



The Skills of Academic Management

TT14

This intensive programme is for Directors of Studies, heads of department, academic co-ordinators, teachers and trainers who have, or will have, academic managerial responsibilities in ELT posts.

Programme content

The programme will focus on the roles and responsibilities of an academic manager. Covering academic administration, course design, student progress and welfare, and teacher performance. You will learn the following:

- **Managing in principle and practice:** the role of the manager in education and in other contexts, learning companies, management, leadership styles and understanding organisations
- **Managing yourself: self-organisation;** use of time; self-appraisal; communicating; running meetings; managing conflicts and change
- **Managing teachers:** recruiting, inducting, supporting, appraising, motivating and developing staff
- **Managing students:** monitoring satisfaction levels, dealing with queries and complaints, advising students, clients and parents
- **Managing educational systems:** testing, placing and inducting students; organising classes, designing courses: setting objectives; selecting resources and materials; course evaluation procedures
- **Managing resources:** core books and materials; libraries; language laboratories; learning centres; computer suites.

outcomes →

You can expect

you can expect to leave the programme eager to apply the principles and managerial practices discussed on the programme. You will have a portfolio of resources developed through the programme to assist you, and an action plan for gradual development and potential contacts for networking.