

TVET Hamburg

Seminar

Qualification of School Management Personnel

10 Training Days

Up to 20 participants

The qualification of school management personnel at vocational schools is essential for the quality of teaching and thus for the labour market relevance of vocational school training. We offer you an internationally proven training concept for your managers, which is based on the management training of Hamburg school administrators.

The training concept includes the following content:

- **What characterises a good school – developing a vision and mission**
- **Leadership and change management**
- **School development planning**
- **Communication in schools**
- **Human resources management and development**
- **Modern learning and teaching methods**
- **Quality management**
- **Financial planning and budgeting**
- **Construction and maintenance of workshops**

Participants actively participate in our training courses. The trainer takes on a moderating role. The aim is to enable the participants to apply theoretical concepts, techniques and methods in their daily work. For this purpose, practical exercises based on simulations are an integral part of the training and course participants additionally work on concrete projects. Thus, during the school management training, the development of a concrete school development plan serves as the thread for the different training modules.

During the **planning of the seminar** we will adjust our offer according to your needs in the best possible way.

Our trainers speak English, French, Spanish and Russian and avail of international expertise in the qualification

The **modular training concept** allows a flexible programme design according to your needs.

In addition to the on-site training, we offer e-learning or blended learning solutions.

The participants may come from one school as well as from different schools.

TVET Hamburg

Target Group:

- School management personnel
- School principals
- Heads of departments
- Public administration staff working directly with schools

Our tasks:

- If you wish, we conduct a training-needs analysis on site
- Standardized training-needs analysis (online)
- Preparation of the training content and the adaption of the materials
- Provision of learning materials online
- Implementation of the training

Your tasks:

- Organisation of the training including invitation of participants, preparation of training venue and materials

Ask for our offer!

Contact:

Homepage: www.tvet-hamburg.de

E-Mail: info@tvet-hamburg.de