



THE CONSULTANTS-E



TEACHING ONE-TO-ONE Course Brochure

Many teacher training courses equip teachers with the skills and techniques to teach group courses, such as managing group dynamics, setting up effective pair and groupwork and encouraging peer teaching and feedback.

What these courses may not help you with, however, is techniques for teaching students on a one-to-one basis, such as meeting highly specific learning needs, reacting to your student's personal learning preferences and dealing with a potential clash of personalities in a decidedly intimate teaching situation. Our Teaching One-to-One course gives you the skills and confidence to teach students in a one-to-one scenario in a principled and effective manner.



Teaching One-to-One is for teachers and trainers of English and/or of other languages, but is also suitable for teachers from other disciplines. If you want to learn how to teach students on a one-to-one basis, this is the ideal course for you.



The course is suitable for teachers and trainers worldwide, whether you are new to one-to-one teaching, or whether you already have some experience of teaching one-to-one. You will leave this course with a wealth of new ideas, tasks, techniques, approaches and tools for teaching students one-to-one.

"The course was very professionally managed and it was nice to see how each week's tasks all miraculously appeared each week! (...) Keep up the great work!"

How does the course benefit you professionally?

Develop your professionalism. This course gives you the skills and confidence to teach students in a range of one-to-one scenarios, be it helping a pupil pass a school exam or assisting a company executive in making a presentation to the board.

Increase your employability. The course increases your employment prospects by developing your skill set and helping you to stand out from the crowd.

Enhance your teaching. The course introduces you to current and popular methodologies and increases your teaching repertoire with a range of activities and techniques for teaching one-to-one students.

Boost your confidence. This course helps you to gain confidence in being able to deal with a range of one-to-one students, even if you are not familiar with their area of expertise.

Expand your online skills. Even if you prefer teaching face-to-face, you will discover in this course how online tools can complement and provide added value to your one-to-one courses.

Course Structure

You will follow the course entirely online in Moodle, working individually, in pairs, and in small groups with a tutor. You are fully supported by your tutor throughout the course. You will also take part in two video-conferencing sessions with the rest of the group, and you will get an opportunity to share your own experiences, as well as learning from your peers' experiences, in teaching one-to-one classes. There are two course modules, each corresponding to one week's work, and with a total of 15 hours over two weeks:

MODULE 1: PREPARE

What is one-to-one teaching?

What makes a good one-to-one teacher?

Preparation and needs analysis

Materials and resources

Designing a course

MODULE 2: TEACH

One-to-one teaching techniques

Methods of delivery

Error correction and feedback

Evaluating your courses

Closing and review

The Consultants-E will issue you with a Certificate on successful completion of the course, which is defined as completing a minimum of 80% of the course work.



Since 2003, we've trained thousands of teachers around the world to use EdTech successfully in their daily practice. Our courses are recognised by Cambridge, Trinity College London, English UK and Aqueduto.



Entry Requirements

You won't need any prior experience or knowledge of online tutoring, although very basic experience of email and Internet use would be helpful.

You need competence in written and spoken English, whether English is your first, second or foreign language. Your level of competence in English must be of a standard sufficient to enable you to fully understand and complete the course work (e.g. minimum B1 on the CEFR).



In terms of hardware and software, you need:

- An Internet connection, preferably broadband
- A headset (preferably with a USB connection)
- A webcam (your computer should have one)
- An up-to-date browser
- Adobe Acrobat Reader
- An up-to-date media player
- A word processing package

Overview

The course looks at the range of skills needed to teach one-to-one, particularly in the field of ELT (English Language Teaching), although the skills and knowledge you acquire on the course are easily transferable to other disciplines.

During the course, you will:

examine the similarities and differences between teaching groups and teaching one-to-one

think about what makes an effective one-to-one teacher

consider the importance of the needs analysis and how best to prepare to teach one-to-one

evaluate methods of sourcing materials and resources for your one-to-one student

look at how to design a one-to-one course based on your needs analysis

critically examine a range of one-to-one teaching techniques

think about different methods of delivering one-to-one classes (face-to-face, online, via Skype or telephone, etc.)

look at how to deal with error correction and feedback

consider the importance of getting feedback and course evaluations from your students

The course is hands-on and firmly based on applying what you learn to practice. You leave the course confident not only in using one-to-one teaching techniques with your learners, but also with a clear understanding of how to design and deliver effective one-to-one classes.

You will use a number of online videoconferencing platforms for chats with course colleagues and your tutor several times during the course – the exact time for these sessions is negotiated with the group. To take part in a videoconferencing session you will need a headset with microphone. If you have a webcam on your computer, you may want to connect that during the videoconferencing session, but this is optional – you will be able to see and hear your tutor even if you only have a headset. Videoconferencing sessions are always recorded which means that even if you can't attend all of them, you will be able to watch the recording later online, in your own time.

Our Tutors

Our tutors are highly qualified and experienced language teachers and trainers, with years of experience of moderating online teacher training courses. All our tutors have language teaching backgrounds (e.g. teaching general English, business English, ESP, primary and secondary-school learners, one-to-one, and teacher training) and have worked in a range of contexts and countries. Many of our tutors are prize-winning methodology and coursebook authors and materials writers. Feedback for the tutors on all of our courses is consistently excellent, and they are experts in providing guidance and support online, as well as being highly knowledgeable in the fields of language teaching and online learning. [Find out more here...](#)

Workload

The course lasts two weeks. You are expected to spend approx. 7-8 hours per week on online individual and collaborative group work, including offline reading and reflection. Deadlines for task completion are weekly, and you can log on at any point during the week to work on the course. There are two timetabled online videoconferencing sessions, and the times of these are negotiated to suit everyone. You will receive a detailed study timetable to help you organise your workload effectively once you have enrolled on the course.



Key Features Summary

The Consultants-E is one of the most experienced and highly-regarded online providers of quality online training for teachers. Our Teaching One-to-One course has several unique features:

The course develops your practical knowledge about teaching one-to-one. It is a valuable indicator to potential employers and students that you are able to teach one-to-one classes effectively.

The course is aimed at teachers from any discipline, including language teaching. The one-to-one teaching skills you are introduced to are transferable to other disciplines or subject areas.

The course is run fully online in Moodle, so you save significantly on the accommodation fees, travel etc. associated with face-to-face training courses, and you can continue to work while you take the course.

Our course participants come from all over the world, giving you the opportunity to work with and learn from teachers from a wide range of teaching contexts and countries.

Groups of more than 12 participants have two tutors. Our course has one of the highest participant to tutor ratios of any online course available. Maximum group size is 15, so you are assured of individualised and constant tutor support.

Our tutors are highly qualified and experienced language teachers and trainers themselves, and they also have years of experience of (and are fully qualified in) online moderating. See our past participant feedback ('What do people say about the course?' below).

As a follow-up course, Teaching Live Online will help prepare you to teach one-to-one students online and will give you tips for marketing yourself and developing a one-to-one online client base.

Our Teaching One-to-One course also provides excellent preparation for our Trinity/English UK accredited course Cert IBET (Certificate in International Business English Training), which is offered as a fully online course or blended (both face-to-face and online).



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