

IH Diploma in ELT Management Skills

Summary

- This management development programme is a flexible modular programme which addresses a range of practical management issues in an ELT context.
- Participants can begin the Diploma programme at the beginning of any Teaching Period, i.e. it is not necessary to begin in teaching Period 1 to follow the Diploma. The Teaching Periods follow an academic year cycle.
- It is aimed at existing academic managers or those who are considering a move into academic management as the next stage in their career.
- Learning is supported by experienced tutor–facilitators throughout
- Learning is assessed through module assignments and a final Extended Assignment
- Working within a Moodle Virtual Learning Environment develops an additional range of skills associated with online learning including group working skills and technical skills
- Successful participants will gain the Diploma in ELT Management Skills on successful completion of all modules and associated assignments. This Diploma is credit-bearing to the MSc in TESOL offered by Aston University.
- This opportunity allows us to deliver a comprehensive, up-to-date, well respected and easily accessible form of ELT management training that is time focused and economical.

Background to the Training Programme

International House London has been delivering training for educational managers for over ten years. In 1998 the Diploma in Educational Management [ELT] by Distance Learning was launched. This was the first programme designed to deliver targeted management training for academic managers working in ELT, and the only programme on this topic to be delivered entirely at a distance. The Diploma was awarded credit-bearing status to the MSc in TESOL/ESP offered by Aston University in 1999.

Since that time, the programme has been redesigned, basing it around a series of subject-specific training modules which are delivered on line using Moodle as the Virtual Learning Environment (VLE). The aim is to encourage existing and potential managers to become more aware of how they operate in the managerial aspects of their work [which newer managers can find extremely challenging].

This Diploma aims to develop managers' confidence in both their professional knowledge of the management topics explored in the modules and, through the relationships forged through the process of on-line collaborative learning, a sharing of ideas, strategies and approaches which will help them to perform to a higher standard in their work place.

The aim is to provide professional training for managers in the world of ELT which will make a significant difference to how they operate on a day to day basis, and which will provide a theoretical framework within which they can learn to operate more effectively both in their current and future management roles.

Who is this programme intended for?

The programme is designed for:

- Those who are considering a move into academic management as a future career step
- Experienced middle managers who wish to equip themselves with knowledge and skills to consolidate their current management practice and develop experience for future career movement
- Experienced middle managers who wish to accredit prior learning and knowledge of ELT management, theory and practice

The modular nature of this programme enables us to offer a Diploma in Management Skills which meets the specific needs of both the individual course participants and the needs of their workplace. In essence, participants select the individual modules which they feel are most relevant for them. This modular approach is a common feature of many Master's programmes, allowing participants both to explore areas of particular interest to them as well as bridging 'skills gaps' which they or their line managers may feel exist.

Aims of training modules

The current management training modules aim to provide training and development in clearly defined aspects of the academic manager's role. They are tailored to ELT in both the theoretical reading and the practical elements of the modules. The day to day aspects of an academic manager's work are set against the broader framework of management theory to enable participants to move from the operational to the strategic view of their work more easily. We aim to encourage participants to evaluate the theories presented analytically and see where and how the theoretical aspects of the modules inform their own working situations and their responses to these.

The modules are designed to take up no more than 6 hours per week over a period of 8 weeks per module, including a written assignment. This allows participants sufficient time to read, reflect and interact with one another and the course tutor but the training does not overly impinge on their day to day work in terms of the time it takes up. Of course, participants may take more time each week, but 6 hours per week is sufficient for both on-line and off-line work according to current and past course participants.

Structure and Benefits

The structure of both the modules and the mode of delivery offer the following benefits:

- Course work is linked to and integrated with the participant's current working situation
- Asynchronous but collaborative learning allows more reflective participation
- The modules provide practical suggestions for implementing a range of management approaches; they provide support at an operational level to more theoretical management training programmes
- The Moodle Virtual Learning Environment allows for flexibility in terms of content, thus allowing content to be adapted and updated quickly to meet the needs of specific participants
- The training is practical in tone and aims to encourage reflective practice, thereby skilling participants to not only maximise potential in their current posts, but also preparing them for future challenges in the field of academic management in ELT.

To be awarded the International House Diploma in ELT Management Skills, participants must select four modules from those available. This selection need not be fixed at the outset of the individual's training but can be arrived at over the course of their training, thus allowing for change and flexibility should the demands of their job change. Only the Orientation Module is compulsory; the modules you choose to make up the Diploma are your choice to enable you to create a Diploma Programme which best suits your working context.

To gain the International House Diploma in ELT Management Skills, participants must submit one piece of written work per module for assessment to IH London. The titles are set by IH London, although shifts in assignment focus can be agreed with the Course Tutor.

Each assignment is 2,000 words in length.

In addition, once all four assignments have been submitted, participants need to submit a longer piece of written work ["Extended Assignment", 3,500 words] which is workplace specific. The focus of this longer assignment is to be agreed with the Course Tutor. Our aim here is to encourage the participants to demonstrate a broader knowledge of management theory and practice, and to research and implement actual changes in their management practice as a result of this knowledge.

The assignments, like the modules themselves, are practical in tone yet firmly underpinned by an understanding of the principles and theories relating to the specific topic and aspects of broader management theory.

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Moodle and VLE

The programme is supported by a **Virtual Learning Environment (VLE)** which incorporates:

- focused conferencing and work spaces linked to specific activities for each module
- informal discussion areas
- online learner support
- links to online resources including reading support.

The teaching and learning strategy for the programme stresses the importance of working with colleagues in the VLE to develop your understanding of the areas of study. Comparing experience with colleagues in a range of locations and cultures will allow you insights into professional practice.

Participants are **supported by a facilitator/tutor** who will mediate the online conferences and also provides advice and responses to individual queries. The compulsory Orientation Module which you follow prior to beginning your training module provides full training in how to use the features of Moodle as a course participant. Your competence with this VLE will develop as you work through the Diploma programme, thus adding a further strand to your existing skill set.

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