

# PRINCIPALSHIP



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 Objective

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

- 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.

## ■ 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 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.