



Message to staff for CPD activities:

We have reviewed the CPD activities to date with a view to maximising your skills for online remote working.

Esam has created a CPD menu of courses for you to choose from according to your needs, with direct links to the Microsoft Education Community (MEC) site. Some courses on the menu have been designed for beginners and some for the more advanced. We have also provided courses designed for specific roles, for example, HoF/ Curriculum Leaders and ALS staff. We'd like you all to complete a minimum of 3 courses from the CPD menu to support you to develop your remote working skills.

Microsoft Education will track your individual CPD completion and you will be awarded badges that provide evidence of your transcripts/ achievements.

You will need to complete your chosen online courses from the menu before you are able to join specific webinar training sessions to ensure that you have already developed skills you will need. This will enable Esam to focus more effectively on teaching, learning and assessment as we move forward.

Webinar options for after Easter:

Intermediate – webinars on Using Microsoft Forms for: formative assessment, surveys, starter activities and session evaluation purposes.

Advanced – webinars on using One Note for planning, structuring and sequencing and delivering TLA in Teams. These sessions will involve 30 minutes webinar, 30 minutes independent working and 20 - 30 minutes webinar to share their newly developed skills.