

Course code SI.1.LMA

Last update 25/07/22

## Course information

Title	Leadership and Management in Schools
Concept by	<a href="#">Thomas Frick</a>
Course URL	<a href="https://teacheracademy.eu/course/leadership-management/">teacheracademy.eu/course/leadership-management/</a>
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"> <li>• <a href="#">Ghent</a> - First Monday of the month</li> <li>• <a href="#">Florence</a> - Second and fifth Monday of the month</li> <li>• <a href="#">Valencia</a> - Third Monday of the month</li> <li>• <a href="#">Strasbourg</a> - Second Monday of the month</li> </ul> <p>On request, we can organize this course directly at your school. Discover all the dates at <a href="https://teacheracademy.eu/courses-dates/">teacheracademy.eu/courses-dates/</a></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>Working with the participants' personal experiences of leading and managing in schools, this course will inspire them to reflect on how they fulfill their <b>role as (hierarchical) superiors</b>.</p> <p>Expanding their leadership and management toolbox first in theory, they will then have the opportunity to try out what they have learned, experience how it has worked for them, and incorporate it into their own leadership style.</p> <p>By receiving feedback from the other participants and the trainer, they will realize their <b>leadership strengths</b> as well as implement ideas of how to further their own leadership competencies.</p> <p>In addition, participants can bring in their personal issues as superiors in order to explore <b>realistic solution strategies</b> with the support of the group.</p> <p>At the same time, they will practice dealing appropriately with difficult situations at work, thereby training their skills to listen and to intervene assertively when necessary.</p> <p>Overall the course will help participants to develop their <b>professional role as leaders and/or managers</b>, and identify with it.</p>
<p>Learning outcomes</p>	<ul style="list-style-type: none"><li>• By being equipped with management and communication tools necessary to successfully lead a school and/or a team within the school;</li><li>• By practicing these tools to facilitate their implementation in everyday work life;</li><li>• By developing their leadership roles along with their own appropriate leadership styles.</li></ul>

## Tentative schedule\*

<b>Day 1 - Course introduction, contracting &amp; appropriate communication as leader</b>	<b>Day 2 - Listening actively with emotional intelligence &amp; setting goals</b>
<ul style="list-style-type: none"><li>• Setting the frame: Expectations, goals, rules, roles;</li><li>• Leading with role awareness;</li><li>• Leadership roles &amp; leadership styles;</li><li>• Appropriate value-based leadership;</li><li>• Productive and role-integrated communication (Transactional Analysis);</li><li>• Presentations of the participants' schools.</li></ul>	<ul style="list-style-type: none"><li>• Deep active listening with emotional intelligence. Discovering one's own and other people's needs;</li><li>• Exploring personality styles;</li><li>• Setting good goals. From vision to action.</li></ul>
<b>Day 3 - Time and self management &amp; motivation</b>	<b>Day 4 - Conflict management, feedback &amp; delegation</b>
<ul style="list-style-type: none"><li>• Self-analysis of own behavior at work. Strengths and weaknesses of dealing with oneself and others;</li><li>• Time management;</li><li>• Setting priorities;</li><li>• From reactive to proactive management;</li><li>• Supporting one's own and others' life balance;</li><li>• Motivating oneself and others;</li><li>• Motivating staff – what can be done?;</li><li>• Enabling intrinsic motivation;</li><li>• Self-motivation.</li></ul>	<ul style="list-style-type: none"><li>• (Proactively) Dealing with disturbances and conflicts;</li><li>• Group dynamics (team development);</li><li>• Ensuring a productive work environment with assertiveness (I-language);</li><li>• Negotiating win-win solutions;</li><li>• Mediating conflictual situations;</li><li>• Giving and receiving feedback;</li><li>• Delegating tasks and projects (goals);</li><li>• Peer counseling &amp; coaching.</li></ul>
<b>Day 5 - Moderation of meetings and conferences &amp; solving professional issues</b>	<b>Day 6 - Course closure &amp; cultural activities</b>
<ul style="list-style-type: none"><li>• Moderating efficient and effective meetings;</li><li>• Moderation toolbox;</li><li>• Conducting an exemplary meeting;</li><li>• Solving "burning" issues of participants;</li><li>• Peer counseling &amp; coaching;</li><li>• Personality and Leadership;</li><li>• Productively dealing with own and others' strengths and weaknesses.</li></ul>	<ul style="list-style-type: none"><li>• Course evaluation: round-up of acquired competencies, feedback, and discussion;</li><li>• Awarding of the course Certificate of Attendance;</li><li>• Excursion and other external cultural activities.</li></ul>

\*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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- Self-paced online courses for teachers: [online.teacheracademy.eu](https://online.teacheracademy.eu)
- Online English Courses for Teachers: [online.teacheracademy.eu/tag/english-courses/](https://online.teacheracademy.eu/tag/english-courses/)
- The New 2021-2027 Erasmus+ Programme Made Easy: [online.teacheracademy.eu/course/erasmus-programme-2021-2027/](https://online.teacheracademy.eu/course/erasmus-programme-2021-2027/)
- CELTA Courses for teachers: [teacheracademy.eu/celta/](https://teacheracademy.eu/celta/)

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German Language Center: [europassberlin.com](https://europassberlin.com)

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