

# Training Documents for Senior Trainers: **Basic teaching skills**



# Basic Teaching Skills

## What are teaching skills?

- Teaching skills are the hard and soft skills that help a teacher keep students engaged.
- Used to keep the attention of students and to earn their respect.



Source: <https://www.glassdoor.com/blog/guide/teaching-skills/>

# Basic Teaching Skills

## What are teaching skills?

- Communication.
- Patience.
- Technical.
- Confidence.
- Enthusiasm.
- Problem-solving / Conflict resolution.
- Creativity.
- Organisation
- Leadership.
- Adaptability

Source: <https://www.brightnetwork.co.uk/career-path-guides/education-teaching/key-skills/>

# Basic Teaching Skills

## Communication.

Speaking and listening are fundamental elements of classroom interaction (Flanders, 1973).



Listening and speaking skills are intimately related: responsive speaking skills may actually be listening skills.



# Basic Teaching Skills

## Communication.

- Punctuate your lesson with periods of silences for the students to participate or raise their questions (Fujishin, 2009)
- Need to consider how our words and actions influence and affect the recipient of our message (Fujishin, 2009).
- Avoid using negative words (i.e. I can't, it's impossible, never, etc.) (Bambaeeroo & Shokrpour, 2017)
- Express students' expectations frankly with appropriate tone and words (Gholipour, 2007)
- Use clear, concise, accurate, polite, correct and rich expressions (Najafi & Rahmazade, 2013)



# Basic Teaching Skills

## Communication.



### ➤ Non-verbal communication:

Transfer of information via the use of body language including eye contact, facial expressions, gestures and more.

#### Why is it important?

- (1) It supports your message.
- (2) It communicates messages.
- (3) It shows intentions.
- (4) It conveys feelings.
- (5) It offers support.
- (6) It deescalates tension.

Source: <https://www.indeed.com/career-advice/career-development/nonverbal-communication-skills>

#### Types:

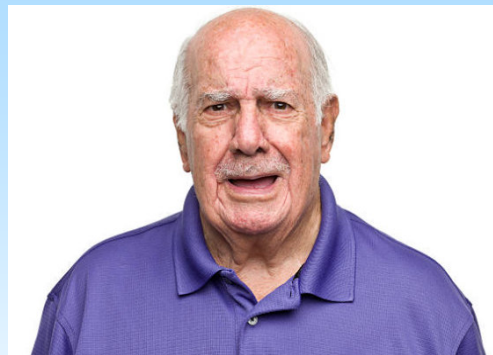
- Body language.
- Movement.
- Posture.
- Gestures.
- Space.
- Paralanguage (talking speed, intonation, volume, etc.)
- Facial expressions.
- Eye contact.

# Basic Teaching Skills

## Communication.

### ➤ Non-verbal communication:

Teachers might need to read body language to discern whether students are following the lesson or if they are (not) understanding it.



# Basic Teaching Skills

## Communication.

- Non-verbal communication:
  - ✓ Attention to non-verbal communication skills can make a positive change in the future of a student's life.
  - ✓ At each conversation only 7% of concepts are expressed in the form of spoken words.
  - ✓ Addressee's receive profound effects of non-verbal communication without being aware of it.



Source: Bambaeroo & Shokrpour (2017)

# Basic Teaching Skills

## Patience.

- Students will learn at different paces.
- Need to repeat, and to find other ways of explaining concepts to some of them as many times as necessary.
- Do not exhibit your discontent with their inability to easily catch concepts → Be patient.



# Basic Teaching Skills

## Technical.

- Students might not have the needed digital skills to work with computers and related technology. This is more probable in the case of senior students.
- Need to ensure they are comfortable using computers for teaching purposes.



# Basic Teaching Skills

## Confidence.

- Efficient preparation is key to build confidence in your teaching: have lessons plans ready in advance.
- Sometimes you might not know the answer to a question: Don't worry.-> Best response is to honestly admit that you don't know the answer.
- Ask other experienced teachers how do they deal with difficult students/classes.
- Reflect on student's reactions and feedback: what would you do better?



Source: <https://www.teflcourse.net/blog/how-teachers-can-increase-their-confidence-in-the-classroom-ittt-tefl-blog/>

# Basic Teaching Skills

## Enthusiasm.

'Your enthusiasm is infectious'



If you teach with enthusiasm, you'll have a greater ability to engage students in the topics.



# Basic Teaching Skills

## Problem-solving / Conflict resolution

- SOAR -> Stop, Observe, Assess, React.
- Acknowledge emotions: i.e. 'I understand that you might be upset'
- Acknowledge that dealing with the conflict can be a learning opportunity for students.
- Give students a short moment to write a personal response to the situation. Collect the answers, analyse them and prepare a response for next class.
- Meet individually with students if necessary.



Source: <https://teaching.cornell.edu/resource/getting-started-managing-classroom-conflict>

# Basic Teaching Skills

## Creativity.

‘The development of creativity has been considered essential in order to achieve an effective and high-level learning; [...] although currently there exists a predominance of reproductive learning’ (Larraz-Rábanos, 2021)

What are creativity skills?

- Curiosity
- Open-Mindedness
- Imagination
- Problem solving



Source: <https://education.gov.scot/improvement/learning-resources/what-are-creativity-skills/>

# Basic Teaching Skills

## Creativity.

- **Restating or rephrasing the problem** helps you to think from different perspectives and to hear unique perspectives from others.
- **Challenging assumptions** helps learners in considering an issue in different ways and does not limit independent thought.
- **Researching and gathering facts** allows learners to expand their knowledge and to avoid making assumptions.



Source: <https://wabisablearning.com/blogs/inquiry/8-ways-teaching-creatively>

# Basic Teaching Skills

## Creativity.

### How to boost students creativity?

- Set up learning activities that allow students to explore their creativity. These activities can be done outside or with extra material such as colours and sheets of paper.
- Value and reward students creativity.
- Give students space and a framework in which they can be creative.



Source: <https://www.edutopia.org/article/4-ways-develop-creativity-students>

# Basic Teaching Skills

## Creativity.

- The Government of Scotland has available open resources to develop creative thinking skills in the classroom:

<https://education.gov.scot/improvement/learning-resources/creativity-toybox/>

- Canva offers tips for creative teaching:

<https://www.canva.com/learn/9-clever-ways-to-teach-creativity/>



# Basic Teaching Skills

## Organisation.

Organisation skills for teachers include planning, lesson design, time management, pacing and classroom management.

- Planning: teachers visualize the lesson anticipating students' responses. Active planning implies preparing materials and resources for each specific lesson.



Source: <https://www.ascd.org/el/articles/essential-skills-for-new-teachers>

# Basic Teaching Skills

## Organisation.

The Instructional Planning Process	
Focus	Get the students attention right from the start
Objective	Ask yourself what new knowledge you want students to learn
Explanation	Provide information, demonstrate and give examples.
Check for Understanding	Question, discussion, use mini-chalkboards, yes/no cards and simulations to check for understanding.
Guided Practice	Place a problem on the board and work through it together.
Individual Practice	Provide problems for the students to work individually (or in groups).
Closure	Ask students what skills they've learned that day or to summarize the lesson.

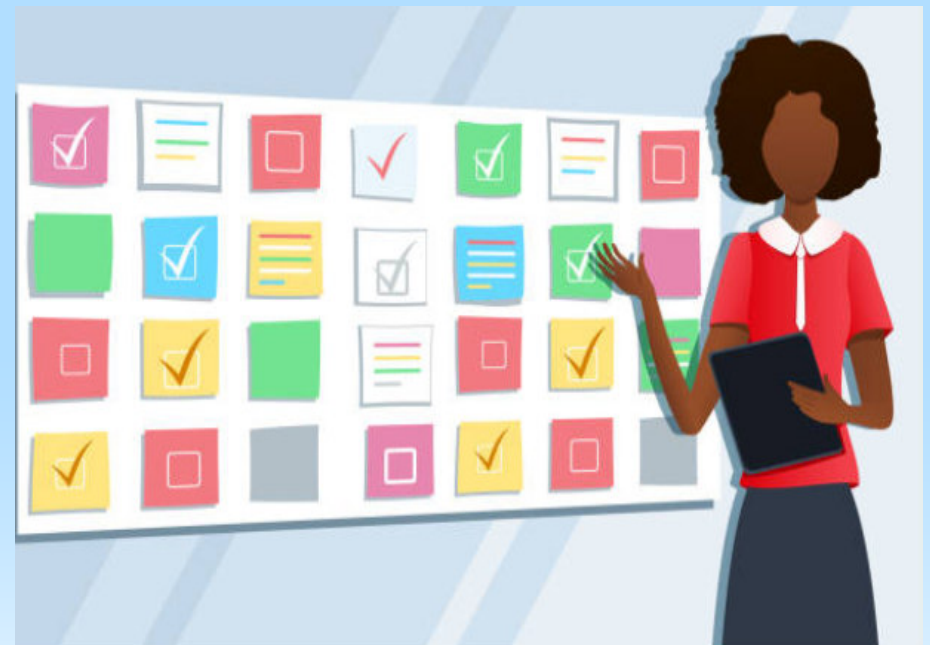
Source: Authors' own elaboration based on Freiberg (2002)



# Basic Teaching Skills

## Organisation.

- **Managing the learning environment:** set up of the classroom in a way that facilitates learning.
- **Managing interaction:** varying your learners role according to the type of students and the type and stage of the lesson.
- **Managing the lesson and activities:** clear classroom routines with a good level of flexibility in accordance with learners needs.
- **Managing relationships and behaviours:** establishing and maintaining clear and positive behaviour framework.
- **Managing oneself:** treat students with respect, adjust use of language, use questioning to involve students in the lesson.
- **Managing feedback:** demonstrate awareness of students' strengths and difficulties.



Source: British Council (2008)

# Basic Teaching Skills

## Leadership.

‘Teacher leaders can transform classrooms into learning laboratories where every student is engaged in relevant and well-designed curricular content, every teacher embraces the use of more effective instructional strategies, and authentic assessments provide evidence of rich student learning’

(Lumpkin, Claxton & Wilson, 2014)



# Basic Teaching Skills

## Leadership.

‘Teacher leaders focus on students, collaboration among teachers and a commitment to learning’  
(Lieberman & Friedrich, 2010)

‘Teacher leaders work optimally when addressing a recognized need, working directly in classrooms with teachers, focusing on student learning’.  
(York-Barr & Duke, 2004)



# Basic Teaching Skills

## Adaptability.

Teachers might need to show adaptability skills in situations in which:

- They are asked questions they don't know the answer for,
- Technology needed for teaching is not properly working,
- Students not responding to the lesson as planned,
- Deal with multilevel classrooms that demand differentiated instructions.



Source: Margolis (2018)

# Basic Teaching Skills

## Adaptability.

DROPKICK principles for more effective adaptations:

- Don't teach new material (New material requires a well-planned approach).
- Review content.
- Organize the review into a pre-, during, and post structure.
- Pitch the activity at an  $i$  or  $i-1$  level, not  $i+1$ .
- Keep connected to student interests, concerns, or needs.
- Increase student practice.
- Curb teacher talk!
- Know the wisdom of promoting learner autonomy.

Source: Margolis (2018)



Thank you for your attention!



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## Partners

