

# TEACHING 2 INSPIRE

## The Leadership Package

*This course is intended for those with responsibilities in any aspect of school life. The package covers a number of skills required for effective leadership but doesn't go into too much detail. It is an ideal programme to raise generic leadership skills.*

- Re-affirming who I am
  - Time management
  - The Art of Delegation
  - Managing meetings

## COURSE CONTENT

Introduction: recognising the difference between management and leadership.

Self analysis: what style suits me?

Time management tools: tricks of the trade to help control time.

Delegation: knowing the significant rules surrounding effective delegation.

Meetings: agendas, minutes and chairing skills.

Guidance notes are provided.

These are available as an alternative to a delivered programme.

Course Fee: £400

Materials only: £75