

# Improving Skills of Administrators

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60 Inservice Points

Component No. 7 417 007

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## **General Objectives**

1. Program of study to enable administrators to become proactive lead-management agents of change in order to effectively deal with the wide range of challenges faced in independent schools.
2. To assist heads of school and administrators to recognize the unique skills necessary to the successful productive management of an independent school.

## **Specific Objective**

Participants will increase awareness of the leadership skills necessary in the management of the school through the following topics:

1. School Finance
2. Governance including the board-head relationship
3. Organizational Development
4. Leadership for Change
5. Leadership Styles
6. Diversity
7. Legal Issues
8. Development
9. Crisis Management
10. Curriculum
11. Communication

## **Procedures/Activities**

1. Workshops
2. Large & small group discussions
3. Guest speakers
4. Role playing
5. Case studies
6. Reading assignments

## **Evaluation**

1. A selected activity observed by designated personnel
2. Written analysis of the benefits of the materials presented
3. Written test - Satisfactory completion will be 80%

