

## Conditions of teaching and learning

### Work file 2: How to take my teaching skills and knowledge into account

- What general experience, skills and knowledge do I have?
- To what extent is my knowledge incomplete – referring to contents and subject matter, objectives, suitable teaching methods and the processes of learning?
- In which fields do I wish to learn myself (knowledge, teaching methods, professional skills, personal qualities, routine, etc.)?
- Which concept of human nature serves as my general guideline?
- What is the theoretical framework, or the simplified version of a theory, which guides my work as a teacher?
- How would I describe and classify my relationship to my students?
- Where are my personal limits, as far as working hours, stress, etc., are concerned? How do I make use of my personal working capacity?
- How can I reduce my workload by better planning, both of my work and other activities?
- How do I use, and economise on, my time budget, and how do I deal with sources of personal stress?