METHODIST
COLLEGE | KUALA LUMPUR
Veritas Vincit Omnia

CONTINUING PROFESSIONAL DEVELOPMENT COURSE

Teaching & Learning Short Courses & Workshops

Crafting a Virtual Collaborative Learning Environment
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course will introduce the basic features of Microsoft Teams and its practical application in educational settings. Participants will be guided on how to design a lcollaborative lesson for students, or to have group work with their peers, while seamlessly integrating assignments, assessments and applications directly into Teams.

Independent Learning with Math Tools in Notebook
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

Imagine a world where you can ensure that every student is able to see the steps to solve an equation anytime they need. No need to imagine any more! The OneNote Math button will empower your students to be independent learners. The button not only helps students know if the equation is correct, but it also shows the steps needed to solve an equation. In this course, educators learn how to empower students to be independent learners using the Math button in OneNote.

Digital Storytelling with e-Portfolio
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

From student reports to monthly newsletters, today's classrooms have many stories to tell. Digital storytelling with Microsoft Sway lets educators and students focus on the content and not worry about the format. This course enables educators to adopt Sway to capture and share the digital stories that need to be told.

Producing Effective Videos for Teaching and Learning
- Duration : 4 hours
- Delivery mode : Conventional face-to-face only

Video has become an important component of many flipped, blended and online classes, but ensuring that videos are helping students learn involves taking a deeper look at video design and production. The key to designing effective educational videos is to begin with clear instructional intentions and follow research-based design principles. Using Video Editor in Windows 10, this course allows educators to explore operational features and interface, and edit videos by adding effects, transitions, titles and credits. The course will end with tips on producing good videos for teaching and learning.

Mind Science for Effective Multimedia Presentation: A Practical Approach Based on Mayer's Cognitive Theory of Multimedia Learning
- Duration : 8 hours
- Delivery mode : Conventional face-to-face or entirely online

This workshop trains participants to design compelling Microsoft PowerPoint presentations based on Mayer's Cognitive Theory of Multimedia Learning, a mind science solution for effective multimedia presentations. By applying the theory's multimedia principles, you will be able to design and present a multimedia presentation that is in sync with how the brain processes incoming information. This multimedia presentation approach will help you present in a way that increases your audiences' attention by helping you manage distractions, while you encourage surface learning and foster deep thinking.

Note: Digital certificates and digital badges will be issued upon successful completion of each short course and workshop.
Customised short courses and workshops are available. Contact us by emailing admission@mckl.edu.my for further details.

The Teaching and Learning short courses promote and foster excellence in teaching and learning among academics. The short courses offered are crafted and designed with the mission of nurturing a community of educators that is innovative, responsive and collaborative. The courses are categorized into four areas:

- Curriculum Development Planning and Design
- Pedagogy / Teaching Strategies
- Learning Assessments
- Technology Tools for Teaching and Learning

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CURRICULUM DEVELOPMENT PLANNING AND DESIGN

Differentiating Online Teaching and Learning
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course helps educators to learn to use the flexibility afforded by online Learning Management Systems (such as Microsoft Teams, Google Classrooms, etc.). Educators will be able to implement these systems to balance and adapt to the needs of their learners and the requirements of the learning objectives.

Learning Objectives versus Learning Outcomes: Understanding the Differentiation
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This session presents succinct and practical information for academics interested in discovering more about learning objectives and outcomes. Participants will receive background information, as well as explore their functions and practical strategies for how to start thinking about and writing them.

Effective Lesson Design and Planning
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course provides participants with basic knowledge of lesson planning and the awareness of how it impacts students' learning. It enables participants to apply the theoretical knowledge in a practical manner and to develop the ability to plan a lesson coherently.

Memory and Learning Techniques: A Practical Approach to Lifelong Learning in the 21st Century Workplace
- Duration : 8 hours
- Delivery mode : Conventional face-to-face or entirely online

This course allows participants to explore the topic of memory and why developing learning techniques for lifelong learning is beneficial as you enter the age of the Fourth Industrial Revolution. What are the demands in the new workplace and how do you react to ensure success in the workplace and beyond? Participants will explore and gain a better understanding of memory and learning techniques to develop a growth mindset for lifelong learning.

Outcome Based Education in Higher Education
- Duration : 8 hours
- Delivery mode : Conventional face-to-face only

This course introduces the Malaysian Qualification Framework (MQF2.0) and the first two stages; planning and developing of Outcome Based Education. These include the Programme Educational Objectives (PEO), Programme Learning Outcomes (PLO), Course Learning Outcomes (CLO) and Constructive Alignment.

PDPA Compliance for Education Institutions
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course aims to give participants an in-depth review of the key terms of the PDPA 2010 and to enable participants to understand how to protect personal data and comply with the requirements of the PDPA whilst still running an effective academic institution.

Conducting Effective Service Learning in Education and Higher Education
- Duration : 4 hours / Eight hours
- Delivery mode : Conventional face-to-face or entirely online

This course provides an overview about service learning, a teaching and learning approach that enable students to apply knowledge and skills learned in the classroom to meaningful service to the community. At the end of this course, participants will be able to understand the concept of service learning. Participants will also learn how to conduct, manage and organise a sustainable project that could help and impact the community

PEDAGOGY / TEACHING STRATEGIES

Embracing Autism: Understanding and Supporting Learners with Autism
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course raising awareness about the characteristics of individuals on the autism spectrum disorder and how they may present unique instructional challenges in educational settings. Practical and teacher-friendly educational strategies to help learners on the spectrum achieve optimal success in school will also be covered.

Thriving with Attention Deficit Hyperactivity Disorder (ADHD) in the Classroom
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course helps teachers and parents develop an awareness and understanding of learners with ADHD and the challenges they face in mainstream classrooms. Practical evidence-based practices and teacher-friendly behavioural intervention strategies in supporting learners with ADHD will also be covered in this session.

Learning Theories
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

Learning theories provide a pedagogical basis for understanding how learners learn. This The major concepts and theories include behaviourist theories, cognitive psychology, constructivism, social constructivism, humanism, and multiple intelligences. Participants will be guided through a series of different teaching strategies using different learning theories.

Teaching an Effective Active Learning Class
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course equips educators with the most essential and innovative pedagogical strategies that will actively engage their 21st century learners, making the teaching and learning experience more relevant, creative, and motivating. The pedagogical strategies covered in this course are very practical and teacher-friendly; and opens many opportunities for their learners to problem solve, think critically, communicate effectively and collaborate efficiently with their peers.

Evaluate Lessons through Reflective Practice and Classroom Observation
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

In this course, participants will explore the differences between assessment and evaluation, and the key features in evaluating a lesson. Techniques on how to be a reflective practitioner and conducting lesson observation will also be highlighted.

Flipped Learning and Instructions from A to Z
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

Many educators believe flipping their classroom is a beneficial practice. Providing content for students to consume outside of class allows students to practice concepts and apply what they have learned inside of class under the direction of their educator. This course will teach you how to use PowerPoint Recorder to flip your instruction and improve student outcomes.

Facilitating Teaching and Learning in a Technology Enhanced Active Learning (TEAL) Environment
- Duration : 4 hours
- Delivery mode : Conventional face-to-face only

Technology Enhanced Active Learning (TEAL) Classrooms foster interactive and flexible student-centered learning experiences. Research shows active learning approaches within a TEAL environment has improved learning quality and performance of students. Therefore, instructors need to explore and experiment new delivery approaches and strategies for class structure, learning and instruction. This course allows participants to experience facilitating active learning in a TEAL classroom using technological tools and applications in various classroom configurations.

LEARNING ASSESSMENTS

F-A-SA: Formative Assessment and Summative Assessment
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course presents an overview about formative and summative assessments. Characteristics of both assessments will also be discussed. Participants will also be given the chance to develop the assessments and rubric during the session.

T-E-A Anyone? - Towards Effective Assessment
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

In this course, participants will explore the key areas of assessments in teaching and learning, understand the differences between formative and summative assessments and its purposes, learn about the different assessment methods and engage with the concept of Assessment for Learning (AfL).

TECHNOLOGY TOOLS FOR TEACHING AND LEARNING

Creating Authentic Online Assessments
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course will introduce educators to Microsoft Forms. With Microsoft Forms, educators can create surveys, quizzes and polls, and easily see results as they come in. When a quiz or survey is created, educators can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses. Form data such as quiz results can be easily exported to Excel for additional analysis or grading.

Technological Tool in a Mathematics Classroom - Desmos and GeoGebra
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course offers an overview of Desmos and GeoGebra that are available from the Internet to enhance teaching and learning. Available on the web and mobile applications, Desmos and GeoGebra are both free graphing, teaching and assessment tools for Mathematics. Participants will learn how to create a Mathematics lesson using these programs.

Supporting and Transforming Learning Experience with Technology Tools
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

This course gives an overview of the technology tools available in various fields. The second session guides teachers on exploring different technology tools online and evaluating them based on a rubric. Then, teachers learn on how to apply and use the tools in their lessons.

A Teacher's All-In-One Notebook for Students
- Duration : 4 hours
- Delivery mode : Conventional face-to-face or entirely online

OneNote Class Notebook provides a platform for educators to prepare instructional materials and collaborate with students in an organised manner. In this training, participants create a Class Notebook and begin building instructional content they can use with their students.