

COURSE SUMMARY:

The course is aimed at heads and managers of educational institutions, administrative staff in educational institutions, vocational education teachers, teacher trainers, and career coaches. The course will help develop participants' leadership, communication and interpersonal skills. The course emphasizes the role of the team leader in driving the improvement of team members and the institution, as well as managing conflict situations.

Participants will explore both formal and informal coaching models, work on monitoring staff and performance, give constructive feedback, and deliver difficult messages. Participants will learn how to embed mentoring

techniques into their daily interactions with staff, promoting healthy team dynamics, and ultimately creating a positive environment for both the staff and learners in an educational institution. The participants will also have the possibility to network and share experiences with other European colleagues.

TARGET GROUP(S):

- school administrators
- education leaders
- educational consultants
- nonprofit and NGO leaders in education

DATES:

22.01. – 26.01.2024.
05.02. – 09.02.2024.
11.03. – 15.03.2024.
15.04. – 19.04.2024.
20.05. – 24.05.2024.
17.06. – 21.06.2024.
08.07. – 12.07.2024.
23.09. – 27.09.2024.
14.10. – 18.10.2024.
25.11. – 29.11.2024.

PROGRAMME:

Day 1

09.00 – 10.30 | Presentation of training institutions, trainers and participants
10.30 – 10.45 | Coffee break
10.45 – 12.15 | Introduction to the programme, warmers and icebreakers
12.15 – 12.30 | Coffee break
12.30 – 14.00 | Principles of coaching and mentoring
14.00 | Free afternoon

Day 2

09.00 – 10.30 | Formal and informal models of coaching and mentoring
10.30 – 10.45 | Coffee break
10.45 – 12.15 | Questions and techniques for evaluating staff skills and capabilities
12.15 – 12.30 | Coffee break
12.30 – 14.00 | Goal-setting to drive improvement
14.00 | Free afternoon

Day 3

09.00 – 10.30 | Team leadership dynamics and behaviors
10.30 – 10.45 | Coffee break
10.45 – 12.15 | Enforcing Team Guidelines

12.15 – 12.30 | Coffee break
12.30 – 14.00 | Handling different generations in the workplace
14.00 | Lunch

Day 4

09.00 – 10.30 | Navigating challenging scenarios
10.30 – 10.45 | Coffee break
10.45 – 12.15 | Resolving tensions in challenging situations
12.15 – 12.30 | Coffee break
12.30 – 14.00 | Using language to shift perspectives
14.00 | Free afternoon

Day 5

09.00 – 10.30 | Setting working standards and effectively monitoring work progress
10.30 – 10.45 | Coffee break
10.45 – 12.15 | Acknowledgment, Encouragement, and Empowering Feedback
12.15 – 12.30 | Coffee break
12.30 – 14.00 | Closing and evaluation of the course
14.00 | Free afternoon