

## **EFFECTIVE SCHOOL MANAGEMENT & LEADERSHIP PROGRAMME**

### **Day 1**

9.30am to 11.00am – 0. Introduction & Introspection  
11.00am to 11.15am - Tea Break  
11.15am to 12.45pm – 1. Opportunities and challenges for Schools  
12.45pm to 2.00pm – 2. Leadership Styles  
2.00pm to 2.45pm – Lunch  
2.45pm to 4.00pm – 3. Vision Building  
4.00pm to 4.15pm - Tea Break  
4.15pm to 5.30pm – 4. Implementing Continuous Comprehensive Evaluation (CCE)  
5.30pm to 6.00pm – Debrief Session

### **Day 2**

9.30am to 10.00am – Recapitulation of Day 1 by participants  
10.00am to 11.30pm – 5. Conflict Management  
11.30am to 11.45am - Tea Break  
11.45am to 1.15pm – 6. Motivation  
1.15 pm to 2.00pm – Lunch  
2.00pm to 3.30pm – 7. Communication Skills  
3.30pm to 3.45pm - Tea Break  
3.45pm to 5.15pm – 8. Self Esteem  
5.15pm to 6.45pm - 9. Decision Making & Goal Setting  
6.45pm to 8.00pm – Debrief Session

### **Day 3**

9.30am to 10.00am – Recapitulation of Day 2 by participants  
10am to 11.30am – 10. Change Management  
11.30am to 11.45am - Tea Break  
11.45am to 1.15 pm – 11. Right to Education  
1.15pm to 2.00pm – Lunch  
2.00pm to 3.30pm – 12. Quality Audit & Accreditation (QAA)  
3.30pm to 3.45pm – Tea Break  
3.45pm to 5.15pm – 13. Team Building  
5.15pm to 6.45pm – 14. Leadership Team Development  
6.45pm to 7.00pm – Debrief Session

### **Day 4**

9.30am to 10.00am – Recapitulation of Day 3 by participants  
10am to 11.30am – 15. Innovative Curriculum Development  
11.30am to 11.45am - Tea Break  
11.45am to 1.15pm – 16 Personalised Learning: Targets and Assessment  
1.15 pm to 2.00pm – Lunch  
2.00pm to 3.30pm – 17. Personalised Learning: Differentiated Assignments  
3.30pm to 3.45pm - Tea Break  
3.45pm to 5.15pm – 18. Personalised Learning: Formative Assessment & Summative Assessment  
5.15pm to 6.45pm – 19. Personalised Learning: Formative Assessment & Summative Assessment  
6.45pm to 7.00pm – Debrief Session

### **Day 5**

8.30am to 9.00am – Recapitulation of Day 4 by participants  
9am to 10.15am – 20 Personalised Learning: Leading Effective Classroom Practice  
10.15am to 10.30am - Tea Break  
10.30am to 12noon – 21. Multiple Intelligence Practice  
12noon to 1.00pm– 22. Educator’s Role - Building Effective Schools  
1.00pm to 1.45pm – Lunch  
1.45pm to 3.00pm – 23. Using InformationTechnology to Improve Performance.  
3.00pm to 3.15pm - Tea Break  
3.15pm to 4.15pm – 24. Financial Management & Budget Control  
4.15pm to 4.45pm – 25. Next Steps and Action Research  
4.45pm to 5.30pm – Valedictory Session