

## Further Education Leadership Development Programme

*“The Principal's job is no longer command and control but to cultivate and coordinate the actions of others at all levels in the organisation”*

– D Ancona et al, Harvard Business Review.

The programme will be delivered by a highly skilled team of trainers from Dudley College who have a strong international track record of delivering high quality education, training and consultancy provision.

Dudley College will work in partnership with UKIERI and AICTE, whose aim is to bring forth a unique initiative that strengthens the bilateral relationship between India and the UK and sets an example of best practice in international cooperation. This project is part of an initiative working towards developing programmes that meet the priorities and needs of both India and the UK and bring about a systemic change in the educational sector of both India and the UK.

### Course Aims

The course will prepare delegates to become more **effective educational leaders**, by providing them with effective **people management** skills, enabling them to introduce improved **quality assurance** processes and develop their confidence in the implementation of **change management** projects within their organisation. The course will equip delegates with the necessary skills to become skilled and motivated leaders in further education institutions.

### Benefits to your Institution

- Better **skilled** and **motivated** leaders.
- Leaders with better **management** skills.
- More effective people management and **team working**.
- Improved **staff morale**.
- Improved **quality assurance** and development systems.
- **Change management** projects in institutions.
- Improved **institutional performance**.
- Better linkages with **employers** and the **skills** agenda.

### Overview

An overview of the topics covered includes:

- A high level review of **concepts of leadership and management**.
- **Leadership styles** and approaches.
- Evaluating **academic performance**.
- **Performance management** – people and institutions.
- Approaches to **quality assurance** and departmental and institutional development.
- **Leading change** and communicating effectively.
- **Curriculum planning** and development.
- Working with **employers**.

### Eligibility

Nominee should preferably be between 40 & 50 year of age with at least 15 yrs. of experience of teaching/ academic administration in AICTE approved Technical Institutions. The nominee must have a proven flair towards administration and must be on a permanent position.

The course consists of 4 workshops and a visit to UK as given below:

NITTR Chennai	Dates
Workshop1 - <i>Leadership and management</i>	28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> April 2014
<p>A 3 day programme which includes:</p> <ul style="list-style-type: none"> <li>- Concepts of <b>leadership &amp; management</b>.</li> <li>- Leadership <b>styles</b> and <b>approaches</b>.</li> <li>- <b>Understanding people management</b> – motivational approaches.</li> <li>- <b>Communicating</b> effectively.</li> <li>- Identifying key <b>leadership and management challenges</b> in (their) institutions.</li> <li>- <b>Personal</b> leadership and management <b>development</b> requirements.</li> </ul> <p>Also includes the allocation of <b>assignment 1</b>.</p>	
Workshop 2 - <i>Improving institutional performance</i>	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> June 2014
<p>3 days which focus on the role of the leaders and managers in:</p> <ul style="list-style-type: none"> <li>- Understanding and applying <b>quality assurance</b> systems.</li> <li>- Evaluating <b>academic performance</b>.</li> <li>- Evaluating <b>curriculum effectiveness</b>.</li> <li>- Improving the performance of <b>people</b>.</li> <li>- <b>Improving institutional</b> performance.</li> <li>- Identifying and leading <b>change projects</b>.</li> </ul> <p>Also includes a <b>review of assignment 1</b> and allocation of <b>assignment 2</b> (<i>Change Project</i>).</p>	
*Visit to UK – <i>Work shadowing</i>	September – December 2014
<p>A 4 day visit to Dudley College focusing on:</p> <ul style="list-style-type: none"> <li>- <b>Workshop activities</b> covering various aspects of leadership and management with Dudley College staff.</li> <li>- <b>Work shadowing</b> – seeing approaches to leadership and management in action.</li> <li>- <b>Quality assurance</b> in action – observing teaching and learning and quality assurance strategies.</li> <li>- <b>Employer engagement</b> – meeting with employers and reviewing how the curriculum is aligned to the skills needs of employers.</li> <li>- <b>Cultural visits</b>.</li> </ul> <p>Includes a <b>review of progress</b> towards <b>assignment 2</b>.</p>	
Workshop 3 - <i>Delivering change</i>	1 <sup>st</sup> , 2 <sup>nd</sup> December 2014
<p>2 days focusing on:</p> <ul style="list-style-type: none"> <li>- Leading and managing <b>change</b>.</li> <li>- <b>Curriculum planning</b> and development.</li> <li>- Engaging with <b>employers</b>.</li> <li>- <b>Human resource</b> development and planning.</li> <li>- Planning for the <b>future</b> – partnership working with other institutions.</li> </ul> <p>Also includes a review of <b>progress</b> against <b>assignment 2</b>.</p>	
Workshop 4 - <i>Assessment centre</i>	5 <sup>th</sup> , 6 <sup>th</sup> March 2015
<p>Over 2 days:</p> <ul style="list-style-type: none"> <li>- Delegates give <b>presentations</b> on the outcome of the <i>change project</i> and are <b>assessed by the delivery team and fellow delegates</b>.</li> </ul> <p>* <b>Visit to UK shall only be finalized after necessary approval from Ministry of HRD, GOI</b></p>	

## Course content and timetable

NITTR Chandigarh	Dates
Workshop1 - <i>Leadership and management</i>	28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> April 2014
<p>A 3 day programme which includes:</p> <ul style="list-style-type: none"> <li>- Concepts of <b>leadership &amp; management</b>.</li> <li>- Leadership <b>styles</b> and <b>approaches</b>.</li> <li>- <b>Understanding people management</b> – motivational approaches.</li> <li>- <b>Communicating</b> effectively.</li> <li>- Identifying key <b>leadership and management challenges</b> in (their) institutions.</li> <li>- <b>Personal</b> leadership and management <b>development</b> requirements.</li> </ul> <p>Also includes the allocation of <b>assignment 1</b>.</p>	
Workshop 2 - <i>Improving institutional performance</i>	19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> May 2014
<p>3 days which focus on the role of the leaders and managers in:</p> <ul style="list-style-type: none"> <li>- Understanding and applying <b>quality assurance</b> systems.</li> <li>- Evaluating <b>academic performance</b>.</li> <li>- Evaluating <b>curriculum effectiveness</b>.</li> <li>- Improving the performance of <b>people</b>.</li> <li>- <b>Improving institutional</b> performance.</li> <li>- Identifying and leading <b>change projects</b>.</li> </ul> <p>Also includes a <b>review of assignment 1</b> and allocation of <b>assignment 2</b> (<i>Change Project</i>).</p>	
*Visit to UK – <i>Work shadowing</i>	September – December 2014
<p>A 4 day visit to Dudley College focusing on:</p> <ul style="list-style-type: none"> <li>- <b>Workshop activities</b> covering various aspects of leadership and management with Dudley College staff.</li> <li>- <b>Work shadowing</b> – seeing approaches to leadership and management in action.</li> <li>- <b>Quality assurance</b> in action – observing teaching and learning and quality assurance strategies.</li> <li>- <b>Employer engagement</b> – meeting with employers and reviewing how the curriculum is aligned to the skills needs of employers.</li> <li>- <b>Cultural visits</b>.</li> </ul> <p>Includes a <b>review of progress</b> towards <b>assignment 2</b>.</p>	
Workshop 3 - <i>Delivering change</i>	19 <sup>th</sup> , 20 <sup>th</sup> January 2015
<p>2 days focusing on:</p> <ul style="list-style-type: none"> <li>- Leading and managing <b>change</b>.</li> <li>- <b>Curriculum planning</b> and development.</li> <li>- Engaging with <b>employers</b>.</li> <li>- <b>Human resource</b> development and planning.</li> <li>- Planning for the <b>future</b> – partnership working with other institutions.</li> </ul> <p>Also includes a review of <b>progress</b> against <b>assignment 2</b>.</p>	
Workshop 4 - <i>Assessment centre</i>	5 <sup>th</sup> , 6 <sup>th</sup> March 2015
<p>Over 2 days:</p> <ul style="list-style-type: none"> <li>- Delegates give <b>presentations</b> on the outcome of the <i>change project</i> and are <b>assessed by the delivery team and fellow delegates</b>.</li> </ul> <p><b>* Visit to UK shall only be finalized after necessary approval from Ministry of HRD, GOI</b></p>	

## Course assessment

**CMI Level 5** is assessed through a combination of written work and a work-based change project. There are two assessments – one on leadership theory and one based around a real change project conducted and outcomes presented.



## Entry requirements

To benefit from the programme, you will require:

- A good level of **English language**.
- A position as Principal or Senior Manager in a Polytechnic.
- Opportunities to put lessons learned into **immediate practice** in your place of work.
- Willingness to undertake a **work-based project** in your Polytechnic as part of the programme and to share the results upon completion. You will need to have at least five years left to work before retirement.
- Willingness to **travel to the UK** for part of this programme.

## Materials

All necessary course information will be available via Dudley College's **Virtual Learning Environment (VLE) – Blackboard**.

This will allow you to **access course materials**, undertake additional **further reading**, submit assignments, receive **feedback** and keep up to date with course announcements. All users will be supplied login details ahead of the course and training on the use of Blackboard is **included in the first workshop**.

## Qualification

Successful completion of the programme will lead to the qualification of **Chartered Management Institute Level 5 Certificate in Leadership & Management**.

## How to apply

Please complete the **expression of interest form** and return it by email to [aicteflprogram@gmail.com](mailto:aicteflprogram@gmail.com). The deadline for receipt of submissions is 17<sup>th</sup> March 2014. Successful applicants will be informed via e-mail in April 2014.

*“In times of change, learners inherit the earth, while the learned find themselves beautifully equipped to deal with a world that no longer exists” – Eric Hoffer.*