

TEACHER TRAINING

ACADEMIC MANAGEMENT

DEVELOPMENT

05 - 09 AUGUST

MONDAY - FRIDAY 09:00 - 12:00

This is a 15-hour, one week professional development course for academic managers, directors of studies or teachers who are planning to become involved in an academic management role in the future.

Aims and objectives for the course

You will examine the skills and qualities needed to be an effective academic manager and how to manage and develop teams both face-to-face and remotely, including looking at theories of staff motivation and their application, managing performance, and managing educational change.

Recommended reading:

'From Teacher to Manager'

(White, Hockley et al) Cambridge 2008

This covers all the areas of this course and many more besides. It is not required pre-course reading, but it is recommended that you read it at some point if you haven't already.



Course benefits

By the end of the course you will have:

- developed your understanding and awareness of the relationship between management theory and its application in an educational context
- learnt a range of practical strategies to help you manage individuals, teams and processes more effectively
- explored issues related to managing change in education, and how to evaluate the impact of change initiatives
- worked with academic managers from a range of contexts, identifying key issues and good practice in addressing them
- shared professional practice with other academic managers.

In addition to the course sessions you will have:

- a number of pre-course tasks
- daily tasks and reading to do in your own time
- post-course reading.

Please be aware that this is only a sample timetable and the course will be tailored to specific needs of the course participants as identified in needs analysis sent prior to the course.

Monday	Tuesday	Wednesday	Thursday	Friday
Session 1				
<p>Introductions Your context, roles and responsibilities.</p> <p>Teacher identity Motivation, investment and evaluating needs/wants Creating an environment for development:</p> <ul style="list-style-type: none"> Physical environment Attitude and openness Growth mindset Needs of development 	<p>'Team management' Communicating above, below and sideways Face-to face Remote</p>	<p>'Managing performance' 1 Developing, motivating and supporting your staff continuously Professional development Interviews</p>	<p>'Issues and Solutions' 2 Recruitment, selection and induction</p>	<p>'Situations and approaches' Role plays of difficult conversations and situations Top tips</p>
Session 2				
<p>'Issues and solutions' 1</p> <ul style="list-style-type: none"> a change of role for you and maybe the teachers as well managing your time and prioritising 	<p>Change management Managing educational change and its impact</p>	<p>'Managing performance' 2 Development through observation – video task</p>	<p>'Issues and Solutions' 3</p> <ul style="list-style-type: none"> Timetabling and development through timetabling 	<p>'Review'</p> <ul style="list-style-type: none"> The skills and qualities needed to be an effective academic manager Question Time
Additional tasks				
<p>Read article on 'The Six Secrets of Change'</p> <p>Read article on effective communication</p>	<p>Read Herzberg's article on motivational theory Make a list – 'Top Tips on how to motivate your staff' Optional extra reading on motivation</p>	<p>Make notes on the selection, recruitment and induction process for teachers at your LTO and bring those notes in tomorrow Consider how timetabling can be a tool for ongoing staff development</p>	<p>What are the top three most difficult conversations / situations you have faced as a manager, or could face? We will discuss them tomorrow. Thinking of remaining questions for tomorrow</p>	<p>Additional reading: Top 10 Qualities of an Excellent Manager Team Management Skills The Meaning of Educational Change</p>