

Lead forward – school management

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:

20.01. – 24.01.2025.
03.02. – 07.02.2025.
10.03. – 14.03.2025.
14.04. – 18.04.2025.
19.05. – 23.05.2025.
02.06. – 06.06.2025.
07.07. – 11.07.2025.
22.09. – 26.09.2025.
06.10. – 10.10.2025.
03.11. – 07.11.2025.
15.12. – 19.12.2025.

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