

Application Form

LEADING PEOPLE AND IMPROVEMENT

VENUE (please specify):

TITLE(S) (Mr etc).....SURNAME(S).....

FIRST NAME(S)

NAME OF SCHOOL

ADDRESS

.....

POST CODE.....TEL.....FAX.....

EMAIL:

RSC Member: £140.00 + £24.50 VAT = £164.50 ☐

Non-Member: £280.00 + £49.00 VAT = £329.00 ☐

Cheque enclosed for £.....

Please make cheque payable to 'Royal Society of Chemistry'

or please tick box if invoice required ☐

We may contact you by mail, telephone, email or fax to tell you about activities, products and services that may be of interest to you. If you DO NOT wish to receive this information, please tick the box.

VAT no GB 342 1764 71 ☐

**Send or fax the application to: Lorraine Hart, Royal Society of Chemistry, Burlington House, Piccadilly, London W1J 0BA;
Fax: 020 7287 9825; Tel. 020 7440 3350; Email: hartl@rsc.org**

F.A.O. the teacher in charge of chemistry

RSC | Advancing the
Chemical Sciences

Leading People and Improvement

*A course for prospective and recently appointed
Heads of Departments. Learn how to:*

- **Streamline meetings and deal with difficult participants**
- **Lead curriculum innovations such as how science works and co-operative learning**
- **Introduce new syllabuses effectively**
- **Harness lesson observations to coach and develop colleagues**
- **Create ownership of a meaningful development plan that works**
- **Help and support colleagues with their problems without telling them what to do**

Glasgow, 7 - 9 November 2008

Leeds, 15 - 17 November 2008

London, 22 - 24 November 2008

Royal Society of Chemistry, Burlington House, Piccadilly,
London W1J 0BA; Tel 020 7437 8656; Fax 020 7287 9825.
Registered Charity No. 207890

Leading People and Improvement

Who should attend?

Successful departments don't just happen – they are nurtured and developed by enterprising leaders. This workshop for prospective and recently appointed heads of departments provides ideas, frameworks and strategies to create an effective department.

Comments from previous delegates:

“An excellent, informative and thought provoking course”.

“A wonderful weekend, great for self-esteem and truly visionary!”

“We learned a lot about ourselves and how to deal with others, and we enjoyed it”.

Fee

RSC member: £140.00 + £24.50 VAT = £164.50

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Fee is inclusive of comprehensive notes, and all accommodation and meals during the course.

The courses will be held in central city hotels. Please state the venue you wish to attend on the application form.

Programme:

Evening First Day

15.00 – 17.20	Arrival and book in
17.30	Introductions and overview of the course
18:25	What characterises an effective Head of Department? - choosing how to lead
19.45	Dinner

Second Day

09:15	What makes an effective lesson? - best practice lesson observation and feedback
10:30	Refreshments
10:50	Using co-operative learning to teach How Science Works - applications and implications of science
13.00	Lunch
13:45	Leading Effective Meetings - strategies for effective meetings - dealing with difficult participants
15.00	Afternoon break – free time
17.45	Establishing a vision for the department - the department as a team
19.30	Dinner

Morning Third Day

09:00	Departmental Improvement Planning - setting better targets - involving the whole department
09.45	Leading improvement - interpersonal skills - leading improvement framework
11.00	Refreshments
11:15	Using the improvement framework - helping others to solve problems - stakeholders and strategies
13.00	Lunch
14.00	Depart after lunch