



WORKSHOP ON ADMINISTRATIVE PRACTICES FOR LEADERS IN THE EDUCATION SECTOR

"Leaders become great not because of their power but, because of their ability to empower others"
- John Maxwell

Target Group

Managers in education (government / semi government/private) sector - Principal Service officers, Sri Lanka Education Administrative Service officers and Sri Lanka Teachers' Education Service Officers.

Learning Outcomes:

On successful completion of the workshop, the participants will have the ability to,

- Be aware of the knowhow in the policies, procedures, rules and regulations of the education sector
- Handle day to day administrative functions smoothly
- Handle and managing grievances and mental pressure of employees and self.
- Improve Quality Service Delivery with positive attitudes.

Medium [English / Sinhala]

Course Fee

Rs.12,500.00 *

*Employees of Government Ministries, Departments and Provincial Councils are exempted from paying the course fee. (State Owned Enterprise (SOE) employees are not exempted from Course fee.

Course No. SC 510

Main Subject Areas

- Introduction to education services with the analyses of service minutes
- Career development Ladder - Basic requirements, talents and skills
- Compensation Management in the education sector (E code/ Circulars/Procedures/Internal orders)
- PSC procedural rules
- Issues, challenges, and opportunities
- Managing change - Leadership and team work
- General behaviour in public service as an education sector leader
- Keeping records and managing personal files
- Introduction to school leadership
- Negotiation, decision making and communication skills

Duration

05 days

