

# Middle leaders: making the most of Optimus Education CPD

If you're a head of department, subject, team or phase leader, use this plan as a starting point for making the most of your Optimus Education CPD membership.

## Rate your skills

Use the [middle leader skills audit](#) to rate your skills and analyse areas for development.



## Track key tasks

Need to get more organised? Use the [head of department planner](#) to track key tasks.



## Observe wisely

Carefully consider your use of [lesson observations](#): make them meaningful CPD opportunities.



## Share good practice

Share resources with your team, such as the [mastery lesson plan](#) and [evidence-based teaching strategies](#).



## Self-evaluate your subject

Use the [subject self-evaluation template](#) to identify strengths, review progress and prioritise areas for development.



## Plan your training

Based on your audit, what are your training priorities? Review the units on the [middle leadership essentials](#) training course and choose one to complete.



## Monitor efficiently

Use the [one hour monitoring teaching and learning plan](#) to maximise use of your time.



## Hone your leadership skills

Watch one of our [leadership webinars](#) to get a more in-depth look at team-building and other skills.



## Manage your time

Struggling to get everything done? Maintain a work-life balance with these [time management strategies](#).



## Train your team

Use training courses such as [Differentiation in Practice](#) and the [Teacher Development Programme](#) to develop your team.

