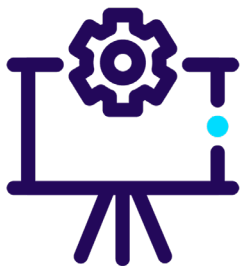


Managing the lesson

Theme-based workbook

Your reflective journal
and additional resources



Foreword

Welcome to the workbook for the professional development theme of Managing the lesson. Thank you for joining us to develop your skills and continue your professional development with TeachingEnglish.

We know that it's not always easy to find time for professional development, so we've designed this workbook to help you find key insights, recommended materials, reflection spaces, and practical guidance.

This workbook is the second of three teacher pathways for educators looking to develop their skills and knowledge of managing lessons:

1. Getting started with managing the lesson – a ready-made pathway of carefully chosen learning resources and tools to get you started.
2. Going further with managing the lesson – this workbook provides guided reflection activities to help you personalise your learning pathway and take your skills to the next level.
3. Working on managing the lesson with others – a group study guide that includes practical case studies and professional development activities to explore the theme with others.

Take the pathways that are the best fit for you – or make your own. We're looking forward to learning with you.

The TeachingEnglish team

Contents

| | |
|---|----|
| What is 'Managing the lesson'? | 3 |
| Self-assessment test | 3 |
| What are your learning goals? | 5 |
| How can TeachingEnglish help you develop? | 6 |
| TeachingEnglish resources | 8 |
| Action plan: What are you going to change? | 10 |
| Reflection: What have you learned from making a change? | 11 |
| What can you do now? | 12 |

What is ‘Managing the lesson’?

What does Managing the lesson involve?

Managing the lesson is directly related to lesson planning and focuses on managing classroom environments and learning in physical and virtual spaces. It is about establishing and maintaining a positive, safe and supportive learning environment in which all learners are included and able to fulfill their potential.

What can a teacher who manages their lessons effectively do?

A teacher who effectively manages lessons can:

- establish and maintain a positive, safe and supportive learning environment.
- clearly communicate, negotiate and agree the lesson aims and content.
- effectively set up and manage learning activities.
- use inclusive strategies, making appropriate use of learners’ languages.
- adjust plans to take advantage of opportunities for learning that emerge during lessons.
- reflect on lesson management, identifying strengths and areas to develop, and making adjustments as needed.

Self-assessment test

How can you start developing your skills in different elements of Managing the lesson?


Reflecting on how your current approach to classroom management is an important starting point. The way that you manage the classroom and the learning process might be different depending on your learners and whether you are teaching face-to-face or remotely and according to the type of technology you have available. Use the following self-assessment test to evaluate your strengths and areas of development.

Self-assessment test (cont)

Use the self-assessment test below to evaluate your strengths and areas of development. Give yourself between ★ (not confident) and ★★ ★★ ★★★★★ (very confident), depending on how you feel about doing each of the things.

| | |
|--|--|
| I establish and maintaining a positive, safe and supportive learning environment. | |
| I clearly communicate, negotiate and agree the lesson aims and content. | |
| I set up and manage learning activities effectively. | |
| I use inclusive strategies, making appropriate use of learners' languages. | |
| I adjust plans to take advantage of opportunities for learning that emerge during lessons. | |
| I reflect on my approach to classroom management to improve my teaching, and learner outcomes. | |

What should you do next?

How many stars did you get? Write the total here: 

| | |
|-------------|---|
| 0–6 stars | The teacher pathways will help you to develop your understanding of Managing the lesson. Try the self-assessment test again after you've followed it to see your progress. |
| 7–18 stars | You have a good awareness of Managing the lesson. Follow the teacher pathway with us and join our TeachingEnglish activities. Come back to the self-assessment test to see what you've learned. |
| 19–24 stars | You have already developed lots of skills and knowledge that help you manage your lessons. Which section would you like more help with from the teacher pathways? |
| 25–30 stars | You are a Managing the lesson champion! You are already integrating this knowledge in your teaching. Share your knowledge and skills with other teachers in our TeachingEnglish community. |

What are your learning goals?

Considering the elements of Managing the lesson that are most relevant for your teaching context will help you focus your study time more effectively. Check pages two and three for a reminder of what Managing the lesson involves, your strengths and development areas. Complete the following prompts.

Which elements of Managing the lesson are most important for you and your learners?

The most useful elements of Managing the lesson in my context are ...

Improving my classroom management skills will help me and my learners by ...

Consider Managing the lesson. What are your strengths?

My strengths in Managing the lesson are ...

What skills and knowledge related to Managing the lesson do you want to develop?

I need to develop ...

How can TeachingEnglish help you develop?

Whatever aspect of English teaching you want to improve, TeachingEnglish has the resources and support to help you make a difference, whether you have five minutes, an hour or more.

Find the best combination for your needs, available time and context by exploring the following options.



📍 Online communities (5 minutes+)

A dedicated, vibrant and inclusive online English language teaching community to empower teachers and teacher educators to collaborate and share knowledge. Join the conversation and access interactive live sessions and links to further professional development opportunities on Facebook, Instagram and YouTube.

Which TeachingEnglish online communities or social media channels will you use to connect with us?

The TeachingEnglish online communities I'd like to join are ... I might use them to ...

📚 TeachingEnglish resources (10 minutes+)

Access lesson plans, podcasts, articles and publications to help you develop your skills and knowledge of managing the lesson. Choose from the resources on page eight or search TeachingEnglish to develop your skills.

Which kinds of resources would you use to develop your skills and knowledge of managing the lesson?

I'd like to listen to, read, watch or use resources like ...

Live events and webinars (1 hour)

Our webinars are given by TeachingEnglish community members working in classrooms throughout the world. Our free webinars for teachers are held monthly, and you will receive a certificate for participating. Many webinars are followed by additional Q&A sessions that give teachers a chance to reflect and ask questions as they bring new ideas from the webinar into their teaching. Learn more about attending live on Zoom, Facebook and YouTube, or watching a recording.

Which TeachingEnglish live events and webinars would you like to join or watch?

The TeachingEnglish live events and webinars I'd like to join or watch are ...

Training courses (12 hours+)

Explore a range of courses related to Managing the lesson. Each course takes approximately 12 hours to complete, and you can access and complete the self-study modules at your own pace. Join our Courses for teachers Facebook community to share your learning with other teachers and get feedback and guidance from our experienced tutors. Learn more about current courses you can enrol on or join immediately.

Which TeachingEnglish training courses would you like to join?

The TeachingEnglish training courses I'd like to join are ...

Resources

Below you will find a selection of resources to develop your understanding and application of Managing the lesson. Use your answers on page three to guide your learning and the tick boxes to keep track of which resources you have used.

| Time (mins) | Type | Resource description (tap/click to open) | Used? |
|-------------|-------|---|-------|
| 5 | Read | Theme overview: Managing the lesson | |
| 5 | Read | Article: Classroom layout | |
| 5 | Read | Article: Dealing with discipline | |
| 5 | Read | Article: Designing flexible seating with learners | |
| 5 | Read | Article: Grouping learners | |
| 5 | Read | Article: Managing young learners | |
| 5 | Read | Article: Teaching large classes | |
| 5 | Read | Article: Tips for teaching teenagers | |
| 5 | Read | Article: Working in groups and pairs | |
| 5 | Watch | Video: Grouping learners to maximise involvement | |
| 6 | Watch | Video: Rapport | |
| 10 | Read | Article: 21st century classroom design | |
| 10 | Read | Article: Building rapport with a new class | |
| 10 | Read | Article: Differentiating tasks in the classroom | |
| 10 | Read | Article: Group work vs. whole-class activities | |
| 10 | Read | Article: Teacher positioning in the classroom | |
| 10 | Watch | Video: Classroom management | |
| 10 | Watch | Video: Including all learners in large classes | |
| 20 | Watch | Videos: Understanding differentiation | |
| 30 | Watch | Video: Managing individual differences in the classroom | |
| 60 | Use | Group study guide: Managing the lesson | |
| 60 | Use | Group study guide: Understanding learners | |
| 60 | Watch | Webinar: Building rapport and social emotional competence | |
| 60 | Watch | Webinar: Fast finishers in the YL classroom | |
| 180 | Watch | Webinars: Helping learners develop | |
| 180 | Watch | Webinars: Inclusion and neurodiveristy | |
| 180 | Watch | Webinars: Planning for every learner | |
| 180 | Watch | Webinars: Special Educational Needs and Disabilities (SEND) | |
| 180 | Watch | Webinars: Understanding your learners | |

Resources (cont)

At TeachingEnglish, we're constantly updating and adding to the selection of free articles, publications, lesson plans, live sessions and webinars available for teachers. Check our TeachingEnglish website and TeachingEnglish YouTube for the latest resources.

Use this space to note teaching ideas – and where you found them – that may help you and your learners with managing the lesson. You can record ideas from training courses, articles, podcasts, webinars or other teachers in live sessions or online communities.

An idea that may help improve my teaching is ... I discovered it in ...

What are you going to change?

Now plan to change your teaching. Starting with a SMART goal will help you make the change and better understand the impact it makes.

A SMART goal is:

- **Specific** (What exactly do you want to achieve?)
- **Measurable** (How will you know if it happened and the difference it made?)
- **Achievable** (Is it challenging but possible?)
- **Relevant** (Does it help you and your learners?)
- **Timebound** (When will you do it?)

Look back through this workbook and think about your learners. Choose one thing you'd like to be different about your teaching or classroom experience. Write it as a SMART goal.

Something I'd like to be different in my classroom or teaching is ...

A change I can make that will help achieve that is ...

I will need ...

Some challenges might be ...

To solve those challenges, I could ...

What have you learned from making a change?

Using this reflective cycle as you work through the theme and introduce new ideas into your teaching will help you learn from experience and develop further. It can deepen your learning by guiding you to apply new ideas, assess their impact and adjust your approach. Use it after lessons, when trying new strategies or when facing challenges. By making reflection a habit, you'll continue to grow as a practitioner and better support your learners.



Make the change you planned in the last section, then reflect upon it. Sharing your answers to the following questions will guide you through the reflective cycle.

| | |
|--|-------------|
| The change I made was ... When I made the change, my learners ... | Description |
| After making the change, I felt ... My learners felt ... | Feeling |
| Some good/bad things about the change were ... I know this because ... | Evaluation |
| I think things happened this way because ... | Analysis |
| The main things I learned from making this change to my teaching are ... | Conclusion |
| In future I will ... I will develop the skills and knowledge I need by ... | Action plan |

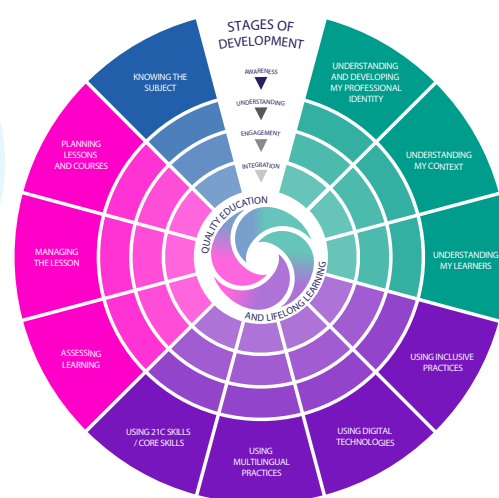
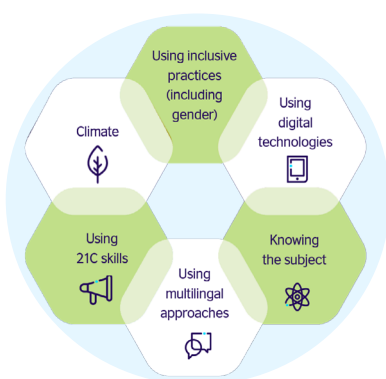
What can you do now?

Well done — you've developed the professional practice of Managing the lesson. We hope you've found this teacher pathway workbook useful.








On pages 10 and 11 you planned to introduce a change into your teaching and then reflect upon it. You can follow the same steps to experiment with other ideas you've discovered while exploring Managing the lesson. We'd love to hear how this goes – you can connect and share your experience, questions and insights with us, and our global network of English teachers in any of our online communities.

Follow #ManagingLessons.

The British Council professional practices are deeply interconnected and not meant to stand alone. Therefore, we encourage you to take a look at and consider how you might use our CPD Framework for teachers.



Continue your learning with us by:

-  Joining the conversation and following our English teacher communities on Facebook, Instagram and YouTube.
-  Subscribing to our newsletter
-  Enrolling on a free TeachingEnglish training course.
-  Accessing TeachingEnglish webinars for teachers and teacher educators.
-  Listening to TeachingEnglish podcasts for teachers.
-  Exploring our framework for teacher knowledge and skills and other professional practices for inspiration, support and materials.
-  Finding out what else is happening on TeachingEnglish.