

MANAGING SCHOOLS AND ADMINISTRATION PROGRAMMES

1. INTRODUCTION

In today's rapidly evolving educational landscape, effective management and leadership in schools are paramount. The Managing Schools and Administration Programmes offered by NC Consultants Africa aim to equip educational leaders with the skills and knowledge necessary to navigate the complexities of modern education. This proposal outlines our course offerings, target groups, and the compelling reasons for officials to attend and sponsor their staff.

2. COURSE OFFERINGS

- **Effective Classroom & Lecture Room Management**
 - ✓ **Target Group:** Teachers, Educators, School Administrators
 - ✓ **Overview:** Focuses on strategies to create conducive learning environments, manage classroom dynamics, and enhance student engagement.
- **Navigating Complexity: A Leadership Program for Principals**
 - ✓ **Target Group:** School Principals, Vice Principals
 - ✓ **Overview:** Addresses the challenges faced by school leaders in a complex educational landscape, emphasizing decision-making and problem solving.
- **Governance for Principals**
 - ✓ **Target Group:** School Leaders, Board Members
 - ✓ **Overview:** Covers the principles of effective governance, compliance with educational policies, and ethical leadership.
- **Promoting and Managing Virtual Teaching and Learning in Schools**
 - ✓ **Target Group:** Educators, IT Coordinators, School Administrators
 - ✓ **Overview:** Equips participants with tools to effectively implement and manage virtual learning environments.
- **Managing Schools and Institutional Leadership**
 - ✓ **Target Group:** School Administrators, Department Heads
 - ✓ **Overview:** Focuses on strategic management of schools, including leadership styles and team dynamics.
- **Strategic Planning for School Libraries**
 - ✓ **Target Group:** Librarians, School Leaders
 - ✓ **Overview:** Aims to develop strategic plans to enhance library services and resources in schools.
- **The Role of the Bursar and Financial Administration of Schools**
 - ✓ **Target Group:** Bursars, Financial Officers
 - ✓ **Overview:** Provides insights into effective financial management, budgeting, and resource allocation within educational institutions.
- **Managing the Bursar's Role as a Principal and Ensuring Effective Governance**
 - ✓ **Target Group:** School Principals, Bursars
 - ✓ **Overview:** Highlights the intersection of financial management and governance in school leadership.
- **Introduction to Family Engagement in Education**
 - ✓ **Target Group:** Teachers, School Counselors, Administrators
 - ✓ **Overview:** Emphasizes the importance of engaging families in the educational process and strategies to foster collaboration.

3. TARGET GROUPS

- **School Leaders:** Principals, Vice Principals, and Administrative Staff
- **Educators:** Teachers and Academic Coordinators
- **Support Staff:** Bursars, Librarians, and IT Coordinators
- **Policy Makers:** Educational Officials and Board Members

4. REASONS TO ATTEND

- **Enhance Leadership Skills:** The courses are designed to cultivate effective leadership qualities that are crucial for navigating the complexities of educational management.
- **Address Local Challenges:** Tailored specifically for the African context, the programmes address unique challenges faced by schools, ensuring relevance and applicability.
- **Promote Student Success:** By investing in professional development, educational leaders can implement best practices that directly enhance student-learning outcomes.
- **Networking Opportunities:** Participants will connect with peers and experts in the field, fostering collaboration and sharing of best practices.
- **Strategic Development:** Courses focus on strategic planning and governance, essential for sustainable school development and improved institutional performance.
- **Compliance and Accountability:** Training on governance and financial management ensures that schools adhere to regulations and maintain accountability.
- **Family Engagement:** Understanding the role of families in education can lead to stronger community ties and support for schools.

The Managing Schools and Administration Programmes by NC Consultants Africa are essential for equipping current and future educational leaders with the skills necessary to thrive in an ever-changing environment. We encourage officials to attend and sponsor their staff in these transformative courses to foster effective leadership and improve educational outcomes across Africa.

MANAGING SCHOOLS & ADMINISTRATION PROGRAMMES

CODE	COURSE	DURATION	JAN 2026 – JAN 2027
MSA 01	Effective Classroom & Lecture room Management	5 Days	05 Jan – 09 Jan 2026 11 May -15 May 2026 16 Nov - 20 Nov 2026 07 Dec – 11 Dec 2026 11 Jan – 15 Jan 2027
MSA 02	Navigating Complexity: A Leadership Program for Principals	10 Days	19 Jan – 30 Jan 2026 16 Mar - 27 Mar 2026 09 Nov - 20 Nov 2026 30 Nov – 11 Dec 2027
MSA 03	Governance for Principals	10 Days	12 Jan – 23 Jan 2026 27 Apr -08 May 2026 05 Oct - 16 Oct 2026 24 Nov – 04 Dec 2026 04 Jan – 15 Jan 2027
MSA 04	Promoting and Managing Virtual Teaching and Learning in Schools	10 Days	05 Jan – 16 Jan 2026 29 Jun- 10 Jul 2026 19 Oct - 30 Oct 2026 30 Nov – 11 Dec 2026 04 Jan – 15 Jan 2027
MSA 05	Managing Schools and Institutional Leadership	5 Days	05 Jan – 09 Jan 2026 04 May - 08 May 2026 05 Oct - 09 Oct 2026 30 Nov – 04 Dec 2026 04 Jan – 08 Jan 2027
MSA 06	Strategic Planning for School Libraries	5 Days	12 Jan – 16 Jan 2026 16 Feb - 20 Feb 2026 09 Nov - 13 Nov 2026 14 Dec – 18 Dec 2026 11 Jan – 14 Jan 2027
MSA 07	The Role of the Bursar and Financial Administration of Schools	5 Days	19 Jan – 23 Jan 2026 02 Mar – 06 Mar 2026 26 Oct – 30 Oct 2026 07 Dec – 11 Dec 2026 25 Jan – 29 Jan 2027
MSA 08	Managing the Bursar's Role as a Principal and Ensuring Effective Governance	10 Days	19 Jan – 30 Jan 2026 01 Jun – 12 Jun 2026 07 Dec – 18 Dec 2026 04 Jan – 15 Jan 2027
MSA 09	Introduction to Family Engagement in Education	15 Days	05 Jan – 23 Jan 2026 06 Jul – 24 Jul 2026 30 Nov – 18 Dec 2026 04 Jan – 22 Jan 2027