



ACTIVE LISTENING & EFFECTIVE QUESTIONING



learningtogether

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constantly evolving.*



OID: E10201112

Course's official page [here](#).

Advanced Institute for Skills Development



COURSE DESCRIPTION

Being able to listen well and ask questions effectively is a core skill of every role in every workplace. In some roles, this becomes a crucial skill.



Effective listening and questioning techniques are two of the most powerful skills coaches use to help educators obtain knowledge, deepen understanding, refine skills, reflect on instructional practices, and learn how to successfully communicate with students and colleagues.



Course Objectives: In this module, coaches explore the fundamental steps necessary when it comes to planning, cultivating, monitoring and maintaining teachers' ongoing cognitive growth and verbal interactions.



Teachers, school staff and others need to be versed in the functions, features, and purposes of communication and be able to model good communication skills when working within and across diverse groups. In addition, professional conversations are a necessary tool to assist teachers in mediating their own learning processes and, in turn, mediating the learning processes of their students.



COURSE INFORMATION

Learning Outcomes

- Recognise the importance of preparing questions that are focused on the participants' objective;
- Know how to make sure key messages are communicated clearly and effectively;
- Learn how to avoid misunderstandings and making assumptions;
- Be able to use precision questioning techniques to elicit the information required;
- Acquire techniques that can be used to ensure that participants are listening effectively in all situations;
- Transfer and share core values, experiences and effective teaching practices with other teachers and colleagues;
- Promote intercultural awareness.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal

Language: English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

See more information (e.g. dates, included activities) [here](#).

DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking - participants and staff
- Week briefing & planning

DAY 2

- Communication - share & receive information: a messages' source; messages' sender; a channel along which messages flow; a messages' receiver; the receiver's knowledge of the code
- Speaking and Listening

DAY 3

- The speaker & the listener - several communication games
- Questioning & Answering: the speaker's ability to construct and purposefully dispense well thought out questions; the listener's ability to provide answers based on background knowledge and experiences

DAY 4

- Question Models
- What type of question should I ask?
- What do I need the question to do?
- Communication games
- Afternoon - Networking and Entertainment program

DAY 5

- Eliciting Information (Why is this a better time?)
- Shaping understanding (What do you mean by...? How do you perceive...?)
- Promoting reflection (What might happen in your class if ...?)

DAY 6

- Group work
- Presentations
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/program describes likely activities but may differ based on the trainer's discretion and objectives.






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Learning Together believes that well-trained teachers are more motivated & better able to successfully perform and achieve organizational goals! We believe that all organizations' core are its **people**, therefore we organise development courses for education professionals who want to enhance & acquire new competencies related to their work practice. That way, participants can better teach the people of tomorrow, **while absorbing new cultures and meeting people all around Europe!**

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start your journey with us!**

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