

Course information

Title	A Project Management System for a Better Quality of Teaching
Concept by	<u>Alessandro Pumpo</u>
Course URL	<u>teacheracademy.eu/course/project-management-for-schools/</u>
N. of participants	Min. 4- max. 14
Course length	One week (6 days, Monday - Saturday)
Language	English. Other languages may be available upon request
Locations and starting dates	<ul style="list-style-type: none"> • <u>Florence</u> - First Monday of the month • <u>Barcelona</u> - Third Monday of the month <p>On request, we can organize this course directly at your school. Discover all the dates at <u>teacheracademy.eu/courses-dates/</u></p>
Free time activities offered	All courses include at least one city guided tour and one full-day Cultural Activity.
Type of certification awarded	Certificate of Attendance, including a description of the course contents (80% of attendance required); other Certificates may be available upon request
Price	Starting from 480€ * * Our courses are eligible to be completely funded by the Erasmus+ KA1 funds and several other programs.

Course contents

<p>Description</p>	<p>Managing a project involves many different aspects and many things that have to be tracked and followed up on. You have to determine project tasks, create a schedule, assign resources, and identify and track issues and risks. That's just the tip of the iceberg; as a project manager, you are responsible for the overall success of a project. How can you can successfully track all those different aspects of a project?</p> <p>Educationists who want to work together to improve the quality of education and to make it more interactive and enjoyable, can easily communicate and collaborate through these project management systems. They can discuss education related matters, suggest ideas, share their knowledge and thus devise great strategies and solutions in less time.</p> <p>Education related projects can be better planned and executed with proper utilization of features within these tools. They enable perfect description and documentation of various tasks and duties assigned to various team members working on a project. This makes the execution of these tasks and activities as per the schedule and plan. The progress of projects can be better tracked which leads to a successful culmination of work with the achievement of project-specific objectives.</p> <p>By using project management systems, educationists and teachers can better connect, communicate and collaborate with each other and devise ways to improve the standard of teaching and make teaching accessible to more and more people irrespective of their financial, economic and social status. This promotes equality and equal opportunities to learn, grow and excel for everybody.</p>
<p>Learning outcomes</p>	<ul style="list-style-type: none">• Become self-aware of your role as a teacher and what it means to be part of a bigger team;• Reflect and refresh your approach to teaching, while learning to maximize your strengths and build yourself as a teacher;• Practice effective communication techniques, as well as experience creative management tools;• Conduct project planning activities that accurately forecast project costs, timelines, and quality;• Implement processes for successful resource, communication, and risk and change management;• Demonstrate effective project execution and control techniques that result in successful projects;• Demonstrate effective organizational leadership and change skills for managing projects, project teams, and stakeholders.

Tentative schedule*

Day 1 - Course introduction to Project Management	Day 2 – Project Organization
<ul style="list-style-type: none">• Introduction to the course, the school, and the external week activities;• Icebreaker activities;• Presentations of the participants’ schools;• Foundation in Project Management and its relevant impact on education and participation;• Slides presentation, case histories, and Group practical activities.	<ul style="list-style-type: none">• Project initiation and planning, leading project teams, Group discussion and focus group.
Day 3 – Digital Communication	Day 4 – Software Application
<ul style="list-style-type: none">• Communication tools, Marketing, stakeholders, partnerships, and Fundraising, manage multiple initiatives, cooperative collaborations.	<ul style="list-style-type: none">• How to use the software application to update a project’s GANTT charts as the project progresses, how to read the resulting charts, and how to develop changed project plans;• How to develop “soft” managerial and leadership skills
Day 5 – Intro to project management tools	Day 6 – Course closure & Excursion
<ul style="list-style-type: none">• Various Projects management tools: where to find it how to use it, case histories and Group practical activities.	<ul style="list-style-type: none">• Course evaluation: round up of acquired competences, feedback, and discussion;• Awarding of the course Certificate of Attendance;• Excursion and other external cultural activities.

*The schedule describes likely activities but may differ significantly based on the requests of the participants, and the trainer delivering the specific session. Course modifications are subject to the trainer’s discretion. If you would like to discuss a specific topic, please indicate it at least 4 weeks in advance.

Links and resources

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