

Course title	Educational management and leadership at school
Course code	083
Course category	School innovation and management
Course purpose and overview	<p>Educational management is the process of planning, organising, and directing educational institutions. Paired with good leadership, it is fundamental to ensure the quality of the education of the students and the day-by-day functioning of the institution.</p> <p>With this course, you will gain new methods and tools to help you with the general management of a school, while focusing also on leadership and what it means to be a leader. The course will have practical activities, discussions between participants, and theoretical introductions on topics like process-planning, the management of human resources, and how to collaborate effectively in the school. In this way, you will strengthen your management and leadership skills and will have the possibility to learn new best practices and create new links with your peers in other countries.</p>
Course structure and content	<p>This course adopts an experiential and participatory approach, integrating practical case-study exercises, peer learning, group activities, and simulations. Participants will explore key management competencies and the role of effective leadership in educational institutions. By fostering collaborative discussions and providing real-life scenarios, the course equips education managers and leaders with practical tools and strategies to enhance their skills and ensure the well-being of their organizations.</p>
Duration	One week
Daily programme example	<p>Here is an example of the programme:</p> <p><i>Day 0</i> (usually Sunday) Arrival date</p> <p><i>Day 1</i> Welcome and introduction Ice breakers and team-building exercises Knowledge share session Key aspects of education management Cultural and social activities Feedback day 1</p> <p><i>Day 2</i> Managing self and Managing People Course Design</p> <p><i>Day 3</i> Managing Systems, Process and Resources Cultural and social activities</p> <p><i>Day 4</i> Planning, Administration and Quality Control Cultural and social activities</p> <p><i>Day 5</i> Professional Development Change Management Discussion of future cooperation and planning follow-up activities / Brainstorming dissemination ideas Final feedback</p>

	<p>Validation of learning outcomes and a certification ceremony Cultural and social activities <i>Day 6</i> Full-day trip <i>Day 7</i> Departure date</p> <p>Programme details may be subject to amendment based on trainer, participant needs and other factors such public holidays. Changes might be needed to make up for time lost due to unforeseen or changing circumstances which might be out of the reasonable control of the hosting organisation.</p>
Learning objectives	<p>Develop key management competencies, including process-planning and human resources management. Understand the significance of good leadership strategies and their role in educational institutions. Acquire best practices to enhance managerial skills and promote the well-being of the school. Foster knowledge-sharing and exchange of opinions with other education managers. Strengthen overall management and leadership abilities to ensure effective school functioning and student education.</p>
Learning outcomes	<p>Learn key management competencies like process-planning and human resources management Understand new practices and raise awareness of the role of leaders and how good leadership strategies can help your organisation Acquire best practices to grow as a manager and to ensure the well-being of your organisation Share knowledge and opinions with other education managers</p>
Assessment and validation of learning outcomes	<p>The course will employ various assessment methods, including pre-course entrance tests and a final test, to evaluate participants' understanding of key management competencies and leadership strategies. Trainers will use rubrics and criteria to assess participants' performance in discussions and activities, while also encouraging the presentation of work-based evidence and maintaining portfolios to showcase practical implementations. Ongoing feedback from peers and trainers will support the learning process and ensure the comprehensive assessment of participants' progress in educational management and leadership.</p>
Target audience	Teachers of any subject, educators, and school administrative staff
Admission requirements for participants	No specific requirements
Language of delivery	English
Language level requirements for participants	B1 or more
Maximum number of participants	15

Please note that the course outlined is intended as an example only and may not necessarily be fully executed in accordance with all its details. Our need analysis is primarily based on enrolment information, information shared at kick-off meetings, and pre-evaluation of competencies. As such, it is possible that the programme may be adjusted to better accommodate the diverse needs of participants.

