

Workshop "Positive Management für School Directors"

School directors being a model as encouraging leader and professional manager

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Training schedule

1. Positive leadership: Encouraging

- **Listening** to the participants: Their actual difficulties in school organisation and pedagogy
- *Collection and summary of actual daily problems of school organization (flip chart, notes):*
Which are the tasks and the conflict contents?
Changing the point of view: Which capacities are involved? Looking at functions of the problem ("positive" aspects), in (transcultural) comparison to others, and how to see them from distance
- *work in small groups about these aspects in the own actual situations*
- **Encouraging:**
 - To know, to mention and to use the capacities and uniqueness of the staff - *actual capacities*
 - Uniqueness as a motor of development in pedagogy
 - Training: finding terms for capacities and conflict contents and how to use them
 - Conflict situation and the use of differentiation and positive meaning
- Reflection with three stadiums of interactions: *attachment, differentiation, detachment - examples*

2. Life Balance - being a model

- 4 areas of activity and energy in the Balance Model
 - To balance yourself at home and at work (*working in small groups with the Balance Model*)
 - in balance with the colleagues in everyday life (*understanding the others Balance Model*)
 - in balance in the family (*balance model application in family*)
- 4 areas of responsibility and motivation working in the school and in management
- *working in pairs about the own balance, goals and motivation*

3. To be a good organizer with the instruments of consultation

- 5-step-model of effective conflict solving (five finger process) - *practicing with an example*
- Styles of guidance and leadership in comparison – scientific information
- What is specific in consultation?
 - For which subjects to apply the 5 step model, for which to use consultation in three phases
 - How to organize consultation, which are the consultation rules
- *practicing consultation in the whole group*

4. Management and everyday school administration

- "How to use the instruments of positive management in our school administration?"
- *Work in the whole group and in small groups about realization and critical review*

Suitable for groups with 6 to 20 participants for group work using the actual problem situation. The seminar time can be planned from 6 to about 30 hours in 1 - 5 days. Technical conditions: Circle of chairs, possibility to work in small groups separated, flip chart, handouts.