

Topics for In-Service Training

- ✓ COMMUNICATIONS
- ✓ CULTURE BUILDING
- ✓ RELATIONSHIP BUILDING
- ✓ LEARNING ENVIRONMENT
- ✓ LEADERSHIP
- ✓ GROWTH AND RENEWAL
- ✓ TEACHING AND LEARNING
- ✓ STAKEHOLDERS
- ✓ LEADING A COMMUNITY
- ✓ SETTING THE CULTURE
- ✓ MANAGING PROCESSES

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principalsacademy
Professional Development



Dear Educator

We are pleased to present you our series of workshops that can be conducted in-house. Geared towards improving the educators' teaching pedagogies and engaging the current generation, we invite you to join us in our efforts to reinvent ourselves in an act of perpetual learning. We are confident that Principals Academy (PAI) workshops will serve to benefit educators, revolutionizing the way we teach and learn to help our students see things from new perspectives in order to become leaders of the future.

PAI has the exclusive rights in Asia for training by our portfolio of established and experienced trainers who specialize in a wide range of expertise from Critical Thinking to Differentiated Instruction.

We are also able to customize our professional development programs by catering to the specific needs of teaching professionals according to your organizational requirements.

Please take some time to go through the catalogue, which contains information on our workshops and our trainers. We look forward to working with you to forge a common vision in education, which will be a tremendous asset for the education landscape in Singapore and beyond.

The Professional Development Team
Principals Academy

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COMMUNICATION

Category	Communication
Topic	Communication with Stakeholders
Title of Workshop	Think it Right; Speak It Right
Relevance	To help high potential KPs present themselves more effectively at interviews
Objectives	To enable participants to: <ul style="list-style-type: none"> • develop their personal educational philosophy • articulate their thinking on educational issues • hone their communication and interview skills
Audience	KPs and above
Length	1 day workshop
Size	Optimum 30 participants

Category	Communication
Topic	Impact and Influence
Title of Workshop	Influencing Others
Relevance	Helping KPs to understand where impact and influence lie and how it helps in leading their teams
Audience	KPs
Length	Half day
Size	Max 30 participants

Category	Communication
Topic	Team Building, Conflict Management
Title of Workshop	Building Strong Teams
Relevance	Helping KPs be more effective by learning how to build their teams
Objectives	At the end of this workshop, KPs will be more aware of what they believe about themselves, about people and about the nature and process of learning. KPs will also learn how to tap into well-known factors in the workplace, such as trust, camaraderie and pride.
Audience	KPs
Length	Half day
Size	Max 30 participants

CULTURE BUILDING

Category	Culture
Topic	School Culture
Title of Workshop	Building a School Culture
Relevance	To anchor a new school vision or revive an existing school vision
Objectives	At the end of the session, participants would know <ul style="list-style-type: none"> • What is culture • Why culture is important • How culture is built • How they can be culture builders
Audience	Teachers
Length	Half day
Size	Max 40 participants

Category	Culture
Topic	School Culture
Title of Workshop	Building a School Culture
Relevance	To anchor a new school vision or revive an existing school vision
Objectives	At the end of the session, participants would know <ul style="list-style-type: none"> • What is culture • Why culture is important • How culture is built • How they can be culture builders
Audience	Teachers
Length	Half day
Size	Max 40 participants

Category	Culture
Topic	Service Excellence for EAS
Title of Workshop	Service Excellence in Communication
Relevance	To help EAS see their work as part of a vision of excellence
Objectives	At the end of the session, participants would <ul style="list-style-type: none"> • See communication as part of serving well • Know what makes up effective communication • Gain some practice in communication
Audience	AMs and EAS
Length	Half day
Size	Max 40 participants

CULTURE BUILDING

Category	Culture
Topic	Performance Management
Title of Workshop	A Great Place to Work
Relevance	For KPs to do EPMS in a meaningful and less stressed manner
Objectives	At the end of the session, participants would understand <ul style="list-style-type: none"> • the need for performance management • what data supports performance management • how to conduct performance management in a civilised manner
Audience	KPs and ROs
Length	Half-day
Size	Max 40 participants

RELATIONSHIP BUILDING

Category	Relationship building
Topic	Shared Vision
Title of Workshop	Sharing our Dreams
Relevance	Increasing buy-in from staff over school plans and direction
Audience	KPs
Length	1 day
Size	Max 40 participants

Category	Relationship building
Topic	Engaging Parents
Title of Workshop	Engaging Parents
Relevance	To help school see parents as another valuable resource
Objectives	At the end of the session, participants would <ul style="list-style-type: none"> • See parents in the big picture of the school • Know their own educational philosophy • Identify some life principles • Develop some techniques for engagement
Audience	Teachers
Length	1 day workshop
Size	Max 40 participants

Category	Relationship building
Topic	Renewal
Title of Workshop	Growing from Within
Relevance	For teachers who feel burn-out
Objectives	Participants will <ul style="list-style-type: none"> • Renew their sense of purpose and passion to teach • Build up a culture of care and collegial support in school • Acquire skills for self-care to support themselves in managing their work-life balance
Audience	Teachers
Length	2 days – can be split with a week apart
Size	Max 30 participants

RELATIONSHIP BUILDING

Category	Relationship building
Topic	Mentoring
Title of Workshop	Mentoring for KPs/STs
Relevance	For cluster or schools planning to enrich the mentoring process among KPs
Objectives	This workshop will enable KPs to understand <ul style="list-style-type: none"> • the philosophy behind peer mentoring, • the difference between different types of mentoring and coaching • various mentoring models • the model that the sponsoring body will be adopting
Audience	Middle Management and Senior Teachers
Length	2 day workshop which can be divided into two 1 day workshops separated by a few months or a year
Size	Max 30 participants

LEARNING ENVIRONMENT

Category	Learning Environment
Topic	Emotional Intelligence
Title of Workshop	The EQ Way
Relevance	Giving structure and meaning to Social Emotional Learning
Objectives	<ul style="list-style-type: none"> • For Students and Teaching <ul style="list-style-type: none"> ○ To enable students to manage their emotions so that these enrich their learning instead of hindering learning • For School Ecosystem <ul style="list-style-type: none"> ○ Fostering Student Self Empowerment <ul style="list-style-type: none"> ▪ EQ for Self ▪ EQ for Relating to Others ▪ IQ for self-directedness, critical and creative thinking ▪ AQ for resilience
Audience	All Teachers
Length	2 days – can be split into 4 half days
Size	Max 40 participants

LEADERSHIP

Category	Leadership
Topic	Communication with Stakeholders
Title of Workshop	Think it Right; Speak It Right
Relevance	To help high potential KPs present themselves more effectively at interviews
Objectives	To enable participants to: <ul style="list-style-type: none"> • develop their personal educational philosophy • articulate their thinking on educational issues • hone their communication and interview skills
Audience	KPs and above
Length	1 day workshop
Size	Optimum 30 participants

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Objectives	At the end of the session, participants would know <ul style="list-style-type: none"> • What is culture • Why culture is important • How culture is built • How they can be culture builders
Audience	Teachers
Length	Half day
Size	Max 40 participants

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Audience	Teachers
Length	Half day
Size	Max 40 participants

LEADERSHIP

Category	Leadership
Topic	Shared Vision
Title of Workshop	Sharing our Dreams
Relevance	Increasing buy-in from staff over school plans and direction
Audience	KPs
Length	1 day
Size	Max 40 participants

Category	Leadership
Topic	Performance Management
Title of Workshop	A Great Place to Work
Relevance	For KPs to do EPMS in a meaningful and less stressed manner
Objectives	At the end of the session, participants would understand <ul style="list-style-type: none"> • the need for performance management • what data supports performance management • how to conduct performance management in a civilised manner
Audience	KPs and ROs
Length	Half-day
Size	Max 40 participants

Category	Leadership
Topic	Team Building, Conflict Management
Title of Workshop	Building Strong Teams
Relevance	Helping KPs be more effective by learning how to build their teams
Objectives	At the end of this workshop, KPs will be more aware of what they believe about themselves, about people and about the nature and process of learning. KPs will also learn how to tap into well-known factors in the workplace, such as trust, camaraderie and pride.
Audience	KPs
Length	Half day
Size	Max 30 participants

LEADERSHIP

Category	Leadership
Topic	Impact and Influence
Title of Workshop	Influencing Others
Relevance	Helping KPs to understand where impact and influence lie and how it helps in leading their teams
Audience	KPs
Length	Half day
Size	Max 30 participants
Category	Stakeholders
Topic	Engaging Parents
Title of Workshop	Engaging Parents
Relevance	To help school see parents as another valuable resource
Objectives	At the end of the session, participants would <ul style="list-style-type: none"> • See parents in the big picture of the school • Know their own educational philosophy • Identify some life principles • Develop some techniques for engagement
Audience	Teachers
Length	1 day workshop
Size	Max 40 participants

GROWTH AND RENEWAL

Category	Renewal
Topic	Renewal
Title of Workshop	Growing from Within
Relevance	For teachers who feel burn-out
Objectives	Participants will <ul style="list-style-type: none"> • Renew their sense of purpose and passion to teach • Build up a culture of care and collegial support in school • Acquire skills for self-care to support themselves in managing their work-life balance
Audience	Teachers
Length	2 days – can be split with a week apart
Size	Max 30 participants

Category	Renewal
Topic	Mentoring
Title of Workshop	Mentoring for KPs/STs
Relevance	For cluster or schools planning to enrich the mentoring process among KPs
Objectives	This workshop will enable KPs to understand <ul style="list-style-type: none"> • the philosophy behind peer mentoring, • the difference between different types of mentoring and coaching • various mentoring models • the model that the sponsoring body will be adopting
Audience	Middle Management and Senior Teachers
Length	2 day workshop which can be divided into two 1 day workshops separated by a few months or a year
Size	Max 30 participants

TEACHING AND LEARNING

Category	Teaching
Topic	Emotional Intelligence
Title of Workshop	The EQ Way
Relevance	Giving structure and meaning to Social Emotional Learning
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Audience	All Teachers
Length	2 days – can be split into 4 half days
Size	Max 40 participants

STAKEHOLDERS

Category	Stakeholders
Topic	Service Excellence for EAS
Title of Workshop	Service Excellence in Communication
Relevance	To help EAS see their work as part of a vision of excellence
Objectives	At the end of the session, participants would <ul style="list-style-type: none"> • See communication as part of serving well • Know what makes up effective communication • Gain some practice in communication
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LEADING A COMMUNITY

Category	Leading a Community
Topic	Communication with Stakeholders
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Relevance	To help high potential KPs present themselves more effectively at interviews
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LEADING A COMMUNITY

Category	Leading a Community
Topic	Shared Vision
Title of Workshop	Sharing our Dreams
Relevance	Increasing buy-in from staff over school plans and direction
Audience	KPs
Length	1 day
Size	Max 40 participants

SETTING THE CULTURE

Category	Setting the Culture
Topic	Engaging Parents
Title of Workshop	Engaging Parents
Relevance	To help school see parents as another valuable resource
Objectives	At the end of the session, participants would <ul style="list-style-type: none"> • See parents in the big picture of the school • Know their own educational philosophy • Identify some life principles • Develop some techniques for engagement
Audience	Teachers
Length	1 day workshop
Size	Max 40 participants

Category	Setting the Culture
Topic	Renewal
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Relevance	For teachers who feel burn-out
Objectives	Participants will <ul style="list-style-type: none"> • Renew their sense of purpose and passion to teach • Build up a culture of care and collegial support in school • Acquire skills for self-care and manage their work-life balance
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Length	2 days – can be split with a week apart
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Category	Setting the Culture
Topic	Impact and Influence
Title of Workshop	Influencing Others
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MANAGING PROCESSES

Category	Managing Processes
Topic	Service Excellence for EAS
Title of Workshop	Service Excellence in Communication
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Category	Managing Processes
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