

Once you've booked

Taking part in a web conference is easy, just book online and you will receive:

- a confirmation e-mail
- an e-mail with your login details and a link to the web conference
- access to any pre-course downloads.

You can access the web conference:

- online from home
- online from school/college individually or in a group
- using a PC or Mac with the latest version of Flash installed.

During the web conference, you will be able to hear the trainer through the speakers in your computer, or through headphones. No web conference experience is required.

For more information, visit aqa.org.uk/CPDOnline

For booking queries, e-mail cpd@aqa.org.uk



Terms: We will send a confirmation of booking and joining instructions by e-mail. In making a booking, you confirm that AQA can forward the delegate's e-mail to a trusted third party, who will use it solely for the purpose of e-mailing the delegate instructions on joining, plus a link for the web conference.

AQA reserves the right to re-schedule or cancel a web conference and will endeavour to give adequate notice. AQA is not responsible for associated costs incurred by delegates or centres when booking into, attending a web conference or arising from cancellation/postponement.

Please note that if you cancel a booking, you should do so online at least 7 days before the web conference to qualify for a refund.

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Online CPD Leadership and Management Toolkit

Web conferences

Dealing with difficult people

**Managing people through
change**

**Top tips for time
management**

Focus on feedback

**Powerful questions for
leading and learning.**

Book all events
& get one FREE!

Web conferences for Autumn 2011 & Spring 2012

Together we learn more

CPD



Leadership and Management Toolkit

Web conferences

Are you a leader or aspiring leader?

Do you want to develop your professional skills?

Our new leadership and management web conferences let you access great value CPD from your desktop without the time & cost of travel or cover. Our toolkit will help you to be a more effective leader, develop your professional skills and support you in your career. It covers key leadership and management skills, tools and techniques to help you manage & develop yourself, your staff and students. Let us help you to save time, make a difference & have greater impact.

They focus on:

- Practical skills for leaders, managers and teachers
- Self management, improvement & working effectively with others

- Frameworks, strategies and techniques to apply in everyday situations
 - The underlying theories and models that support good practice.
- Download the delegate handbook & slides to support your learning after the session.

Our web conferences are online interactive sessions where you can:

- key in questions for the trainer and other participants
- participate in typed 'chat' sessions
- take part in polling activities.

For further information on each session, visit our website.

Who are these courses for?

All leaders and managers in schools/ colleges - senior leaders, curriculum managers, heads of subject. All courses except *powerful questions* are also suitable for administrative managers.

Course duration

Two hours (see table)

What is the fee?

£85 per course, including course materials. Save £85 - book all five events and we will give you one of them FREE!

About the tutor

Julie Olsson has extensive experience of working with educational professionals and learners at all levels. She is passionate about professional development, delivering courses that are engaging, fun and interactive. She has worked with AQA on in-house and external leadership & management training programmes.

Book your course

To book, visit events.aqa.org.uk/ebooking and enter the reference details for your chosen course.

For booking queries, please e-mail cpd@aqa.org.uk

You can share web conferences with colleagues via a projector or whiteboard at no extra cost.



Web conference details

Subject	Dates	Duration	Reference
Dealing with difficult people	Wed 23 Nov	12.00 – 14.00	LMDXXW105H
	Thu 26 Jan	16.00 – 18.00	LMDXXW106H
	Thu 03 May	16.00 – 18.00	LMDXXW107H
Managing people through change	Wed 09 Nov	16.00 – 18.00	LMMXXW105H
	Thu 03 May	12.00 – 14.00	LMMXXW106H
Top tips for time management	Wed 09 Nov	12.00 – 14.00	LMTXXW105H
	Thu 02 Feb	16.00 – 18.00	LMTXXW106H
Focus on feedback	Thu 02 Feb	12.00 – 14.00	LMFXXW105H
	Wed 23 May	16.00 – 18.00	LMFXXW106H
Powerful questions for leading and learning	Wed 23 Nov	16.00 – 18.00	LMPXXW105H
	Thu 26 Jan	12.00 – 14.00	LMPXXW106H
	Wed 23 May	12.00 – 14.00	LMPXXW107H

Please book early to secure your place.

“Two effective hours of Inset without the hassle of travel. Excellent use of technology with good interaction and pace.”

“Fantastic models that can be used in a variety of situations. Well worth the money!”