

Course No.	SC 512	
Course Title:	ADMINISTRATIVE PRACTICES FOR LEADERS IN THE EDUCATION SECTOR <i>"Leaders become great not because of their power but, because of their ability to empower others" - John Maxwell</i>	
Target Group:	Duration: 05 Days	
Managers in education (government / semi government/private) sector – Principal Service officers, Sri Lanka Education Administrative Service officers and Sri Lanka Teachers’ Education Service Officers.		
Main Subject Areas: <ul style="list-style-type: none"> * 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 		
Learning Outcomes: On successful completion of the workshop, the participants will have the ability to <ul style="list-style-type: none"> ● 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. 		
Course Fees: Rs.12,500.00 *	Medium	English / Sinhala
Assessment Method	Class work	
Course Coordinator	Ms.Anusha Batawala Gamage	

**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.*