

Staff Management in Adult Education Institutions

Grundtvig in-service training course – Reference Number: PL-2012-107-004

This training course is for you:

● If you work in **the sector of adult education** (adult education providers, second chance or remedial education, adult education for disabled persons, higher education institution offering outreach courses for adults), in the organization working with migrant groups/ethnic minorities, in the centre for guidance, counselling or accreditation for adults and especially if you work as:

- a teacher (pre-school, primary, secondary, vocational, adult, special needs)
- a teacher trainer
- a career officer, educational guide, counsellor
- an inspector
- a headteacher/principal/manager of a school or an organisation offering adult education
- other (paid or voluntary) management staff in the institution/organisation
- non-teaching administrative staff

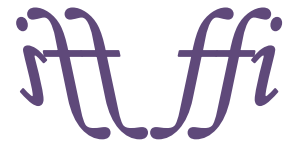


● If you would like to:

- gain comprehensive and contemporary knowledge of human resources management in adult education and training organizations with the emphasis on its psychological aspects and soft skills
- gain thorough knowledge and practical skills of different staff management aspects implemented in educational institutions

All in all, if you are interested in...

- increasing awareness of human resource management and its implementation especially in adult education institutions
- developing communication skills, team-building and leadership activities
- acquainting with types and methods of assessment and development of employees
- training and coaching
- cooperating and learning in multinational and intercultural context
- sharing experience in the field of human resources management
- exchanging examples of good practice across Europe



...do not hesitate and apply today for the grant to your National Agency and enroll in the course!

Programme of the course

The training course consists of 40 didactic hours (about 8 hours per day)

DAY 1 ARRIVALS

- Welcoming supper, ice-breaking and general introduction

DAY 2 INTRODUCTION TO HUMAN CAPITAL MANAGEMENT

- **Opening:** background from participants sharing experience, identifying expectations, establishing principles and methods of working together
- **HCM:** Human capital/personnel/human resources management; hard and soft HR (staff selection, recruitment, evaluation and development, motivation, productivity); challenges for HR in various countries; organizational culture, employer branding; SWOT analysis - Communication in a team based on assertiveness: verbal and nonverbal communication; Positive and negative feedback

DAY 3 TEAM BUILDING AND EMPLOYEE ENGAGEMENT

- **Communication and functioning in a team:** clear objectives - SMART; group process and group roles; personality types; conflict - types and ways of coping with it
- **Motivation and commitment of employees:** theories of motivation; individualized approach to motivation; incentive systems

DAY 4 LEADERSHIP

- **Leadership:** situational leadership; group management styles, role of leader, impact of his/her behaviour on team; fostering climate of engagement and cooperation
- **Employee assessment in HRM:** types of assessment; methods and tools for assessing employees - Management conversations: delegating objectives, problem and monitoring conversations, feedback

DAY 5 EMPLOYEE DEVELOPMENT AND TRAINING

- **Training:** training needs analysis, tools and rules for determining training objectives and needs; assessing effectiveness of trainings
- **Coaching and mentoring:** principles of work and basics of both techniques; coaching and mentoring meetings with employees

DAY 6 COURSE SUMMARY

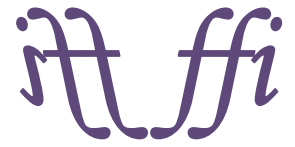
- Short study visit; description of follow-up activities; course evaluation

DAY 7 FINAL MEETING AND DEPARTURES

Registration address:
Sierpińskiego 24/5 Street
20-448 Lublin, Poland

„Initiative Fund” Foundation
www.ffi.org.pl, ffi@ffi.org.pl
Phone/fax: 00 48 81 532 10 30

Office:
Narutowicza 57/6 Street
20-016 Lublin, Poland



We guarantee

- Polish and international trainers with excellent qualifications
- Accommodation
- Meals (breakfasts, lunches, and dinners)
- Sightseeing of Lublin's tourist attractions

Sessions and dates

Course Reference Number : PL-2012-107-004

Session ID: 47235

Dates: Dates of the training course: from 02 March 2014 to 08 March 2014

Deadline for registration: 17 September 2013

[Click here](#) for detailed information on the course



Organisational issues

COURSE FEE

1410 €

You may get the **Grundtvig grant** - apply to your National Agency to pay the fee

LANGUAGE

English

LOCATION

Lublin, Poland

DISTANCES TO MAJOR CITIES:

Warsaw – 170 km

Cracow – 273 km

Wroclaw – 514 km

Gdansk – 504 km

TRANSPORT

very good connections to Warsaw by train and by bus

Click on [the link](#) to get more information about Lublin!





How to become the participant of the course?

1. Send us an email that you would like to participate in the course.
2. We will send you via e-mail the message confirming your pre-registration. Print and keep it because you will need to enclose it to your application for a Grundtvig grant to the National Agency.
3. Contact your National Agency (find the address of your National Agency [here](#)) and ask about action "Grundtvig in service training for adult education staff", deadline for application for a grant and all required documents.
4. Fill in the application form (you will find it on the website of your National Agency) and enclose confirmation of pre-registration and any other documents required by your National Agency.
5. If you successfully get a Grundtvig grant, you should contact us as soon as possible so as to confirm your participation in course.
6. After that, we will formally register you as a participant of the course and send you all necessary logistic information.

Apply for Grundtvig grant to your National Agency and enroll in the course!

To know more

OFFICE

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*Feel free to
contact us!*