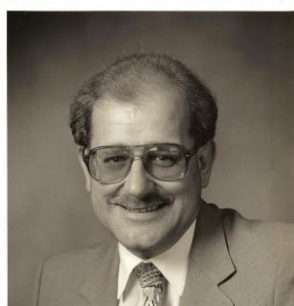


## BSME CPD Programme in partnership with Mike Jeffries offers

### So....you want to be a middle level leader?

#### Mike Jeffries



Mike Jeffries is becoming increasingly well-known in the U.K. and internationally as a specialist in school leadership and management development. His work spans primary, secondary and tertiary education and for the past 14 years he has been Director of the educational consultancy TransForm.

He has been a Headteacher of 2 schools, one the internationally acclaimed National Institute for Conductive Education in Birmingham, England. He has held advisory roles in U.K. Local Education Authorities and has been a School Improvement Partner for 2 Authorities for 4 years before becoming an independent consultant.

Mike has been a facilitator for 3 programmes run by the National College for School Leadership including the highly successful team-building programme 'Working Together for Success'. In addition he has independently supported a wide range of schools in the U.K. from small primary schools to large secondary Academies in their development. He has been a 'trouble-shooter' for schools in difficulties or undergoing re-structuring.

His professional signature is his cognitive approach to school improvement which has been developed over at least 30 years. He believes that the best resource for leaders and managers is their thinking capacity and he uses a wide range of strategies to develop professional skills such as strategic thinking, analytical thinking, creative thinking, synthesis and evaluation.

Mike has provided INSET for schools, Local Authorities and other educational organisations, has given keynote lectures at conferences around the U.K. and abroad and has provided input for courses in Higher Education. He undertakes individual school development projects in response to requests.

His international work has taken him to Canada, Singapore, New Zealand and The United Arab Emirates. In the UAE he has successfully run courses in both thinking skill development and school leadership and management. For six years the 2-day development programme 'So you want to be a Middle Level Leader?' has received unanimous acclaim in Dubai and continues to be oversubscribed. There are plans to extend this programme into other areas of the Middle East under the auspices of the British Schools in the Middle East Association.



### Continuing Professional Development Programme

[cpd@bsme.org.uk](mailto:cpd@bsme.org.uk)

[www.bsme.org.uk](http://www.bsme.org.uk)

#### The programme at a glance

Theme	Middle Leadership
Provider	Mike Jeffries
Target Audience	Aspiring and recently appointed Middle Leaders PRIMARY/SECONDARY
Number of Days	2
Dates	Tuesday 22 <sup>nd</sup> – Wednesday 23 <sup>rd</sup> November 2011
Location	Al Khor International School, Qatar <i>(Please note Al Khor is approximately a 1 hour drive from Doha)</i>
Timings	9.00am – 3.30pm
Cost	GBP 200 (BSME Member) GBP 260 (Non-BSME)
What is included	Delegate handouts, certificate of attendance, lunch and refreshments

## The Programme

Dates	Modules
<b>Day 1</b>	<b><u>Leadership – an introduction</u></b>
9.00am	Welcome; introductions; aims of the 2-day programme; programme for Day 1.
9.15am	A reflection on school leadership (group discussion).
9.30am	Developing your perceptions of effective school leadership – a flowscaping exercise.
10.00am	Leadership or Management? (An activity)
10.30am	Coffee break
10.50pm	Characteristics of effective leadership (activity and self-evaluation)
11.20pm	The concept of distributed leadership
11.40pm	Key aspects of the role of a middle level leader (activity)
12.15pm	Lunch break
1.00pm	Developing a vision for your role
1.15pm	The planning and review cycle
	School development and action planning
2.00pm	Empowering and motivating people.
	Developing a team
2.45pm	Review and evaluation of Day 1.
<b>Day 2</b>	<b><u>The Human Dimension</u></b>
9.00am	Review of learning from Day 1. Programme for Day 2.
9.15am	Understanding others – an introduction to the concept of ‘Emotional Intelligence’
9.45am	The spectrum of professional relationships. Coaching, mentoring or counselling? (Activity)
10.10am	Preparation for afternoon activity (Managing difficult people)
10.15am	Coaching – an introduction – The GROW model
10.30am	Coffee break
10.50am	Coaching practice (trios)
12.15pm	Lunch break
1.00pm	Managing difficult people.
1.45pm	Applications and interviews – reflections from experience.
2.15pm	Individual personal development (paired work)
2.45pm	Review of the programme and final evaluation.
3.00pm	Close.

## Aims of the programme:

- To explore and understand the concept of leadership
- To identify the characteristics of effective leadership
- To appreciate the roles of vision, strategy and implementation
- To learn about the development cycle
- To understand team working and motivation
- To learn about the concept of emotional intelligence
- To be introduced to and practice the skills of coaching
- To develop strategies for coping with difficult people
- To provide an opportunity for individual personal development planning

## Testimonials

*An inspiring 2 days. I feel empowered now to take up a middle level leader role. Peter A (Dubai)*

*I have just taken up a curriculum leadership post in my school and this past 2 days has been the ideal start to my work. Now I know what I have to do! Shari P (Dubai) -*

*Mike was an inspiring and approachable facilitator over the past 2 days. It was altogether a great experience. Graham D (Dubai)*

*It was a very full and rewarding programme. I enjoyed the many activities and found the coaching practice a revelation. Lakshmi (Dubai)*

*Mike has presented a first rate programme. The participants have enjoyed working with Mike; he is a very professional presenter. The course members worked very hard and found it stimulating and thought provoking. Donna (Dubai)*