

*Application Form*

**Leading People and Improvement 2009**

VENUE (please specify): .....

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

FIRST NAME .....

NAME OF SCHOOL .....

ADDRESS .....

.....

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

EMAIL: .....

RSC Member: £140.00 + £21.00 VAT = £161.00

Non-Member: £280.00 + £42.00 VAT = £322.00

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 7437 8883; 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**

*London, 10 – 12 October 2009*

*Birmingham, 14 – 16 November 2009*

Royal Society of Chemistry, Burlington House, Piccadilly,  
London W1J 0BA; Tel 020 7437 8656; Fax 020 7437 8883.  
Registered Charity No. 207890

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## LEADING PEOPLE AND IMPROVEMENT

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### 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”.

### Fees

**RSC member: £140.00 + £21.00 VAT @ 15% = £161.00**

**Non-member: £280.00 + £42.00 VAT @ 15% = £322.00**

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

The courses will be held in a central London and central Birmingham hotel.

### 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