

PROFESSIONAL DEVELOPMENT DAY OPPORTUNITY

Name of event: 'The Challenges of being a Manager'

Date: Monday 26th April 2004

Venue: Bawburgh Village Hall, Norwich

Suitable for: All Headteachers, Senior & Middle Managers

I am pleased to invited you and/or a member of your staff to the above one-day training event being run by Dynamix, in association with Ipswich & Norwich Co-operative Society's Education Department.

Jointly funded by The Exchange and the Co-op, the day will underpin the importance of different management skills for both experienced managers and those who are new to a managerial role.

The day will look at co-operative methods, models and strategies of management and will enliven and inform delegates by giving them new skills and innovative ways of managing staff and workloads.

There will be a range of interactive tasks and examples of good practice in the areas of management (see programme overleaf), and most of the work will be undertaken in small groups using challenging new ways of working.

A contribution of half a day's supply cover is available on request.

As this will undoubtedly be a very popular training day, I would advise an early response to register either yourself and/or your staff.

If you would like to reserve a place, please complete and return the attached application form **by no later than 31st March 2004.**

If you have any further queries or would like to find out more about Professional Development Placements for teachers and other education professionals in Norfolk, please contact Kerry French, Teacher Placements Co-ordinator at Norfolk Careers Services on 01603 215300 / 07887 627044 or kerry.french@norfolk-careers.co.uk.

APPLICATION FOR A PROFESSIONAL DEVELOPMENT DAY

'THE CHALLENGES OF BEING A MANAGER'

Date: Monday 26th April 2004

Time: 9.00am – 4.00pm

Venue: Bawburgh Village Hall, Norwich

I would like to reserve a place on the above Professional Development Day.

Name: _____ Title: Mr / Mrs / Miss / Ms / Dr

Name of school: _____

School address: _____

School tel. no. _____

E-mail address: _____

Home / Mobile tel. no. _____

Position in school: _____

Your subject area: _____

Pupils' age range: _____

Length of teaching experience/service to date: _____ years

Type of school (please circle): Primary / Middle / Secondary / Special Needs /

FE college or School Sixth Form college / Connexions /

Other (please specify) _____

Is supply cover and term-time release agreed?

Yes / No

Please indicate any special dietary requirements that you may have: _____

Please indicate any special mobility access requirements that you may have: _____

Important – please read before signing this form:

I give my permission for any information contained within this form to be shared with the host company or organisation for Professional Development Placement purposes only.

I understand that de-personalised information will also be shared with the Norfolk Education Business Exchange Ltd and the Norfolk Learning and Skills Council to enable Norfolk Careers Services to monitor and report on the progress and effectiveness of the Professional Development Placements service.

Your signature: _____ **Date:** _____

Application authorised by: Headteacher / Principal / Staff Development Co-ordinator

Signature: _____ **Date:** _____

Please return this form by 31st March 2004 to:

Kerry French, Teacher Placements Co-ordinator, Norfolk Careers Services, 83-87 Pottergate, Norwich, Norfolk NR2 1DZ or by fax on 01603 766819.

If you have any queries, please telephone 01603 215300 / 07887 627044 or e-mail kerry.french@norfolk-careers.co.uk

'THE CHALLENGES OF BEING A MANAGER'

A Professional Development Day for Senior and Middle Managers

Bawburgh Village Hall, Norwich

Monday 26th April 2004

**Co-operative methods, models and strategies - moving schools forward
'Serious Fun'**

9.00 am Welcome and coffee

9.15 am Start

Context:

- Part of professional development for team of senior and middle managers

Aims:

- To look at team leadership
- To explore qualities of managers
- To look at management methods
- To look at changing management
- To offer a toolbox of methods to help you work with staff or young people
- To be enjoyable as well as informative

Content:

- Introduction, aims, making it work
- Information-gathering activities - opinion finders
- What makes a good manager? Discussion carousel/diamond ranking
- Management styles - presentation/discussion
- Managing a team - relationships
- Managing a meeting - roles
- Managing conflicts - escalating, diffusing, win-win solutions, position and interest
- Self-esteem stars game
- Managing change - Stephen Covey, Maslow (Exchange ideas)
- Case studies – Ipswich & Norwich Co-operative Society
- Review and reflect
- Development carousel
- Menu for change - taking it back
- Evaluation

4.00pm Close