



2018 ELT Leadership Management Certificate Program

Workshop Descriptions

- [Leadership and Management Fundamentals](#)
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REQUIRED ELT LMCP WORKSHOP

- **Leadership and Management Fundamentals**

Tuesday, 27 March 2018, 9 am–5 pm

This interactive workshop focuses on three key areas of leadership and management: qualities of effective leaders, strategic planning, and leadership for teacher change: supervision.

Participants will be able to

- Reflect on leadership styles and roles
- Become aware of important skills to develop as leaders and administrators
- Explore assumptions underlying strategic planning in language education
- Understand the goals and process of strategic planning
- Begin developing a strategic plan for their institutions
- Reflect on their beliefs about teacher supervision
- Learn about different approaches to teacher supervision and teacher observations

Workshop Leaders

Neil J Anderson, Brigham Young University, Hawaii, USA; **Fernando Fleurquin**, University of Michigan, Flint, Michigan, USA; **Christine Coombe**, Dubai Men's College, United Arab Emirates

REQUIRED ELECTIVE WORKSHOPS (*choose two*)

- **Financial Planning: Budgets and Course Costing**

Wednesday, 28 March 2018, 9:30–11 am

This workshop provides an introduction to budgeting and course costing. ELT professionals who are not familiar with financial concepts will be able to prepare and understand institutional or program budgets and to determine the cost of a course or program.

Participants will be able to

- Understand the main variables that affect a program's budget
- Analyze budgets and make financial decisions
- Prepare a budget for a specific program
- Determine the cost of a course or program

Workshop Leader

Fernando Fleurquin, University of Michigan, Flint, Michigan, USA

• **Hiring Essentials**

Wednesday, 28 March 2018, 12:30–2 pm

This workshop focuses on the skills you will need to recruit and vet applicants for positions in your organization. Workshop participants will consider how to match the skills required for specific positions with appropriate applicants in order to find the right persons for the jobs.

Participants will be able to

- Understand recruitment and vetting processes
- Write a basic job description
- Determine what to ask for in the application package
- Differentiate applicants to narrow down the field
- Evaluate CVs and other application materials
- Conduct interviews for particular jobs

Workshop Leader

Renee Feather, Educational Consulting Services, LLC, Colorado, USA; **Wendy Asplin**, University of Washington, Seattle, Washington, USA; **Jennifer Evans**, University of Washington, Seattle, Washington, USA

• **How to Run Effective Meetings**

Thursday, 29 March 2018, 9:30–11 am

This workshop focuses on the essential components of organizing and running a good meeting from the perspective of working as a team. Participants discuss setting agendas, establishing priorities, keeping the meeting on track, and dealing with difficult people.

Participants will be able to

- Describe key elements of effective meetings
- Articulate valid purposes for holding a meeting
- Discuss essential steps in planning and preparing for a meeting
- Think through the process of organizing a meeting agenda
- Consider how to facilitate a meeting and keep it on track
- Identify types of meeting detractors, including difficult participants, and how to address them
- Distinguish critical aspects of meeting follow-up

Workshop Leader

Richard Robison, Azusa Pacific University, Azusa, California, USA

• **Facilitating Groups and Building Teams**

Thursday, 29 March 2018, 11:30 am–1:00 pm

This workshop focuses on the skills you will need to facilitate groups and build teams. Workshop participants will consider the advantages and disadvantages of working in teams and groups,

examine what characteristics make a good team, understand the dysfunctions of teams, and review team leadership functions.

Participants will be able to

- Decide when using a team is appropriate for the task
- Understand team leadership functions and why trust is so important to effective teamwork
- Determine how to build a team that gets results and to master goal setting
- Differentiate facilitation vs. management
- Develop awareness of the downside of group work and how to work around negative issues

Workshop Leader

Suzanne Matula, Georgetown University, Washington, DC, USA

• **Effective Time Management Strategies for ELT Leaders/Professionals**

Thursday, 29 March 2018, 3:00 pm–4:30 pm

This workshop focuses on the skills, strategies, and tools you will need to more effectively manage your time. Workshop participants explore their current definitions and uses of time, learn about the most common time wasters, and review the most successful time management strategies identified in the literature.

Participants will be able to

- Understand current definitions and uses of time management
- Evaluate good and bad time management practices
- Generate a time log
- Determine their most pressing time management issues
- Review and evaluate time management tools
- Identify individual time management practices

Workshop Leaders

Christine Coombe, Dubai Men's College, United Arab Emirates; **Justin Shewell**, Arizona State University, Arizona, USA; **Masha'el Al-Hamly**, Kuwait University, Kuwait