Training Course on Leadership in Primary School Management

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Effective leadership in primary school management is a cornerstone of quality education and sustainable academic success. Training Course on Leadership in Primary School Management is specifically designed to equip school leaders, headteachers, and education officers with 21st-century skills, emphasizing strategic planning, instructional leadership, school culture, stakeholder engagement, and data-driven decision-making. By integrating modern educational leadership theories with real-life case studies, this course promotes transformational leadership, capacity building, and continuous school improvement. The program fosters accountability, transparency, and innovation—key attributes for thriving in today's competitive education landscape.

With a practical and holistic approach, the course empowers participants to address contemporary challenges such as digital transformation, inclusive education, teacher motivation, and learner-centered pedagogies. It enhances participants' ability to build high-performing teams, cultivate positive school climates, and implement impactful monitoring and evaluation systems. Whether you are a current or aspiring school leader, this course will significantly enhance your leadership competencies and provide scalable strategies to improve learning outcomes.

Programme Curriculum

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Course Objectives

1. Understand the principles of transformational leadership in primary schools.
2. Implement data-driven decision-making for school development.
3. Foster inclusive education and equitable learning environments.
4. Enhance digital literacy and ICT integration in leadership practices.
5. Build and sustain positive school culture and climate.
6. Strengthen instructional leadership and teacher supervision.
7. Improve parental and community engagement strategies.
8. Apply conflict resolution and negotiation skills in school settings.
9. Develop effective resource mobilization and management skills.
10. Utilize monitoring and evaluation tools for school improvement.
11. Promote mental health and well-being among learners and staff.
12. Enhance strategic planning for school vision and mission alignment.
13. Advance professional development and capacity building initiatives.

Target Audience

1. Headteachers and Deputy Headteachers
2. Primary School Directors
3. Education Officers and Inspectors
4. Teacher Trainers and Mentors
5. Aspiring School Leaders
6. Board of Management Members
7. Curriculum Support Officers
8. Community Education Stakeholders

Course Duration: 5 days

Course Modules

Module 1: Foundations of Educational Leadership

- Define effective school leadership principles
- Explore leadership theories (transformational, instructional, servant)
- Examine characteristics of high-performing leaders
- Analyze leadership roles in school vision formulation
- Apply ethical leadership in decision-making
- **Case Study:** Transforming leadership in a rural primary school

Module 2: Strategic Planning and School Improvement

- Understand strategic planning cycles
- Align vision, mission, and goals with school needs
- Identify key performance indicators
- Develop School Improvement Plans (SIPs)

- Use SWOT analysis for school development
- **Case Study:** Strategic transformation in a low-performing school

Module 3: Instructional Leadership and Supervision

- Lead curriculum implementation effectively
- Monitor teaching and learning practices
- Conduct effective lesson observations
- Provide constructive teacher feedback
- Design Continuous Professional Development (CPD) programs
- **Case Study:** Raising academic performance through supervision

Module 4: Building School Culture and Climate

- Define school culture and its impact on learners
- Promote student-centered learning environments
- Encourage staff collaboration and morale
- Implement school-wide behavior policies
- Lead school celebrations and events
- **Case Study:** Establishing a positive culture post-crisis

Module 5: Inclusive Education and Child Protection

- Identify barriers to inclusive learning
- Implement inclusive teaching strategies
- Support learners with special needs
- Ensure child safety and protection protocols
- Collaborate with inclusion support services
- **Case Study:** Promoting inclusive education in a diverse classroom

Module 6: Stakeholder Engagement and Communication

- Identify key school stakeholders
- Develop effective communication plans
- Organize inclusive parent-teacher meetings
- Leverage social media and newsletters
- Build community partnerships
- **Case Study:** Mobilizing community support for school projects

Module 7: Resource Mobilization and Financial Management

- Identify sources of funding and donations
- Budget planning and execution skills
- Ensure transparency and accountability in spending
- Maintain accurate financial records
- Utilize school resources effectively
- **Case Study:** Turning limited resources into sustainable growth

Module 8: Monitoring, Evaluation, and Innovation

- Set performance metrics and targets
- Conduct baseline and end-line assessments
- Interpret data to inform interventions
- Drive innovation in teaching and learning
- Use M&E reports for policy review
- **Case Study:** Innovating through real-time school dashboards

Training Methodology

- Interactive PowerPoint presentations and group activities
- Reflective discussions and leadership simulations
- Real-world case study analysis
- Peer-to-peer learning and collaboration
- Guided practical exercises and leadership toolkits
- Self-assessment and improvement planning sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com