

# Leadership Training Seminars

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60 Inservice Points

Component No. 7 507 001

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## **General Objectives**

1. To enable any person who has supervisory responsibility to develop skills for carrying out that responsibility effectively, efficiently, and humanely.
2. To familiarize administrators and other instructional leaders with their role as instructional leaders in the school.

## **Specific Objective**

1. Outline supervisory responsibilities in curriculum development, teacher evaluation, budgeting and inventory control, test evaluation, and facility planning.
2. Assess his/her leadership style and draw implications for good supervisory practice.
3. Demonstrate communications skills.
4. Demonstrate interpersonal skills.
5. Demonstrate conferencing skills.
6. Demonstrate planning skills.
7. Demonstrate knowledge of and ability to communicate knowledge of the policies and procedures governing the basic aspects of the supervisor-worker relationship.
8. Assist teachers and administrators in determining professional growth needs.

## **Activities**

1. Lecture, workshop, brainstorming activities.
2. Mentoring activities designed by the instructor.
3. Variety of multimedia approaches.

## **Evaluation**

1. Pre and post test administered by the instructor.
2. Pre and post conferencing sessions for each participant led by the instructor.
3. Participants will complete a workshop evaluation form.

