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Educational Development Institute
Training | Consulting | Research

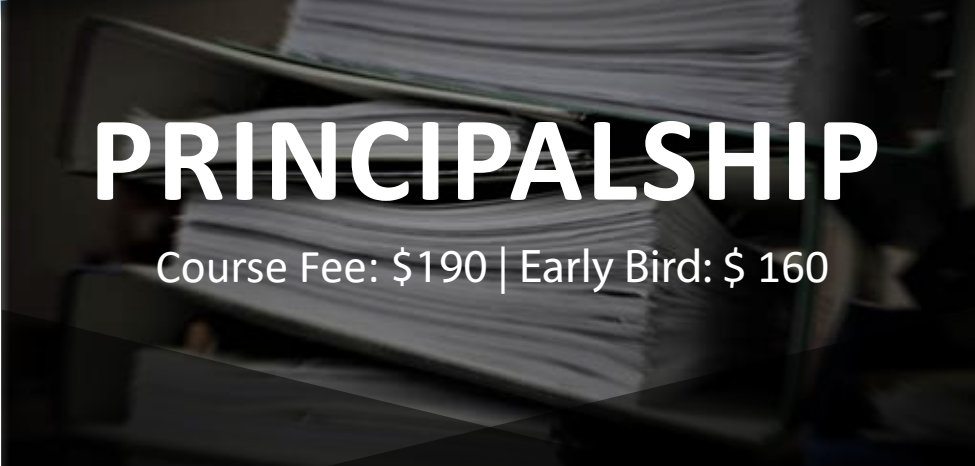
ABOUT EDI

Founded in 2007, Educational Development Institution (EDI) is a member of Westline Education Group (WEG) and is an educational organization providing professional training (Public Training, Executive Training, Corporation Customized Training, Consulting and Research).

EDUCATION INSTITUTES OF WEG Co.,Ltd



OUR SERVICES



PRINCIPALSHIP

Course Fee: \$ 190 | Early Bird: \$ 160

INTRODUCTION

A principal is someone who is the leader of an entire community within a school. He or she is responsible for managing the major administrative tasks and supervising all students and teachers. They are also known as head masters in some countries.

COURSE STRUCTURE

The certificate course in Principalship spent approximately 16 hours, OR is offered a 2-day period. The course is based on a participatory, active learning approach, group discussions. An Action Guide for Principalship Skills, by Mr. Kong Samneang. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

COURSE OBJECTIVE

Upon the completion of this two-day training, participants are expected to benefit:

- Better understand school management and leadership.
- Understand the role and duties of school leaders;
- Effectively manage teaching and learning
- Better problem solving and decision making skills as the principal.



Our Trainer

Mr Kong Samneang

Chief Operation Officer of
Westline Education Group

Mr Kong Samneang have 15year experience in school management. He used to be a school principal, DGM (Deputy General Director of MingWey Group in Charge in company operation) and academic director at Westline Education Group.

His Career Highlights:

- Teachers
- Professor
- Director
- Chief Operation Officer

His Education:

- Bachelor Degree in science
- MBA in management

Currently, **Mr. Kong Samneang** is a Chief Operation Officer of Westline Education Group. He is in charge in school operation, business growth, manage and lead administration department and school principals to implement schools' operation activities to achieve schools' objectives. Furthermore, he is in charge in operation manual developing (Standard operation procedure).

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COURSE OUTLINE

Module 1: Organization and Administration

1. Planning
2. Teaching
3. Maintenance of Relations
4. Supervision
5. Guidance

Module 2: Problems Relating to Administrative and Financial aspects

1. Problem Relating to Teachers
2. Problem Relating to Students
3. Miscellaneous Problems

Module 3: Importance of School Principal

Module 4: Qualities of School Principal

Module 5: Duties of School Principal

1. Problems of School Principal
2. Academic Supervision
3. Orientation and Approach of Academic Supervision
4. Managing Disciplines

WHO SHOULD ATTEND?

Principals, managers, supervisors and anyone who have been working related to marketing field or who has been in the role for a while but has not had formal training.

- Venue: EDI Training Room
- The Fee Includes: Refreshment, Materials and Certificate of Participation
- Time: 8:00am- 5:00pm
- Language: Khmer & English