

MANAGEMENT/ADMINISTRATION

School Management & Administration Certification

School Management and Administration Certification is a program that supports school leadership. It is designed to develop knowledge and understanding to enable participants to explore and develop their own management and leadership capabilities. It will help school business managers to make enhanced contributions in increasingly complex organizational settings.

Certification Issued By**ACAC for Accredited Certification (ACAC - USA)**

One of professional organization focused on furthering excellence in training and development. It provides defined criteria, standards and procedures for evaluation and optimization of training and development activities.

Aim of the course

This course aims to develop the skills of the students in taking decisions at a strategic as well as an operational level across the spectrum of management problems. On successful completion of the School Management and Administration Certification, program members should be capable of assuming a high level of responsibility in the management of private or public sector organizations. You will be equipped with relevant and cutting-edge information technology skills for the legal environment and exposed to hands-on training through projects and assignments.

Course Parts**Module One: Work Management**

- ✓ Time Management
- ✓ Stress Management
- ✓ Dealing with School Visitors

Module Two: Government Policies

- ✓ Current Policies and Practice
- ✓ Leadership
- ✓ Change Management

Module Three: Office Administration

- ✓ Facilities Management
- ✓ ICT
- ✓ Budgeting

Module Four: Business Management

- ✓ Organisational Behaviour
- ✓ Educational Marketing
- ✓ Human Resource Management

Module Five: Education and the Law

- ✓ Employment Law
- ✓ Health and Safety
- ✓ Educational Rights

Module 6 Work-Based Module

- ✓ School Efficiency
- ✓ Reflecting in the Workplace
- ✓ Personal and Professional Development

How To Register?

- ✓ [Register Online](#) or
- ✓ Fill-up the [registration form](#) and visit the Institute, with the following requirements then pay the necessary fees.
 - passport copy
 - 1 copy of passport size photo
 - eligible certificate copy

Contact Us

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