



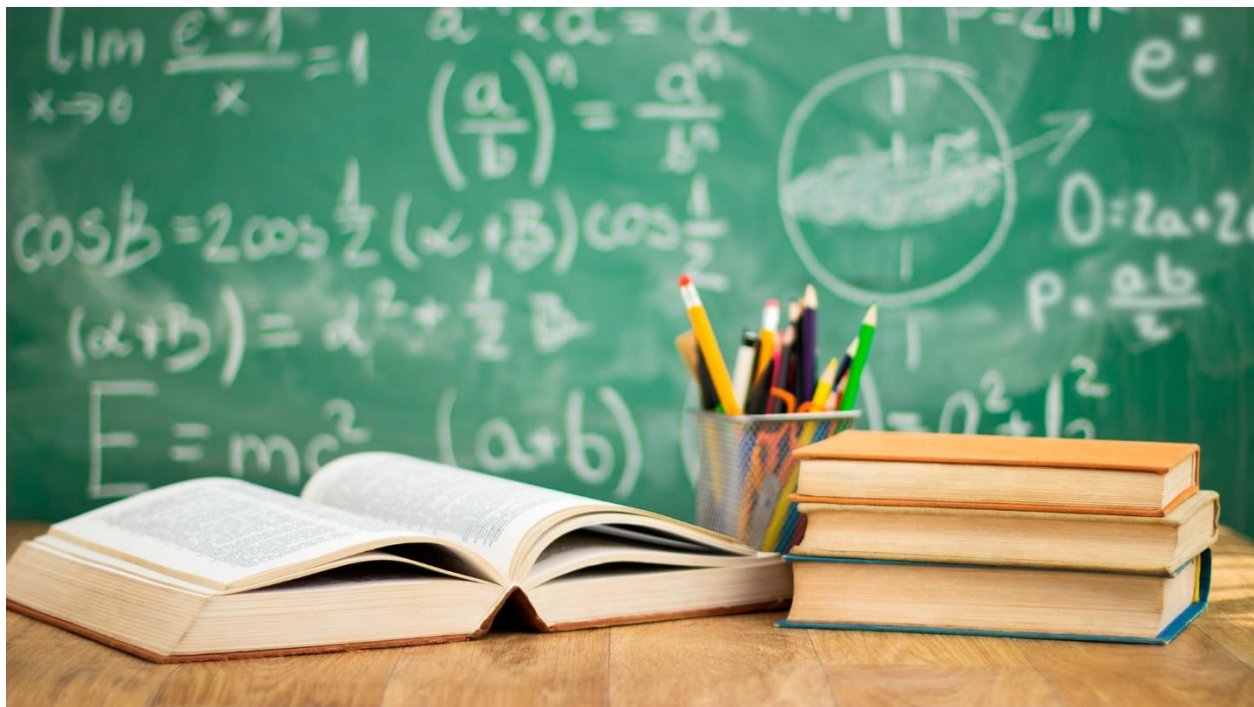
**PAN AFRICA SKILLS
& CONSULTING LTD**

International Diploma

in

Educational Leadership, Psychology and Administration

**A Program covering key aspects of educational administration,
leadership, motivation and psychology**



For education to be effective and successful, those involved must fully understand the educational process and its needs - and be able to manage, lead, motivate and direct educational teams.

Key topics including curriculum design, deciding on educational objectives, the psychological and motivational aspects of education, and how to manage educational teams, departments, schools and regions; this and more is covered by this interesting and developmental Program.

Professional educators include senior teachers, head teachers, ministerial staff, education officers, educational researchers and psychologists, and many others; all will benefit from studying this Program.

Course Outline

Module 1 - Traditional and Modern Education

- Purposes of Education, Education History, Modern Education Systems and What is Taught
- Formal Education, Preschool, Primary, Secondary, Higher/Tertiary, Vocational and Special Education
- Differences Between Teachers and Educators, Traits, Skills, Passion, Drive, Dedication
- How Education Benefits a Nation, Training Workers, Productivity and Economic Growth, Society

Module 2 - The Learning Process

- Types Of Learning, Mental and Physical Factors, Physiological Basis of Learning
- The Learning Process, Models of Learning, The Perceptual Process, Stages in Perceptual Learning
- Types of Learners, Cognitive Learning, Passive and Active Learning, The Learning Pyramid
- Motivation for Learning, Motivation and Learning Styles, Social and Personal Motives, Emotion

Module 3 - Educational Research

- Pedagogy, Teaching Philosophy, Research Methodology
- Approaches to Research, Applied and Action Research, Individual, School and Collaborative Research
- Types of Educational Research, Validity of Research, Empirical Evidence, Research Design
- Learning Strategies, Scaffolding Strategies in Education and Teaching

Module 4 - Educational Psychology

- The Role and Scope of Educational Psychology, History and Leading Figures
- Behavioural, Development, Cognitive and Constructivist Perspectives
- Goal Theory and Education Outcomes of Goals, Intrinsic and Extrinsic Motivation:
- Praise as a Motivating Tool, Adaptive and Maladaptive Motivation, Academically At-Risk Students

Module 5 - Maslow's Hierarchy of Needs

- Deficiency Needs and Being Needs, Effects of Deficits, Continuance of Growth Needs
- Categories, The Extended Hierarchy, Cognitive and Aesthetic Needs, Lower and Higher Order Needs
- Maslow's Hierarchy of Needs Applied to Students and Education
- Group Learning Projects, Cooperation, Preparation, Practical Implementation

Module 6 - Curriculum Design and Development

- The Extent of Curricula, Scope, Interpretation, Nation-Wide, State-Wide, District-Wide, Local Levels
- Learning Standards, Subject Areas, Educational Goals
- Courses and Course Design, Subjects, Syllabi, Curriculum Design, Lessons And Lesson Plans
- Learning Objectives and Outcomes, Academic Expectations

Module 7 - Education Management and Administration

- Educational Inputs, Outputs and Outcomes, Schools as Organizations
- Educational Management, what it Involves, Leadership, Educational Administration
- School Hierarchy, Vision, Aims, Objectives, Management Functions, Middle Leadership in Schools
- Education Personnel Teaching and Non-Teaching Roles, School Inspectors

Module 8 - Leadership in Education

- School Heads and Leadership, Leadership Styles, Situational Leadership, Developing a Good Style
- School Head Duties and Responsibilities, Governors or Trustees, Deputy, Vice and Assistant Heads
- School Office Personnel, School Support Staff, Bursars and Business Managers
- Delegation in Schools, Authority, Accountability, Mistakes to Avoid, Monitoring Performance

Module 9 - Human Resource Management in Education

- Importance of HR to Schools or Educational Institutions, Differences from Other Workplaces
- Identifying Staffing Needs, National and Local Institution Appointments
- Recruitment, Job Analysis, Job Descriptions, Selecting Candidates, Interviews, Probation, Contracts
- Induction, Teacher Training and Motivation, Personality and Needs, Work Environment

Module 10 - Teams and Team Management in Education

- Teams of Teachers and Non-Teaching Staff, What Distinguishes a Team, Team Work, Team Leaders
- Stages in Team Formation, Team Values and Goals, Teacher Collaboration:
- Staff Appraisal, Reasons and Conduct, Staff Counselling
- The School Community, School Climate, Stakeholders

Module 11 - School and Education Effectiveness

- School Effectiveness and School Improvement
- Measuring School Effectiveness, Factors Influencing School Effectiveness
- Monitoring and Evaluation of School Effectiveness, Gathering and Analysing Data, Use of Results
- Safety and Security in Educational Establishments, Hazards, Risks, Accident Prevention, First Aid

Module 12 - National Organisation of Education

- Ministries and Departments of Education, Politics, Ministers, Ministries, Ministry Personnel
- Education Directors, Duties, Regional, District and Local Education Authorities, Public Service
- Allocation of Education Resources, Types of Education Resources, Education Budgets
- The School Budget, Sources of Funding, Expenditure and Common Categories of School Outgoings