



TM 3 / Unit 1	TEACHING SKILLS
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Alternative thinking strategies	<p>Get students to respect assignment due dates and agreed-upon working times</p> <p>⇒ At the beginning push everybody, then focus on passive learners</p>	Promote self-evaluative thinking / self-assessment
Biographical teaching method	Help students develop critical thinking skills	Effectively and efficiently manage (administer) the course
Promote critical and creative thinking (awareness of potential)	Help students to identify and use appropriate learning techniques	Emphasize time on task (deadlines)
Creation of a community (participative atmosphere)	Help students to identify strengths and areas of needed improvement	<p>Encourage students to bring real-life examples into the online classroom</p> <p>⇒ Give first example</p> <p>⇒ Case Studies / Critical incidents</p>





Effectively handle disruptive & passive learners	Maintain the momentum of the course ⇒ Direct the learning process of the learners	Regularly execute 360 evaluations
Motivate learners ⇒ Prompt feedback ⇒ Altering communication approaches	Respect institutional performance guidelines ⇒ Monitor students' adherence to policies on plagiarism	Take students' ideas / cultural background into account when planning sessions
High achievement expectations vs. empathy ⇒ Manage learners' expectations	Respect privacy issues	Teach students about online learning and its relevance ⇒ Point out the differences to regular school
Respect diverse talents and ways of learning	Target the transfer of knowledge ⇒ Provide guidelines on how to link new information with already existing knowledge	Foster learner centeredness ⇒ Use diverse teaching methods ⇒ Provide choices for graded projects ⇒ Implement collaborative learning style
Use best practices to further promote participation	Pedagogical knowledge ⇒ Socio-emotional learning	Teach analytical & problem solving skills

