

Select Educational Leadership Content

The Program includes three major content areas: I. Leadership and Organizational Change and Development, II. Foreign Language Education and Language Program Administration, and III. Rules and Regulations for Supervising Civil Service Employees.

Below are examples of topics that are included in these areas:

Selected Content areas:

I. Leadership and Organizational Change and Development

Essentials of organizational development
Managing change and innovation
Fundamentals of Leadership (leadership vs. management)

Goal setting, strategic and operational planning

Conducting effective meetings
Elements of effective communication in a multi-cultural environment
Understanding and facilitating teamwork (group work)
Designing, developing & managing effective faculty development programs

II. FL Education and Language Program Administration

Principles of FL teaching & learning
Skill levels & classroom implications
Principles and practices of language program administration
Student feedback and counseling
Project management
Basic techniques in class observations (data gathering, feedback)
Action and classroom research
Using classroom observations for teacher development
Pre-production quality review process for instructional materials
The role of technology in FL teaching

III. Rules and Regulations for Supervising Civil Service Employees: (provided with CPAC)

CPOC, CPAC, & FPS offices – roles and functions
FPS vs. GS systems
The Negotiated Agreement/EEO/ Standards of Conduct
Performance management/TAPES/base & senior systems
Dealing with performance & conduct problems (PIP, progressive discipline)
Time management/leave categories/suffer and permit
Resource management/budgeting/WAE
Personnel actions/PPI
RIF/VERA/VSIP/retirement
Travel/processing TDY orders

PROCESS:

The Leadership Development Program is sponsored by the Faculty Development Division (FD). FD provides workshops and courses from within the three Leadership Development categories by using the following sources:

- FSD resources
- Other existing expertise from within DLI
- Experts in the field brought to DLI on contract through the Visiting Scholar Program managed by FSD
- CPOC & CPAC identified sources (for Part III of the Program)

Some examples of external sources of workshops and courses used to date to provide leadership training include: University Associates, USDA, Monterey Institute of International Studies, School for International Training in Brattleboro, VT, Training Management Corporation in New Jersey, other universities, and FSI Leadership and Management School.

PLANS:

The following are some of the Leadership Program plans and priorities:

- Conducting an annual across the board needs assessment in order to identify current leadership training and development needs; to establish a more focused program direction involving tailored courses and workshops
- Expanding program offerings to include more leadership development opportunities for teachers with leadership potential in order to create a cadre of future leaders at the Institute
- Using the Visiting Scholar program to offer specialized leadership train-the-trainer opportunities for FSD personnel in order to develop a broader in-house knowledge base that will enable FSD to provide more leadership courses
- Working with Schools on developing comprehensive long term professional development plans for personnel in leadership positions