Course title	**Lesson Planning, Material Development, and Classroom Management: skills and practices for all teachers**
Course code	085
Course category	Methodologies and practices
Course purpose and overview	This course helps you review three fundamental areas of teaching. The three areas which will be covered by the course are lesson planning, material development, and classroom management. The course will consist of practical activities, group discussion, and moments of reflection that will allow you to learn how to create engaging lessons, understand how to better adapt the material to the needs of your students, and what has to be done to successfully manage the students and their motivation. Some of the topics that will be covered are, for example, classroom management techniques, how to assess the progress of the students, and how to identify the aims of the lessons so that you will be able to cover a good deal of relevant aspects to improve in the aforementioned areas.
Course structure and content	This course focuses on three fundamental areas of teaching: lesson planning, material development, and classroom management. Participants will engage in practical activities, group discussions, and reflection sessions to improve their competencies in these areas. Topics covered include clear learning objectives, adapting materials to student needs, classroom management techniques, assessment of student progress, and identifying lesson aims and objectives.
Duration	One week
Daily programme example	Here is an example of the programme: *Day 0* (usually Sunday) Arrival date *Day 1* Welcome Ice breakers and team-building exercises Introduction and Needs Analysis Focus on Lesson Aims Cultural and social activities Feedback day 1 *Day 2* Planning for Assessment in Lessons Developing Materials *Day 3* Classroom Management Techniques Adapting Material Cultural and social activities *Day 4* Key Teacher Contact Points Planning Session Cultural and social activities *Day 5* Teaching Practice Discussion of future cooperation and planning follow-up activities / Brainstorming dissemination ideas Final feedback Validation of learning outcomes and a certification ceremony Cultural and social activities

	Day 6 Full-day trip *Day 7* Departure date Programme details may be subject to amendment based on trainer, participant needs and other factors such public holidays. Changes might be needed to make up for time lost due to unforeseen or changing circumstances which might be out of the reasonable control of the hosting organisation.
Learning objectives	Enhance competencies in lesson planning, including setting clear learning objectives and developing engaging lesson plans. Improve skills in material development, understanding how to adapt materials to meet the diverse needs of students. Develop effective classroom management strategies to enhance student motivation and engagement. Learn new methods and tools for preparing and implementing lessons in the classroom. Share best practices with other teachers, reflecting on teaching practices and exchanging opinions on effective competencies.
Learning outcomes	Improve competencies in lesson-planning, material development, and classroom management, such as assessment of progress, identifying the aims of the lessons, and much more Learn new methods and tools that can be used when preparing for, and working in, a class Enhance reflection and share opinions on practices and competencies used by the teachers Share best practices with other teachers
Assessment and validation of learning outcomes	The learning outcomes will be assessed and validated through various methods during the course: group discussions, lesson plans and teaching demonstrations, group projects, reflective journaling
Target audience	Teachers of any subject, educators, and school administrative staff
Admission requirements for participants	No specific requirements
Language of delivery	English
Language level requirements for participants	B1 or more
Maximum number of participants	20

Please note that the course outlined is intended as an example only and may not necessarily be fully executed in accordance with all its details. Our need analysis is primarily based on enrolment information, information shared at kick-off meetings, and pre-evaluation of competencies. As such, it is possible that the programme may be adjusted to better accommodate the diverse needs of participants.