



# EDUCATIONAL LEADERSHIP

Educational leadership is crucial for every person in managerial positions at School or education sectors. The lack of management and leadership skills may cause ineffective planning, misunderstanding among the team, work overload and difficulties in work implementation as well as employee performance management. This interactive training course will help managers to improve their work effectiveness and efficiency by enhancing their planning skills, people skill, communication skills and problem-solving and decision-making skills.

## ■ Course Structure

The certificate course in Educational Leadership 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 Marketing Strategies and Sale Skills, by Mr. Ung Sophornmony. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

## ■ Who Should Attend?

This educational leadership course is for who have recently been appointed as managers and anyone who is new to the role of managing /supervising people or who has been in the role for a while but has not had formal training.

## ■ Course Outline

### Module 1: Understanding Management Essentials

- Why Management
- Four basic functions of management
- Roles of managers
- How to become a successful manager

### Module 2: Managing For Productivity

- Becoming a productive individual and team
- Managing time effectively: Techniques and Tools
- Effective Planning: Techniques and Tools
- Achieve more with less: Techniques and Tools
- Delegation: Techniques and tools

### Module 3: Understanding Leadership Essentials

- Importance of Leadership
- Six traits of Leadership
- Leadership Styles and Effective use of each style
- Becoming a high performing leader

### Module 4: Developing Leadership Skills

- Communication and Interpersonal skills
- Employee Motivation skills
- Problem Solving and Decision Making skills