



THE
INSTITUTE
OF TEACHERS
PROFESSIONAL
DEVELOPMENT

Educational Administration and Management Course



Purpose

For effective management and administration of a learning institution, this training is important in equipping the teacher/administrator/manager with the basic knowledge of how the school administration and management is organized. Through this training, the trainees are offered an opportunity to acquire the needed skills, knowledge and attitudes essential for the administrative and management needs of the school.

Specific Training Outcomes:

By the end this training course, the participant will:

1. Acquire skills, knowledge and attitudes on good administration and management of the school.
2. Identify effective administration and management of the school.
3. Put administrative and management knowledge, skills learnt into practice in the school.
4. Appreciate the role of good educational administration and management as a tool for improved educational productivity.

MODULES COVERED

1. Planning
2. General Administration
3. Communication
4. Curriculum Issues
5. Financial Management
6. Staffing Matters
7. Supervision
8. The School and the law
9. Guidance and Counselling
10. Monitoring and Evaluation

COURSE DURATION AND INTAKE

- This training course runs over a duration of 10 days.
- The classes commence on Monday to Friday

Admission Requirements:

- College Students, Certificate, diploma, degree holders

Who should take the course?

- School teachers/Head of departments
- Deputy head teacher/deputy principals
- Head teachers/Principals
- School Managers
- School Administrators
- School Directors

Mode of Learning:

1. The programme is offered through online classes and virtual meetings via Google Meet and Google Classroom
2. The course includes interactive activities, discussions, and hands-on exercises throughout the training to enhance engagement and practical application of knowledge.
3. Additionally, inviting guest speakers, experienced educational administrators and managers, and professionals from relevant fields further enriches the training experience.

Training Investment

| Particulars | Amount per item | Total Amount |
|---------------------------|------------------------|-------------------|
| Registration Fee | Kes 3,000 | Kes 3,000 |
| Tuition | (Per Module) Kes 2,000 | Kes 20,000 |
| Certificate plus Shipping | Kes 2,000 | Kes 2,000 |
| TOTAL FEES | | Kes 25,000 |

Mode of Payment

1. **BANK** : NCBA Bank
BRANCH : Karen Branch
ACCOUNT NAME : The Institute of Teachers Professional Development (ITPD)
ACCOUNT NUMBER : 2698850038
2. **MPESA Payment** : **Paybill 880100 Account # 2698850038**

For further information please contact:

Samuel Kuria | Training Facilitator | The Institute of Teachers Professional Development (ITPD)

P.O. Box 1159-00502 Karen |Tel: +254 710 673 108 | +254 780 673 108

Email: skuria@itpd.ac.ke | Website: www.itpd.ac.ke