

Interpersonal Skills Tutorial Version

This book is a printed edition of the Special Issue Interventions to Reduce Bullying and Cyberbullying that was published in IJERPH Study Skills for Students with Dyslexia Support for Specific Learning Differences (SpLDs) SAGE

First Published in 1998. Routledge is an imprint of Taylor & Francis, an information company.

Proven programs and strategies for dealing with a wide range of at-risk problems.

A Practical Approach

Interventions for Addiction

Interventions to Reduce Bullying and Cyberbullying

A Practical Guide to Successful Teaching in the Further Education and Skills Sector

The Challenge of Problem-based Learning

Support for Specific Learning Differences (SpLDs)

e-Learning for Management and Marketing in Libraries

Design Discourse: Composing and Revising Programs in

Professional and Technical Writing addresses the complexities of

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developing professional and technical writing programs. The essays in the collection offer reflections on efforts to bridge two cultures—what the editors characterize as the “art and science of writing”—often by addressing explicitly the tensions between them. Design Discourse offers insights into the high-stakes decisions made by program designers as they seek to “function at the intersection of the practical and the abstract, the human and the technical.”

This book is the ideal student guide to the history of healthcare informatics, current issues, basic informatics concepts, and health information management applications. 'Refreshing, original and full of pragmatic, evidence-based advice... In my opinion this is the best book on learning and teaching available to teachers in H.E. and F.E. today. The environment has changed so quickly over recent years and Phil Race has not only kept abreast of the changes; he is way ahead.'

- Professor Ruth Pickford, Director of the Centre for Learning and Teaching, Leeds Metropolitan University In the age of digital communication, online learning and MOOCS, Higher Education Institutions need to be able to offer even more to

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their students. Centred around Phil Race's well-known 'ripples on a pond' model, this accessible discussion of post-compulsory education identifies the fundamental factors underpinning successful learning and clearly shows you how to help students learn effectively. Updates to this third edition include: practical 'tips for students' to help you engage your group discussion of four literacies students need comparative discussion of different forms of assessment increased coverage of peer observation and evidence-based practice advice on making lectures unmissable online resources including printable checklists for use in class link to a video interview with the author This book is a valuable tool for lecturers and tutors in universities and colleges, post-16 teachers in secondary education, and educational managers. It also provides a useful resource for postgraduate students on higher and further education courses and staff development courses. Phil Race gives keynotes on assessment, feedback, learning and teaching, and runs interactive training workshops for staff and students in universities, colleges and other organizations throughout the UK and abroad. The author's websites can be found at: <http://phil->

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race.co.uk Accompanying videos are also available: Phil Race talks about Making Learning Happen A Q&A with Phil Race, author of Making Learning Happen Phil Race's 5 top tips for Making Learning Happen

An essential, comprehensive manual of useful advice for GP trainers by GP trainers, now fully revised, updated and supported with electronic material.

Implementing Inquiry-Based Learning in Nursing
University Teaching in Focus

Content-Based Instruction in College-Level Curricula
Peer Tutoring

Technology and Problem-based Learning

Real Answers for Helping At-risk Elementary Students

Implementing Problem-Based Medical Education

The Elements of Instruction provides a common vocabulary and conceptual schema of teaching and learning that is fully applicable to all forms of instruction in our digital-centric era. This critical examination of educational technology's contemporary semantics and constructs fills a major gap in the logical foundations of instruction, with special attention to the patterns of communication among facilitators, learners, and resources. The book proposes a new framework for organizing research and theory, clear concepts and definitions for its basic elements, and a new typology of teaching-learning arrangements to simplify the selection of optimal conditions for a variety of learning goals. As trends in

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media, technology, and methodology continue to evolve, these historically contextual, back-to-basics pedagogical tools will be invaluable to all instructional designers and educational researchers. Evidence-based education is an attempt to find, critique and implement the highest quality research evidence that underpins the education provided to students. This comprehensive book presents concepts key to evidence-based education, learning and teaching, analysing a wide range of allied health professions in depth. It introduces unique, inspirati

A Springer Series on Medical Education book "This is a book about the origins, design, implementation, and effects of the [Primary Care Curriculum at the University of New Mexico School of Medicine]. It is also so much more. It is a first-person account of a moving human experience, in which some deeply caring people search for ways to provide a humane, effective learning experience for students who are seen as preparing to be practitioners of a humane, changing profession....In the 1920s, Gertrude Stein observed that the United States was now the oldest country in the world, for it was the first to join the twentieth century. Perhaps, we must now view the University of New Mexico's PCC as among the oldest programs in medical education, for it may prove to have been one of the first to join the twenty-first century."--Hilliard Jason, MD, EdD, Director, National Center for Faculty Development in the Health Professions, University of Miami School of Medicine

If you want to introduce Inquiry-Based Learning (IBL) into your curriculum but are not sure how to go about it, this book will set you on the right track. In this text the author shares the experience of leading a project to implement IBL as a whole integrated pre-registration curriculum and provides a blueprint for successful implementation. The practicalities of implementing IBL can be a daunting prospect. Using a wealth of examples, relevant theories, models and research, this book takes the reader through the logistics of every stage of implementation. It provides the necessary theoretical and research

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perspectives and describes the detail how to manage the project stage by stage, covering planning, implementation, evaluation and change management. In addition, it looks at the operational practicalities and describes eight subprojects: staff development; communication systems; the classroom compass; practice experience; documentation; electronic' library and media resources, as well as reviewing the post implementation situation. Whether you are new to or already familiar with Inquiry-Based Learning or simply need some practical guidelines, this book will provide an indispensable source of reference.

Nurs Leader Side 3 Client Care Videodisc

Problem-based Learning

Working with Parents, Carers and Families in the Early Years

Comprehensive Addictive Behaviors and Disorders

Resources in Education

Personnel Management Plus

Parents have a crucial role in supporting children's learning, development and well-being. The act of forming effective partnerships with families and carers is a key feature of the Early Years Foundation Stage. Achieving this takes time, reflective practice, skill and a solid understanding of the barriers that can impede forming effective working relationships with parents. This guide offers an informed and comprehensive framework for working with parents, drawing on the latest evidence and containing

practical advice from practitioners and parents, to support sound partnership practice. Full of examples and activities for training and resources to support practice across a wide range of settings, it focuses on key areas such as: Working with parents of different aged children The development of strategies to support the relationship The barriers to partnership working, including cultural differences and working with hard to reach families Setting up home and setting visits Creating parent-friendly environments Including case studies and questions for reflective practice, this book will be ideal for Early Years students on Foundation Degrees, Childhood Studies Courses and those training to become Early Years teachers as well as Early Years practitioners and managers responsible for staff training.

"Marilyn Fairclough has brought her humanity, focus and gentleness to a book which will be required reading for any teacher dealing with lifelong learners. We know that many such learners are vulnerable and uncertain. The book is crammed with practical tips, is underpinned by her wisdom and wide experience and will do much to answer the question that runs through the entire book: how, exactly, do you put learners at the centre of the process at the same time as delivering a demanding curriculum?"

Jenny Rogers, Director of Management Futures Ltd, UK "It comes as no surprise that Marilyn Fairclough has written such an excellent book. It is 'bang up to date' with her referencing of the LLUK standards. The additional references at the end of each chapter will help trainee teachers contextualise the standards and relate them to their own teaching practice." Paula Kavanagh, Aylesbury College, UK "Having recently taught the new PTLLS and CTTLS qualifications I wish that this book had been available to recommend to learners working towards achieving these qualifications." Ian Grant, Milton Keynes Adult Continuing Education, UK

Welcome to Supporting Learners in the Lifelong Learning Sector - the first book of its kind to deal with the topic of supporting learners in PCET, rather than just focussing on how to teach them. This friendly and accessible book stresses the significance of support at each stage of the learning process to minimize learner drop-out and underachievement. It considers a broad range of support that learners may need from their tutors, from making a choice of learning programme to their exit and progression to further learning or employment. Key features include: 'Something to Think About' at the beginning of every chapter Each chapter cross-referenced to the QTLS Professional Standard for those on PTLLS,

CTLLS and DTLLS courses Real life examples from a variety of settings and subjects
Lots of useful tips and ideas to ensure that all learners receive appropriate support
Practical suggestions for developing classroom practice
Suggestions for managing disruptive behaviour
Thought-provoking activities and reflection points

The Journal of School Leadership is broadening the conversation about schools and leadership and is currently accepting manuscripts. We welcome manuscripts based on cutting-edge research from a wide variety of theoretical perspectives and methodological orientations. The editorial team is particularly interested in working with international authors, authors from traditionally marginalized populations, and in work that is relevant to practitioners around the world. Growing numbers of educators and professors look to the six bimonthly issues to: deal with problems directly related to contemporary school leadership practice teach courses on school leadership and policy use as a quality reference in writing articles about school leadership and improvement.

This revision book for the clinical skills assessment (CSA) portion of the Membership of the Royal College of General Practitioners (MRCGP) exams includes a range of scenarios representative of those candidates will

encounter, each created with direct input from an MRCGP examiner. The book enables candidates to role-play the scenarios with colleagues, providing notes for both candidates and actors. The book's structure follows the scheme of the exam, covering information gathering, clinical management and interpersonal skills. It includes sections focusing specifically on the history, examination and management plan for scenarios, while table summaries help candidates to focus on key areas. Each chapter concludes with a tutorial of relevant information and a suggested reading list. 'What the authors have developed in this text is a guide to excellence in this assessment method: how it runs, how it is structured, how it is marked. Anyone anxious about performance and success in the CSA (and all of us are) will find a practical way to prepare and pass.' - from the Foreword by John Spicer

Making Learning Happen

A Guide to Program Design

Developing IT Staff

All Children Successful

EBOOK: Supporting Learners in the Lifelong Learning Sector

The essential guide

Promoting Best Practice in the Learning and Teaching of Students

"Mosby's Nursing Leadership and Management Interactive Videodisc Series" is designed to develop the critical thinking and application skills of nursing students as they prepare to lead and manage in the workplace. The IVD medium is particularly well-suited to this subject, which relies heavily on interpersonal skills. Each disk contains a demonstration loop, an introduction and instructions, a tutorial that presents the concepts and principles presented in the IVD, a case study section that contains simulations and applications, a section containing reference material, and a course map. Each IVD is accompanied by a User's Guide to help instructors make optimal use of material contained on the videodisc.

Language skills, study skills, argument skills and legal knowledge are vital to every law student, professional lawyer and academic. Learning Legal Skills and Reasoning discusses the main sources of English law and explains how to work with legal texts in order to construct credible legal arguments which can be applied in coursework, exams or presentations. Learning Legal Skills and Reasoning Discusses how to find and understand sources of both domestic and European Union

Law Develops effective disciplined study techniques, including referencing, general reading, writing and oral skills and explains how to make good use of the university print and e-library Contains chapters on writing law essays, problem questions and examinations, and on oral skills including presentations and mediation skills Packed full of practical examples and diagrams across the range of legal skills from language and research skills to mooting and negotiation, this textbook will be invaluable to law students seeking to acquire a range of discreet legal skills in order to use them together to produce competent assessed work.

Annotation 'University Teaching in Focus' provides a foundational springboard for early career academics preparing to teach in universities. Focusing on teaching, curriculum, students, and quality/leadership, this resource offers university teachers a straightforward approach to facilitating effective student learning. This book features five theme-based units on cross-disciplinary academic English skills, focusing on the needs of first-year undergraduate students. Each unit covers academic writing, reading and speaking skills. The units progressively take students through the

steps needed to complete three common academic assignments: the essay, report and tutorial discussion. These steps include searching for sources, note-taking, establishing personal stance, synthesizing information from multiple sources and structuring academic texts. Each unit also includes opportunities for students to analyze texts, apply their critical thinking skills, try out what they have learnt in productive tasks, as well as reflect upon their progress. It is aimed at first-time university students. Many of the readings in the book are related to China and the broader Asian context. As such, this textbook might appeal to first-year university students in Hong Kong, Mainland China and Taiwan.

Academic English

Communication Skills for Business Professionals

One Discipline : the Annual Symposium of the American Medical

Informatics Association : Proceedings, November 9-13, 2002, Henry B.

Gonzalez Convention Center, San Antonio, TX

Skills for Success, Second Edition

A Framework for the Age of Emerging Technologies

Design Discourse

Learning Legal Skills and Reasoning

Interventions for Addiction examines a wide range of responses to addictive behaviors, including psychosocial treatments, pharmacological treatments, provision of health care to addicted individuals, prevention, and public policy issues. Its focus is on the practical application of information covered in the two previous volumes of the series, *Comprehensive Addictive Behaviors and Disorders*. Readers will find information on treatments beyond commonly used methods, including Internet-based and faith-based therapies, and criminal justice interventions. The volume features extensive coverage of pharmacotherapies for each of the major drugs of abuse—including disulfiram, buprenorphine, naltrexone, and others—as well as for behavioral addictions. In considering public policy, the book examines legislative efforts, price controls, and limits on advertising, as well as World Health Organization (WHO) efforts. *Interventions for Addiction* is one of three volumes comprising the 2,500-page series, *Comprehensive Addictive Behaviors and Disorders*. This series provides the most complete collection of current knowledge on addictive behaviors and disorders to date. In short, it is the definitive reference work on addictions. Includes descriptions of both psychosocial and pharmacological treatments. Addresses health services research on attempts to increase the use of evidence-based treatments in routine clinical practice. Covers attempts to slow the progress of addictions through prevention programs and changes in public policy.

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The Effective Learning and Teaching in Higher Education series will include over 20 volumes, each packed with up-to-date advice, guidance and expert opinion on teaching in the key subjects in higher education today and backed up by the authority of the Institute for Learning and Teaching. This book covers all of the key issues concerning the effective teaching in medical, dental and veterinary education. It includes contributions from a wide range of experts in the field, with a broad and international perspective. It includes material on teaching and the support of learning, effectively using learning materials and IT in clinical education, assessment, developing effective learning environments, developing reflective practice, and personal development. The contributions to the conference held in Geneva in 2003, focus on the very latest approaches to 'e-Learning'. The power and enormous diversity of this medium, becomes apparent as experts from all over the world compare notes and raise a whole new range of issues. The reader can examine the presentations of the various practitioners, or go straight to the discussions at the end, for insights into what the future holds for teachers and students alike.

Previously known as Achieving Your PTLLS Award, this third edition of the popular book comprehensively covers the new requirements for the new Level 3 Award in Education and Training for anyone training to teach in the Further Education and Skills sector or broader workplace and adult learning settings. This updated third edition includes: Clear guidance on responsibilities and requirements for working in the Further

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Education and Skills sector How to motivate and communicate with learners through engaging teaching Pragmatic advice on planning and assessing learning Enhanced discussion of working with others, safeguarding, risk management, quality assurance requirements More case studies and activities that demonstrate how to link good practice to the classroom To further support your learning, visit www.sagepub.co.uk/francisgould3 for additional online resources. Previously known as Achieving Your PTLLS Award, this third edition of the popular book comprehensively covers the new requirements for the new level 3 Award in Education and Training for anyone training to teach in the Further Education and Skills sector or broader workplace and adult learning settings. This updated third edition includes:

- Clear guidance on responsibilities and requirements for working in the Further Education and Skills sector
- How to motivate and communicate with learners through engaging teaching
- Pragmatic advice on planning and assessing learning
- Enhanced discussion of working with others, safeguarding, risk management, quality assurance requirements

More case studies and activities that demonstrate how to link good practice to the classroom Additional web resources can be found at www.sagepub.co.uk/francisgould3.

Teaching and Learning through Problem Solving Methods

The Educational Software Selector

Book Only

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The Learning Society

A Guide for Post-Compulsory Education

Lessons from Successful Innovations

The MRCGP Clinical Skills Assessment (CSA) Workbook

This text provides perspectives in British and international interpretations of a learning society and what the roles of core skills are. The book covers what should be happening in theory and what is happening in practice and develops a critical awareness of the issues.

This book covers the history of healthcare informatics, current issues, basic informatics concepts, and health chapters that explain the core sciences of nursing informatics, students will understand information systems and incorporate their own knowledge for further comprehension. Based on the foundation of knowledge model, this text explains how nursing informatics relates to knowledge acquisition, knowledge processing, knowledge generation, knowledge dissemination, and feedback, all of which build the science of nursing. With a completion time of 75+ hours, this book is certified as Expert level for Microsoft Word. Aimed at the beginner, this comprehensive book covers beginning through advanced features of the software. Lessons contain objectives, step-by-step instructions, screen illustrations, tips, notes, Internet coverage, chapter summaries, end-of-chapter exercises, projects, and SCANS

correlations. Extra challenging activities are provided, along with group activities to emphasize teamwork. Unit reviews contain a Command Summary, Review Questions, Applications, and On-the-Job Simulations.

Written for professionals this easy-to-read text provides down-to-earth practical advice for those involved with training and skill development in technical software development jobs. The author, Mary Clarkson, draws on her experience as a technical specialist and as an IT training manager, and gives practical guidance on how to get staff members started on their skill development. She also explains, using plenty of examples, how to support them through their learning process. Clarkson has worked 7 years as IT Training Manager of Barclaycard UK and has over 14 years of practical experience developing computer systems. No doubt, this book is of indispensable value to: team leaders, project manager, systems developers, and human resource managers.

Nursing Informatics and the Foundation of Knowledge

Mindfulness and Acceptance for Counseling College Students

Evidence-Based Education in the Health Professions

Education for Sustainable Development in Foreign Language Learning

Bio*medical Informatics

The Elements of Instruction

Microsoft Word 2000 Complete Tutorial

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The college years are very stressful for many people, so it comes as little surprise that college-aged youth often suffer from diagnosable psychiatric disorders. Even among college students whose distress is not clinically diagnosable, the college years are fraught with developmental challenges that can trigger bouts of psychological suffering. Is it any wonder, then, that suicide is the second leading cause of death in this age group? In *Mindfulness and Acceptance for Counseling College Students*, clinical researcher Jacqueline Pistorello explores how mindfulness and acceptance-based approaches such as acceptance and commitment therapy (ACT), dialectical behavioral therapy (DBT), mindfulness-based cognitive therapy (MBCT), and mindfulness-based stress reduction (MBSR) are being utilized in higher education settings around the world to treat student mental health problems like severe depression, substance abuse, and eating disorders, and/or to help students thrive--both in and out of the classroom. This book offers easy-to-use programs for college counselors, therapists, instructors, administrators, and even high school counselors who are looking for tools to help high school students prepare for the transition to college. Counselors with extensive experience with mindfulness and acceptance approaches can learn new ways of adapting these approaches to interventions with college students, and counselors interested in these approaches but lacking experience can learn about these effective therapies. Finally, college administrators and staff can gain ideas for implementing mindfulness practices in various campus contexts to help promote student mental health or academic engagement. In addition to chapters by Steven C. Hayes, the founder of acceptance and commitment therapy, this book also contains an online Appendix with helpful original handouts, Power Point slides, and links to podcasts and lectures to help implement mindfulness-based approaches on different campuses. It is a wonderful

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resource for any professional who works with college students and who is interested in promoting psychological well-being. The Mindfulness and Acceptance Practica Series As mindfulness and acceptance-based therapies gain momentum in the field of mental health, it is increasingly important for professionals to understand the full range of their applications. To keep up with the growing demand for authoritative resources on these treatments, The Mindfulness and Acceptance Practica Series was created. These edited books cover a range of evidence-based treatments, such as acceptance and commitment therapy (ACT), cognitive behavioral therapy (CBT), compassion-focused therapy (CFT), dialectical behavioral therapy (DBT), and mindfulness-based stress reduction (MBSR) therapy. Incorporating new research in the field of psychology, these books are powerful tools for mental health clinicians, researchers, advanced students, and anyone interested in the growth of mindfulness and acceptance strategies.

The practical dimension of communication is often quickly grasped by students but theory is found tricky in various ways. This book, therefore, focuses purely on the theoretical dimensions of communication. It is very difficult to claim pure originality in communication theory but an effort has been made to explain the selected topics in a lucid, student-friendly manner. As far as the selection of topics is concerned, the syllabi of various universities have been referred to. The first three units focus on introducing communication in detail and its two major types – verbal and non-verbal. Each of the sub-types of non-verbal communication viz. proxemics, paralanguage, etc. would ideally demand one unit each. But that is out of the scope of such a companion. Out of four language acquisition skills – LSRW – only two have been taken up here: listening and reading. Interpersonal communication and teamwork carry such immense

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application in today's workplace scenario that it deserves a place in a book dealing with fundamentals such as this one.

Communication Skills for Business Professionals is a student-friendly introduction to the principles and practice of effective communication in the workplace. Engagingly written and full of real-life examples, it explains the key theories underpinning communication strategies and encourages students to consider how to apply them in a contemporary business environment. After working through foundation topics such as understanding the audience, persuasion and influence, negotiation and conflict management, and intercultural complexities, students will explore the various modes and contexts of workplace communication including meetings, oral communication, written reports and correspondence. The text incorporates discussion of new digital technologies such as virtual real-time communication, and dedicates an entire chapter to the specific considerations involved in writing for the web. With its emphasis on Australian contexts and examples, Communication Skills for Business Professionals is an excellent introduction to the world of professional communication.

Problem-based learning (PBL) is becoming widely used in higher education. Popular in the medical sciences, PBL is now finding applications beyond - in engineering, sciences and architecture - and is widely applicable in many fields. It is a powerful teaching technique that appeals to students and educators alike. This book will be of great value to those who want to improve their use of PBL and for those who want to learn more and implement it. It provides compelling accounts of experiences with PBL from eight countries including the UK, US, Canada, Australia and New Zealand, and gives readers the opportunity to understand PBL and to develop strategies for their own curriculum, in any subject and at many levels.

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Communication Skills: A Students' Companion

Papers presented at the IFLA Satellite Meeting, Section Management & Marketing;

Management & Marketing Section, Geneva, Switzerland, July 28-30, 2003

Study Skills for Students with Dyslexia

The GP Trainer's Handbook

Theory and Practical Applications for Intervention, Prevention, and Outreach

The Latest and Best of TESS

Composing and Revising Programs in Professional and Technical Writing

Lecturers request your electronic inspection copy here Do you want to improve your study skills?

Packed full of advice on topics including note taking, essay writing, reading strategies and exam techniques, Study Skills for Students with Dyslexia is an essential read for students with dyslexia and other Specific Learning Differences (SpLDs) in further and higher education. The guidance and tools provided help you organise and plan your work, improve your skills and boost your confidence, so you succeed throughout your studies. The new edition contains: A new chapter on critical thinking, giving you confidence in analysing information and expressing an argument A new chapter on how to make the most of lectures, to ensure you're maximising your learning opportunities The latest IT and software references, including links to online assistive technologies A toolkit of downloadable resources to help you plan and study with ease, including templates, planners, tasks and activities, and toolsheets. This edition also comes with a fully editable digital download of the book, so you can access it in your preferred reading format. Practical and interactive, this book motivates, inspires and guides you through all your studies. SAGE Study Skills are essential study guides for students of all levels. From how to write great essays and succeeding at university, to writing your undergraduate dissertation and doing

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postgraduate research, SAGE Study Skills help you get the best from your time at university. Visit the SAGE Study Skills hub for tips, resources and videos on study success!

This unique volume utilizes the UNESCO Education for Sustainable Development (ESD) framework to illustrate successful integration of sustainability education in post-secondary foreign language (FL) learning. Showcasing a variety of approaches to using content-based instruction (CBI) in college-level courses, this text valuably demonstrates how topics relating to environmental, social, and cultural dimensions of sustainability can be integrated in FL curricula. Chapters draw on case studies from colleges throughout the US and consider theoretical and practical concerns relating to models of sustainability-based teaching and learning. Chapters present examples of project-, problem-, and task-based approaches, as well as field work, debate, and reflective pedagogies to enhance students' awareness and engagement with sustainable development issues as they acquire a foreign language. Insights and recommendations apply across languages and highlight the potential contribution of FL learning to promote sustainability literacy amongst learners. This text will benefit researchers, academics, and educators in higher education with an interest in Modern Foreign Languages, sustainability education, training, and leadership more broadly.

"This book is aimed at educators who may be considering introducing problem-based learning and need to know what it involves, its benefits and the practical details of how to implement it"--Provided by publisher.

A Learning-Centred Approach

An Educational Guide for Trainers by Trainers

Jsl Vol 3-N3

Achieving Your Award in Education and Training

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International Perspectives on Core Skills in Higher Education

Effective Learning and Teaching in Medical, Dental and Veterinary Education