



## MCILWRAITH EDUCATION

### An Introduction to Education Management

Managers in education are often recruited straight from the classroom and quickly they can find themselves in an unfamiliar environment. Some thrive, but many struggle. Our 'Professional Education Management' course provides a practical foundation for managers in education. Course participants will develop good, sound management skills that they can apply to their work as managers.

'An Introduction to Education Management' looks at management from individual, institutional and global perspectives. This five day (27 hour) course will enable you to become fully acquainted with principles of management and practical skills from a strategic perspective to day-to-day operational management. It is aimed at managers with up to four years experience of management in a regional or national post.

#### OBJECTIVES

By the end of the course, participants will:

- ▶ Have an understanding of how to lead and develop staff
- ▶ Be able to recognise the education and management culture of customers and clients
- ▶ Develop a management style to build efficient and effective teams
- ▶ Manage conflict with mutually satisfying outcomes
- ▶ Have an understanding of how to plan and manage small and large-scale education projects.

#### TOPICS

- ▶ Education management and organisation culture
- ▶ Leadership: Accountability and transparency
- ▶ Language and language programme planning
- ▶ Creating teams and team tasks
- ▶ Assessing, developing and evaluating staff
- ▶ Developing PRINCE2 planning models.

#### COURSE DELIVERY

Courses are delivered face-to-face in your country at a suitable venue of your choosing. Upon request, we can arrange for training to be delivered in Edinburgh. In some cases, pre- and/or post-course work might be delivered online. Courses run for groups between 5-10 participants, but we can run courses for more if necessary.

#### COURSE TUTORS

The team includes Hamish McIlwraith, the director of McIlwraith Education, who has developed major management plans for the Ministry of Education and Training in Tunisia and Mozambiquan government. He has also taught management on the MED TESOL at Edinburgh University.

# An Introduction to Education Management – sample timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
0900 - 1030	Formal welcome, course aims, introductions	<b>Management Culture in Education</b>  A battle of organisational culture - Planning a truce	<b>Managing People 4: Staff Performance</b>  How do people perform? Matching staff strengths and company values	<b>Conducting Market Research</b>  Survey techniques and approaches	<b>Managing an Educational Project 1</b>  PRINCE2: Business case; Management and reporting structures
1030 - 1045	Break	Break	Break	Break	Break
1045 - 1215	<b>Leadership, Management or Power?</b>  Directing people with principle; Accepting obligation and accountability	<b>Managing People 1: Understanding People and Work</b>  Who are the people we manage? What can they contribute?	<b>Understanding Conflict</b>  Ingredients of conflict; Conflict resolution skills; Handling poor performance; Disciplinary procedures	<b>Developing a Market Strategy</b>  Price, Packaging, Positioning and Profit	<b>Managing an Educational Project 2</b>  Project initiation; Establishing risk; Setting quality standards
1215 - 1315	Lunch	Lunch	Lunch	Lunch	Lunch
1315 - 1430	<b>Understanding Organisations</b>  Defining 'organisations', 'institutions' and 'cultures'	<b>Managing People 2: Recruiting and Selecting Staff</b>  Job descriptions, person qualities and selection approaches	<b>Creating a 'Learning Organisation' 1</b>  Five characteristics: Systems Thinking; Personal Mastery; Mental Models; Shared Vision; Team Learning	<b>Managing Budgets and Resources</b>  Co-ordinating activity; delegating responsibility; measuring success	<b>Managing an Educational Project 3</b>  Managing product delivery; Stage boundaries; Closing a project
1430 - 1445	Break	Break	Break	Break	Break
1445 - 1600	<b>Organisation Cultures</b>  Club, Role, Task and Existential Cultures	<b>Managing People 3: Training Staff</b>  Induction; Training for Change; Internal and External Training; Appraisal & Performance Reviews	<b>Creating a 'Learning Organisation' 2</b>  Facilitating learning and constant transformation through new technologies	<b>ICT and Education</b>  Managing technological change in your organisation	Formal farewells and awarding of certificates