

## C<sup>3</sup> SCHOOL – Training Modules

The following modules show some examples of how a C<sup>3</sup> SCHOOL course can be designed. The content of each course will be tailor-made to the specific needs and demands on-site.

### Leadership

- Leadership concepts
- Vision, mission and strategy
- Initiating and managing change

### Financial Management

- Demand-oriented planning
- Developing budgets
- Generating additional income

### Managing People

- Working in teams
- Feedback techniques
- Communication
- Conflict Management

### Learning & Teaching

- Modern approaches of learning & teaching
- Competency-based training
- Strategies for implementation

### Educational Governance

- The role of sector governing bodies
- Governance at school level
- What is good governance?

### Networking

- Cooperation between schools
- Networks with companies/ employers
- Networks with other stakeholders

### Quality Management

- Quality assurance in education and training
- Quality management systems for schools
- Tools for assessment and certification

### Practical Application

(selected examples)

- Develop a school development plan
- Plan a change project
- Develop a communication strategy
- Develop an action plan for cooperation



#### C<sup>3</sup> TRAINER

TRAINING AND MODERATION TECHNIQUES



#### C<sup>3</sup> PLAN & BUDGET

LINKING STAKEHOLDERS AND PROJECT PLANNING TO BUDGETS



#### C<sup>3</sup> EXPENDITURE

PROCUREMENT AND FINANCIAL MANAGEMENT



#### C<sup>3</sup> APPLY

SUCCEED IN FUNDING YOUR PROJECT



#### C<sup>3</sup> BALANCE

MATCHING NEEDS, INTERESTS AND RESOURCES



#### C<sup>3</sup> LOCAL

FACILITATING MULTI STAKEHOLDER PROCESSES FOR LOCAL ECONOMIC DEVELOPMENT



#### C<sup>3</sup> HIV-AIDS

RESPONDING TO HIV / AIDS AT WORK



#### C<sup>3</sup> MANAGEMENT

EFFECTIVE SERVICE DELIVERY IN THE PUBLIC SECTOR



#### C<sup>3</sup> SCHOOL

SCHOOL MANAGEMENT



**C<sup>3</sup> SCHOOL**  
School management



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## Why C<sup>3</sup> SCHOOL?



Being part of a school management team is a complex task, which requires considerable knowledge and advanced management skills. Managing budgets, schedules, and people of an institution are skills that many people have not acquired during their professional career.

C<sup>3</sup> SCHOOL is a training package designed to facilitate and provide the skills, knowledge and tools needed to become a successful education manager.

### C<sup>3</sup> SCHOOL is...

...an occasion to learn how to:

- recognize and deal with governance structures,
- manage and monitor budgets in the light of objectives,
- plan and monitor physical and human resources,
- deal with change and institutional innovation,
- communicate effectively with staff, pupils/students and parents, as well as with authorities and the public,
- motivate staff to work and act in the interest of the institution,
- delegate responsibility rather than tasks,
- reflect on the role of the school in the local economy.

### Action learning and practical work

C<sup>3</sup> SCHOOL uses highly participatory training approaches, action learning, simulation exercises, group work, discussions and debates. Collegial feedback and different views are shared openly, thereby enhancing the learning process of each participant. The course introduces concepts and provides insight into how people interact, and what makes a successful manager and leader.

Action learning is a key element in C<sup>3</sup> SCHOOL. The course is accompanied by a major assignment that is accomplished by participants in group or individual work, and which is based on their everyday vocational life in school (field work). Results are presented to the group and discussed.

### Target group

C<sup>3</sup> SCHOOL is designed for school principals, heads of departments, and other school management team members. Staff members from different schools, such as primary and secondary schools or vocational schools are welcome to participate. Furthermore, C<sup>3</sup> SCHOOL is also beneficial for those working in public administration institutions in the education sector, as it provides vital skills and state of the art knowledge dealing with education management.

