

The key skills of an effective DoS with Josh Round

Venue:	English UK, 219 St John Street, London, EC1V 4LY
Date:	Friday 8 December 2017
Timings:	Registration from: 10:30 start time: 11:00 end time (approx.): 17:00
Price:	Members £175, non-members £280
Format:	Interactive session that involves all participants

Why attend this training day?

If you're about to embark on a new role as a Director of Studies, this session will help you focus on three essential areas for being a successful and effective DOS: managing yourself, managing others, and managing quality. This session would also benefit DoSes in need of a back-to-basics refresher.

What does it cover?

The first section will focus on time management and delegation – essential skills if you are to get beyond fire-fighting and into the zone where you can work on important strategic tasks.

After that we will look at managing people and their performance, how to engage and inspire them, and deal with difficult situations and personalities.

Finally we will consider how, as a new manager, to approach assessing and improving the quality of your school by instilling a culture of continuous improvement.

Learning outcomes

Participants will have the opportunity to:

- Review and develop time management skills.
- Discuss aspects of people management including managing performance and dealing with difficult people and situations.
- Gain insights into quality management of courses and teaching staff.
- Share experience with and support other delegates.

About the trainer



Josh Round Josh Round has nearly 20 years of professional experience in ELT as a teacher, a teacher trainer, and academic manager. He is Chair of LONDOSA, the DOS Association in London, and a member of the IATEFL LAM SIG Committee. As Director of Studies at St Giles International London Central, he enjoys the process of quality management, and the challenge to continuously improve the teaching team, and develop himself. He blogs from time to time on aspects of academic management at www.BetheDoS.wordpress.com.

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