

Educational Planning and Management

By

Dr.Shazia Zamir

(Assistant Professor)

National University of Modern Languages
Islamabad



Why Educational Planning and Management?

In the fast changing and competitive world, education and technology are the master keys for respectable survival and progress of Pakistan. Pakistan is determined to respond positively to emerging needs, opportunities and challenges of globalization.

Education is being considered a key to change and progress. Progress and prosperity of the country depends on the kind of education that is provided to the people.

The general purpose of national educational planning in any country is to assist and facilitate the development of the educational system.

The educational planning process typically includes the interaction of sets of activities and feedback loops, including:

- an articulated vision of the future education sector
- creation of the setting of objectives
- review of existing educational policies and consideration of needed new ones related to assessment of needed human, fiscal and physical resources
- explanation of programs, projects and targets

Education



Education means the process of the development of the individual, Education is not limited to the classroom. It comprehends, of all ages, races and groups. Education not only provides knowledge and skills but also inculcates values, fostering right attitudes and habits. In short, the aim of education is complete human development.

Management

- Management includes planning, organizing, staffing, leading or directing, and controlling an organization's resources (human, material, financial and time) to accomplish the goal
- **Function of Management**
- **Planning**-- Planning is a process of setting objectives and determining what should be done to accomplish them. Planning sketches a complete mental picture of thing.
- **Organizing**-- The organizing of an activities is based on a differentiation of task. Integration of differentiated tasks by assigning activities responsibilities to staff, Structuring task and coordinating activities in a logical and meaningful order.
- **Leading** - There is distinction between managers and leaders. Leadership is path finding and manager is path following.
- **Staffing** --- Formulating staff personal policies. Recruitment of staff, Selecting, orienting and assigning duties to staff, providing staff welfare measures.
- **Controlling**— Control is regulation of operation in accordance with the objectives specified in plans. Control is essential to ensures that operations are directed towards the attainment of organizational objectives.

Scope of Educational Management

- Helps in decision making and solving problems, Communication and managing information and Building effective teams
- Providing human equipment ie supervisor, teachers, non- teaching staff, office workers and providing material equipment such as building, furniture, labs, library, museum etc in an effective way.
- Co-curricular planning, preparing timetable
- Motivating staff and students
- Conducting staff meetings and Managing conflicts and stress
- Developing healthy and conducive school climate
- Organization of counseling and guidance
- Organization of health and physical education, Organization of exhibitions and fairs
- Maintenance of school records, Evaluating students achievements
- Financing and budgeting
- Community service



Educational Planning

- Planning is used to gain control of the future through current acts.
- Educational planning is a process of preparing a set of decisions about an educational enterprise in such a way that goals and purposes of education will be sufficiently realized in the future with available resources.
- Educational planning is related to educational policy and policy gives the guidelines to planning. Current educational planning is based on educational policy of Pakistan. Educational policy provides directions to planners.
- Policies are a set of educational decisions, statements of aims, purposes, principles or intentions which serve as continued guidelines for the management in accomplishing objectives.

Why take this Program?



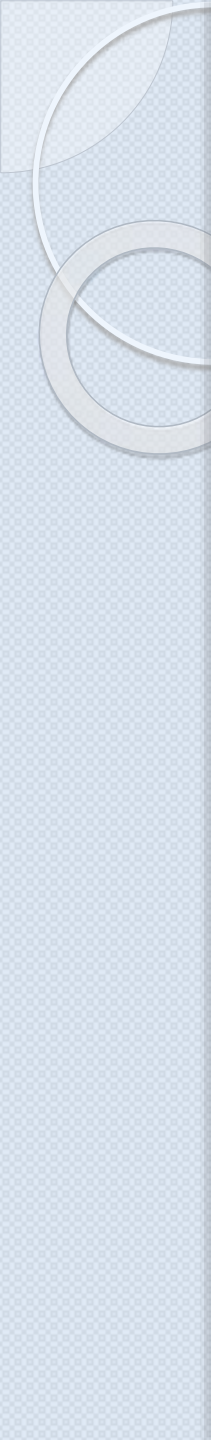
- If you want to develop your leadership and management knowledge and skills in educational settings and organizations, you will find that this program provides you with that opportunity.
- As a graduate of this program, you may expect to develop your leadership and managerial career prospects, nationally or internationally, through the development of relevant skills, knowledge and experience.
- Many of our graduates have attained senior leadership and management positions in educational settings and organizations.

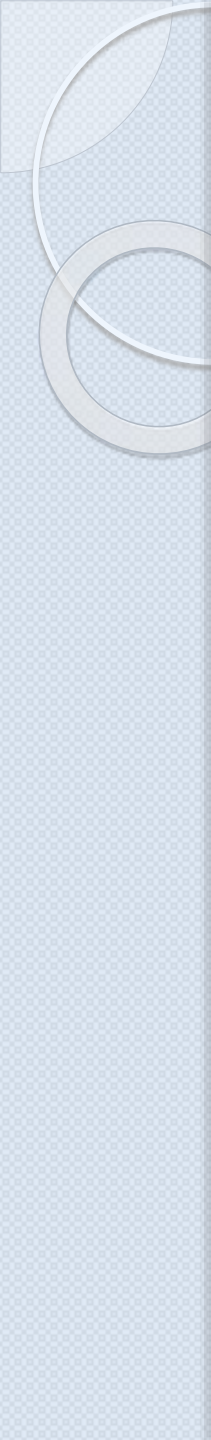
What opportunities might it lead to?

Career prospects:

- The courses are intended to prepare teachers, educational trainers, lecturers and instructors in a variety of educational settings and organizations i.e private, public, commercial or voluntary sectors of education for leadership and management positions.
- Participants in this specialization also come from primary and secondary schools, as well as those involved in higher education, social work and human resource development. You will get opportunities to connect with them.



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- You will become familiar with planning cycle which will help you in achieving your targets.
 - You will acquire an understanding of theories of educational management and leadership, and of organizational behavior and change processes and their impact on organizations.
 - You will become familiar with a range of management issues and their relationship to other developments in education, the economy and society; develop skills in the analysis of policy developments and factors affecting the implementation of management policies.

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- Your skills will be developed in written and oral communication. For the post of executives, impressive oral communication is required whereas educational proposals, reports, staff documentation, technical support, or even e-mail replies all depend on clear written communication.
 - Research skills related to the use of key information technologies and academic writing skills will be developed and nowadays there is a demand that educational stakeholders must work on research based learning.
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Career Options

- Principal/College, School
- Assistant principal
- District administrator
- Instructional coordinator
- Director or supervisor
- Dean of students or faculty
- University registrar
- Community education directors
- Business managers
- School system superintendents
- Curriculum coordinators
- Administrators at post-secondary schools
- Many graduates also serve as leaders on local school boards and in government organizations.
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THANK YOU

