

TRC–Institute of ECE

# Leadership & Management in an ECE Setting

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Teachers' Resource Centre  
*making a difference*



TRC Institute of  
Early Childhood Education

## *Course Overview*

This course will focus on the professional development goals of an ECE Learning Coordinator or Manager. It is specifically designed to meet the needs of TRC-IECE Alumni who have been given the responsibility of management, supervision and support of ECE teachers in their schools. Although others can apply, first choice will be given to IECE Alumni.

## *Course Learning Outcomes*

You will learn more about managing your professional responsibilities, such as, leading teams, communicating effectively, and ensuring quality learning outcomes in the ECE section of your school. There will be an independent study unit for which you will plan a project of your choice, you will then implement it, assess the outcome and document the process. You will write a journal each week to reflect on your learning and the implementation of your learning in school. The first 3-hour session will comprise of an introduction to the course and course participants and an analysis of your roles and responsibilities, your challenges and learning needs.

More specifically, you will learn how to:

- Contribute to establishing and maintaining a supportive environment by using a variety of verbal and non-verbal techniques that facilitate giving and receiving positive feedback and engaging in constructive criticism and the expression of dissent
- Work collaboratively in groups by demonstrating helpful group maintenance roles and behaviours
- Analyse professional interactions and develop strategies for effective communication
- Account for the moral/ethical dimension of decision-making and/or professional behaviour by examining the inherent values and explaining the challenges involved in making responsible decisions and demonstrating integrity
- Express emotions in an acceptable manner

## *Course Content*

### **Unit 1: Leadership & Management**

- Difference between leadership and management
- Leadership and the use of power
- Planning and decision making

### **Unit 2: Social Exchange**

- Making interactions work for you
- Effect of self-concept on communication
- Importance of positive, two-way communication

### **Unit 3: Supervision & Support**

- Teacher Supervisor Relationship
- Supervision and support
- Giving and receiving feedback

### **Unit 4: Putting your Learning to Work**

- Self Study Module: Planning-Implementing-Assessing and documenting your own Project

### *Learning Strategies*

This participatory 50-hour (approximately) course will provide hands-on experiences and problem solving discussions based on your needs. There will be a combination of on site classes and off site reading, writing and project implementation. During on-site classes, there will be: interactive lectures, brainstorming, group discussions, presentations, videos, individual reflection, case studies and role play. You will identify a project you'd like to work on and go through the steps of making it happen.

You will have one-on-one consultations with your course facilitator on site and online via email and Skype.

**Course Facilitator:** Mahenaz Mahmud has a BA (Hons.) Degree in Psychology from Karachi University. She has 10 years of teaching and team leading experience at Karachi Grammar School, where she introduced culturally appropriate elements of the High/Scope approach to learning for early years' classrooms.

Since 1991 she has worked at TRC with a wide range of schools; she has worked extensively with young children and adults, teaching, developing curricula and learning resources in urban and rural areas of Pakistan. She has initiated and led innovative ECE projects in the public and private sectors and authored teacher handbooks. She has also engaged in research and advocacy initiatives to make national and provincial policies receptive toward ECE. Her efforts resulted in Pakistan's first National ECE Curriculum in collaboration with the Ministry of Education. She is a founding member and academic advisor of the TRC-Institute of ECE, where she also teaches on the Certificate Programme for pre and in-service teachers.

**Course Timeframe:** October – December 2013. Introduction/Orientation to the course will be on October 04, 2013. Classes will be held on Fridays from October – December 2013. The Course Facilitator will negotiate dates with the participants.

**Venue:** TRC-Institute of ECE

**Fee:** PKR 35,000

**Registration Policy:** Registrations will be done on a first come, first served basis. The attached registration form should reach TRC latest by **September 07, 2013**. Along with the Registration Form, please send in your job description/ roles and responsibilities.

We will register only **eight** participants and may have to close registration well before this date.

## TRC-IECE

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