



# Professional Effectiveness

## Overview

Middle Leaders in Schools tend to have an excellent background in teaching skills and effective classroom management but sometimes little experience in the practices and skills which they will need in order to become effective leaders. The modules in this programme have been devised to help them feel more confident and knowledgeable in leading teams and communicating effectively with groups of different sizes and can be tailored to address your specific needs and delivered as individual workshops or together as a one-day programme

## Outline Programme

The modules include:

### 1. Manager or Leader? 8 Steps to Effective Leadership

- Communicating the need for change
- Creating a Vision for the future
- Empowering the Stakeholders
- Making the Vision a reality
- Pulling together your team
- Communicating the Vision
- Creating short term wins
- Celebrating success

### 2. Planning For and Taking a Meeting

- Preparation
- The Skills of an Effective Team Leader
- The Role of the Team Leader at the Meeting

### 3. The Importance of the 3M's

- Meetings
- Monitoring
- Motivation

### 4. Taking Assemblies

- Preparation
- Use of body language/voice
- Use of notes/microphone/technology
- Overcoming nerves
- Involving your audience

### 5. Working with Parents

- General strategies and skills
- Working with distressed or angry parents
- Celebrating success
- Communicating with and meeting parents

## Other information

Designed for: Middle Leaders

Course duration: 2 Hour Individual Workshops or a Full One-Day Programme

New Directions Certificate Issued

