Introduction to the session in general;
   a. Management is a professional activity about managing people and system. This session outlines characteristics of a positive workplace to ensure improvement as a shared concept and commitment between the management and staff.
   b. Aims at describing the levels of management and key skills of a successful manager
   c. You’ll be expected to relate the various issues that managers encounter while dealing with induction phase, staff management, while conducting meetings and professional development.

Aims of the session
1: What are the key skills of a good ELT manager?
2: What are the prime areas to focus as a successful ELT manager?
3: How do we value our staff?
4: Best practice in induction and recruitment
5: Professional development opportunities and management through appraisal
6: How are teams organized?
7: What is a successful way of managing productive meetings?
8: How to manage staff through a period of change: External and internal factors, The SWOT analysis

What are the key skills of a good ELT manager?
A good ELT manager always thinks outside the box and asks right questions. Motivates the staff and waits for the right moment. It’s integral for a good manager to recognize his/her own abilities and shortcomings and keep calm in crises.

What are the prime areas to focus as a successful ELT manager?
This is very important for a manager to focus on self-management including time management and interpersonal skills. They need to look at various perspectives to keep their staff valued, contented and cater their needs up to the extent to which they contribute to the organization.
How do we value our staff?
Staff brings experience and skills to any organization. They want to see their experience grow and their skills develop as a result. Management at any organization uses their skills to expand and improve its operations. This is a two-way process of mutual development. Staff should be given equal opportunities to grow by providing more professional development opportunities.

Best practice in induction and recruitment
From staff management point of view, educational management is always like a cycle; from joining the school to leaving for a better place. As good managers always appoint a recruitment team with range of views who should be given a task to conduct clear and focused interview for the right position.

Professional development opportunities and management through appraisal
One of the most effective tools to be used for staff management is “Staff Appraisal”. This is a spin process of helping them to develop for their own benefit and for the benefit of the organization. Appraisals should be annual, taking place in formal settings and covering the agreed areas and subject.

How are teams organized?
Team work is always better than a group activity because in teams people carry specific roles which when combined together make the whole greater than the sum. It is all very well known what makes a great team, but the most important responsibility lies on a good manager who will make it happen.

What is a successful way of managing productive meetings?
The meeting is one of the most effective and strongest “tools of the trade” for any manager. A smart manager always uses this tool effectively and conducts efficient meetings and knows how to organize best meetings in the context in which participants are functional in the organization.

How to manage staff through a period of change: External and internal factors, The SWOT analysis
A challenging job for manager is to identify or implement change, deciding whether it’s an opportunity or a threat and managing people through this period of change. A simple SWOT analysis looks at an organization's approach to change in terms of strengths, weaknesses, opportunities and threats. A SWOT analysis is another way of analyzing the pattern of management of change.