

Digital Transformation of TVET Institutions

Course 2: Digitizing Management Processes in TVET Institutions

TOPICAL AREA: Management of TVET Institutions

Digitalization of management processes is a global trend to improve effectiveness and efficiency in order to establish lean management systems in TVET institutions and national authorities. The introduction of Educational Management Information Systems (EMIS) in many countries has created a challenge for the school management to effectively operate and comply with national requirements without establishing a parallel structure of management and reporting.

This course will enable participants to get an overview on global trends of digitalization of school management processes and how solutions can best fit into requirements of national EMIS. Requirements on institutional IT infrastructure and various software solutions will be presented, discussed and assessed.

- **Content, elements, format and duration can be customized to the respective needs**

LEARNING OUTCOMES

On completion of the training, participants

- are aware of the concept of national EMIS
- are able to identify institutional processes as an easy starting point for digitalization
- are able to choose suitable school management software according to their institutional requirements
- have developed a digitalization concept for their own institutions

CONTENTS

- EMIS approaches
- Requirements and IT infrastructure supporting digitalization of management processes
- Good practice examples “digital management processes”
- IT solutions and school management software

FORMATS

Virtual format implemented with the following methods:

- Webinar
- E-coaching
- Individual work/ self-learning
- Cooperative work
- Synchronous/asynchronous
- Action orientation
- Online activities

LANGUAGE

- English
- German
- Upon request: other languages with interpreters

TARGET GROUPS

- TVET management staff
- Decision makers from relevant ministries, authorities and institutions

PARTICIPATION REQUIREMENTS

- Basic ICT skills

DURATION

- 30h in 2-3 weeks (recommended)

EQUIPMENT

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Optional: webcam

CERTIFICATE

The participants will receive a certificate of participation after successful completion of the course.

YOUR CONTACT

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