



LETTER CIRCULAR - Institute for Education

Date: 14th March 2024

Ref: IfE18/2024

From: Joanne Grima – CEO

To the attention of: Heads (College Network), Heads of Schools, Assistant Heads of State and Non-State, Assistant Directors, Education Officers, Heads of Department, Teachers and Sections

Subject: Free Seminar: Reflecting on Professional Development and Digital Skills – A Hands-on Workshop

Application Link: [Seminar Registration](#)

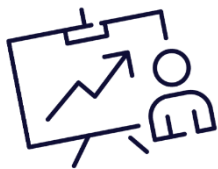
Deadline: 22nd April 2024

Venue: IfE Pembroke

Time: 08.30-13.30

The Institute for Education is offering all educators to attend a seminar **Reflecting on Professional Development and Digital Skills** on the **29th April 2024 between 08:30 and 13:30**.

One important aspect in professional development is reflecting on those areas where we need further training. This workshop will introduce two initiatives that are of benefit to heads of schools and educators in strengthening self-reflection on professional development areas.



The first is the Individual Professional Development Plan (IPDP), which is a tool that provides a strategic guide to focus on SMART goals relevant to current professional practices and prospective future career paths.



DigiSET
digital skills enhancement

The second tool forms part of the project DigiSET, in which the IfE takes part in and focuses on the promotion of digital skills among educators. The project has developed a self-assessment tool designed to help educators identify those digital skills that require further improvement and provides asynchronous and self-paced online training modules to assist educators in these areas.

This Workshop will introduce both tools to strengthen reflective practices and strategic planning in professional development in a hands-on workshop applying the two tools. By the end of the workshop participants will be able to:

- Apply the Individual Professional Development Plan (IPDP)
- Develop personalized SMART goals related to their own professional development and career goals
- Use the DigiSET self-assessment to assess their digital skills
- Make use of the DigiSET training modules to effectively strengthen those areas identified as requiring further improvement
- Discuss and critically appraise digital tools and strategies as they apply to their own practices.



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Agenda

08.30-09.00	Registration and Welcome Coffee
09.00-09.15	Introduction
09.15-10.00	The Individual Professional Development Plan (IDPD)
10.00-10.15	Coffee and Tea break
10.15-11.00	Workshop: Developing Personalized SMART goals (in groups)
11.00-11.30	Introduction to DigiSET and Self-assessment test
11.30-12.30	Workshop: Digital tools and Strategies for Educators (in groups)
12.30-13.30	Lunch

The seminar is taking place in person at the Institute for Education in Pembroke. Participants are kindly asked to bring their own laptop to the seminar.

Interested applicants are kindly asked to register by following the link: [Seminar Registration](#) by 22nd April 2024.

Thank you.

Joanne Grima
CEO
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