**Annexure – II of ITEC**

**INDIVIDUAL COURSE DETAILS
Special Programme for Sri Lanka**

**Enhancing leadership skills and managerial skills of School Heads**

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| A. Name of the Institute | **NATIONAL INSTITUTE OF** **TECHNICAL TEACHERS TRAINING AND RESEARCH****TARAMANI, CHENNAI – 600 113, INDIA****[An Autonomous Institute under Department of Higher Education, Ministry of Education, Government of India]****Taramani, Chennai – 600 113, INDIA.** |
| B. Title of the Course | **Enhancing leadership skills and managerial skills of School Heads** |
| C. Proposed Mode of the Course1.Offline(Physical - Regular ITEC)2.Online (e-ITEC)3.Either Offline(Regular ITEC) or  Online (e-ITEC) | e-ITEC |
| D. Proposed Dates and Duration of the **Course** (in weeks / months) | 16.03.2022 to 29.03.2022 |
| E. Eligibility Criteria for Participants 1. Educational Qualification 2. Work Experience3. Age Limit 4. Target Group  |   Educators, Teachers, Ministry Officials, |
| F. Aims & Objectives of the Course | At the end of the programme the participants will be able to * Recognize focus area and gain clarity
* Craft effective communication
* Optimize time and resources
* Motivate and draw best out of team members
* Practice various leadership and Managerial styles
* Be emotionally intelligent
* Plan smart and efficiently delegate
* Develop a Personal Action Plan for Stress Management
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| G. Details of Content of the Program *(Please attach detailed course profile)* | * Introduction to leadership skills
* Decision making skills
* Communication skills for leaders
* Managing teams
* Motivating teams
* Problem solving skills
* Creative leadership
* Strategic Management
* Time Management
* Leadership styles
* Behavioral characteristics of a leader
* Managerial skills
* Conflict / Negotiation skills
* Academic leadership
* ICT for Leadership
* Technology skills for leadership
* Role of women in leadership
* Stress Management
* Emotional Intelligence
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| H. Expected Outcomes | After successful completion of the Program, The trainees will be able to function as an Effective and efficient academic leader. |
| I. Evaluation of Performance of the  ITEC Participant | The participants will be assessed on aContinuous basis through relevant assignments,and presentations. |
| J. Name of the Department(s) |  CEMAS & CRED |
| K. Name of Coordinator(s) |  Dr. R. Rajendran Dr. K.S. Giridharan |
| L. Brief Profile / CV of Coordinator | Please refer Annexure - 1 |
| M. Resource persons | Faculty members of NITTTR, Experts from Academic Institutes / UniversitiesIndustry experts |

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