

EXECUTIVE CERTIFICATE IN SCHOOL MANAGEMENT



Executive Certificate in School Management is aimed at empowering school leaders to lead and manage schools effectively in a time of great change, challenge and opportunity. It is targeted at serving School Management Team members who aspire to Principalship. The program seeks to provide structured learning opportunities that promote quality education in schools through the development of a corps of education leaders who apply critical understanding, values, knowledge and skills to school leadership and management within the vision of transformation. It seeks to empower/enable these educators to develop the skills, knowl- edge, and values needed to lead and manage schools effectively and to contribute to improving the delivery of education across the school system.

■ Course Objective

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

- Understand the role and duties of school leaders
- Effectively manage teaching and learning
- Better understand school finance management and performance
- Effectively manage educational business development in order to increase enrollment
- Effectively manage school operations
- Able to develop effective curriculum and extra-curricular program
- Learn techniques and tools for solving problems and making decisions
- Develop the critical thinking skills.

■ Course Structure

School Finance for Non-Finance is 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 Financial Management Skills, by Ms. Pich Rathmony. Participants will receive a Certificate of Participa- tion upon successful completion of the course. The maximum number of participants is 20.

■ Course Outline

- Principalship
- School Administration Management
- Educational Leadership
- School Finance For Non-finance
- Educational Sales And Marketing
- 7 Habits Of Highly Effective People
- Foundations Of Curriculum Development

■ Who Should Attend?

This Executive Certificate Program in School Management is designed to empower current school leaders and equip professionals who want to become a school leader in the near future with the knowledge, methods, and skills necessary to meet the challenges of today's school environments.