dimension of QA	30'+30'Q&A		ESU	10:15 Meeting/Communication skills	60'	sparqs		team meeting				11:00				
			11:00 Break	30'			11:15 Break	30'			11:30 Break	30'			11:30 Break	30'			
			11:30 Explaning pool members role	20'+40'Q&A		ESU	11:45 Preparation of charts	30'			12:00 Faculty review role play- meeting			sparqs/ESU	12:00 Looking to the future	105'		sparqs/ESU	
			12:30 Students as partners	120'		sparqs	12:15 Sharing good practice	90'	sparqs/ESU		faculty team				15:30 Close	45'		ESU	
			14:30 Lunch	60'			13:45 Lunch	60'			14:00 Lunch	90'			14:00 Lunch	90'			
Arrival			15:50 Studennt learning experience	120'		sparqs	14:45 ESG in practice	90'	ESU		15:30 Faculty review role play-			sparqs/ESU					
17:00 Organising team	sparqs		17:30 Break	30'			16:15 Institutional perspective on quality	90'	ESU		developing report								
meeting																			
19:00 Icebreaker	sparqs		18:00 How QA mechanisms work	180'		sparqs	19:30 Role play preperation												
20:30 Dinner			20:30 Dinner	90'			20:30 Dinner	90'			20:30 Dinner	90'			20:30 Dinner	90'			

Existing Pool Members' Agenda   **Train the Trainer**

4th July Wednesday				5th July Thursday				6th July Friday				7th July Saturday			
09:00 Welcome to the day	30'		sparqs	09:00 Welcome to the day	30'	sparqs		09:00 Welcome to the day	30'	sparqs		09:00 Welcome to the day	30'	sparqs	
09:30 Introducing Developments	30'+60' Guided	ESU		09:30 What is training? What is a trainer?	60'	sparqs		09:30 Dealing with challenging learners	60'	sparqs		10:00 Delivering your training	90'	sparqs	
	Discussion			10:30 Training groups of learners	45'	sparqs		10:30 Designing training	60'	sparqs				sparqs	
11:00 Break	30'			11:15 Break	30'			11:30 Break	30'			11:30 Break	30'		
11:30 Explaining pool members role	20' + 40'Q&A	ESU		11:45 The theory- how do people learn?	60'	sparqs		12:00 Evaluating your training	30'	sparqs		12:00 Looking to the future	105'	sparqs/ESU	
12:30 MapESG	120'	ESU		12:45 Training technqiues	60'	sparqs		12:30 Planning your training session	90'	sparqs		15:30 Close	45'	ESU	
14:30 Lunch	60'			13:45 Lunch	60'			14:00 Lunch	90'			14:00 Lunch	90'		
15:30 SWOT Analysis of the Pool	90'		sparqs	14:45 ESG in practice	90'	ESU		15:30 Planning your training session	4 hours	sparqs					
17:00 Break	60'			16:15 Institutional perspective on quality	90'	ESU									
18:00 How QA mechanisms work	180'		sparqs												
20:30 Dinner	90'			20:30 Dinner	90'			20:30 Dinner	90'			20:30 Dinner	90'		

Project Management

5th July Thursday				6th July Friday				7th July Saturday			
09:00 Welcome to the day	30'	sparqs		09:00 Welcome to the day	30'	sparqs					
09:30 Project management	105'	sparqs		09:30 Project management	120'	sparqs		10:00 Project management	90'	sparqs	
										sparqs	
11:15 Break	30'			11:30 Break	30'			11:30 Break	30'		
11:45 Project management	120'	sparqs		12:00 Faculty review role play- meeting	30'	sparqs		12:00 Looking to the future	105'	sparqs/ESU	
		sparqs		faculty team	90'	sparqs		15:30 Close	45'	ESU	
13:45 Lunch	60'			14:00 Lunch	90'			14:00 Lunch	90'		
14:45 ESG in practice	90'	ESU		15:30 Project management		sparqs					
16:15 Institutional perspective on quality	90'	ESU									
20:30 Dinner	90'			20:30 Dinner	90'			20:30 Dinner	90'		

Key

	Introducing
	Understanding Quality
	Developing skills
	Role playing
	Cultural visit