IV ACEIA DOS FORUM

Lugar: **TECS, The English Centre.**
Crta. Fuentebravía Km 1. Puerto de Sta. María (Cádiz)

Sábado 5 de Abril, 2025

9.45 – 10.00

Welcome.

10.00 - 10.15

GETTING TO KNOW YOU

Meet fellow Directors of Studies and set goals for the day in a relaxed, interactive session.

10.15 - 11.15

AI: PREPARING FOR THE FUTURE

In this round table session, discuss how AI is shaping language education and explore strategies to equip ourselves, our teams, and our students for the evolving landscape.

11.15 - 11.45

Coffee

11.45 - 12.45



Jordan Putman

MIND THE GAP: SPOTTING
COMMUNICATION BREAKDOWNS IN YOUR SCHOOL

"We probably all started out as teachers, right? And as teachers, communication is our thing. We spend hours helping students express themselves clearly, teaching them strategies to interact better in their L2, ensuring they understand and are understood, and even guiding them through tricky conversations.

So why is it that, as managers, communication is often the first thing to break down?
'What? I didn't know anything about this!'. 'Why didn't I get this sooner?'. 'Say that again—I understood nothing!'
Sound familiar? You're not alone.

In this practical workshop, we'll take a deep dive into communication within our LTOs. We'll conduct a 'Communication Audit' to analyse key touchpoints — emails, WhatsApp messages, feedback processes, one-on-ones, group meetings, and information access points. The goal? To identify gaps and find ways to make communication clearer, smoother, and more effective."

12.45 – 13.00

Break

13.00 – 13.45

JUST ONE THING

Share and discover impactful academic management tips—small changes that make a big difference.

13.45 – 15.00

Lunch

15.00 – 16.00

ANY QUESTIONS?

A panel discussion where you set the agenda—ask, discuss, and explore key topics in academic management.

16.00 – 16.15

Closing