Postgraduate Diploma
Direction and Management of Human Resources in Educational Institutions

tech technological university

Postgraduate Diploma
Direction and Management of Human Resources in Educational Institutions

Course Modality: **Online**

Duration: **6 months.**

Diploma: **TECH - Technological University**

18 ECTS Credits

Teaching Hours: **450 hours.**

Website: **www.techtitute.com/us/education/postgraduate-diploma/direction-management-human-resources-educational-institutions**

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01

Introduction

This program fills an important need for highly qualified professionals who want to play their role in secondary schools, for which they have to develop a series of communication skills, as well as learn about the use of innovative didactic resources to support their classes.

Learn about the latest advances in Human Resources Management in Educational Institutions.

This Postgraduate Diploma in Direction and Management of Human Resources in Educational Institutions will generate a sense of confidence in the performance of your profession, which will help you grow personally and professionally"

In this program, the professional is not only introduced to the teaching reality they will encounter, but is also trained to get the best out of their experience, all this hand in hand with the management of the latest technologies applied to the classroom.

The teacher will not only be qualified for professional performance in the classroom, but will also be able to propose educational innovations to improve the quality of teaching, increasing student motivation.

This is an advance over the eminently pedagogical programs, focused on teaching, which do not address in depth the educational context and the characteristics of the student body as central axes, without forgetting the role of teaching innovation.

This vision allows a better understanding of the operation of the technology center from different areas so that the professional can have different options for its application in his job according to his interest.

This **Postgraduate Diploma in Direction and Management of Human Resources in Educational Institutions** contains the most complete and up to date scientific program on the market. The most important features of the program include:

- Development of case studies presented by experts in Direction and Management of Human Resources in Educational Institutions. The graphic, schematic, and eminently practical contents with which they are created provide scientific and practical information on the disciplines that are essential for professional practice.
- News on Human Resources Management in Educational Institutions.
- It contains practical exercises where the self-evaluation process can be carried out to improve learning.
- With special emphasis on innovative methodologies in Human Resources Management in Educational Institutions.
- All this will be complemented by theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments.
- Content that is accessible from any fixed or portable device with an Internet connection.

Update your knowledge through the Postgraduate Diploma program in Direction and Management of Human Resources in Educational Institutions"

"This expert may be the best investment you can make in the selection of a refresher program for two reasons: in addition to updating your knowledge in Direction and Management of Human Resources in Educational Institutions, you will obtain an Postgraduate Diploma from TECH Technological University"

Increase your decision-making confidence by updating your knowledge through this specialist course.

Take the opportunity to learn about the latest advances in Direction and Management of Human Resources in Educational Institutions and improve the training of your students.

It includes in its teaching staff professionals belonging to the field of management and human resources management in educational centers, who pour into this training the experience of their work, in addition to recognized specialists belonging to reference societies and prestigious universities.

The multimedia content developed with the latest educational technology will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide an immersive training program to train in real situations.

The design of this programme is based on problem-based learning, whereby the teacher must try to solve the different professional practice situations that arise during the course. For this purpose, the teacher will be assisted by an innovative interactive video system developed by recognized experts in the field of Direction and Management of Human Resources in Educational Institutions with extensive teaching experience.

Objectives

The **Postgraduate Diploma in Direction and Management of Human Resources in Educational Institutions** is oriented to facilitate the professional's performance.

"

This Postgraduate Diploma is designed for you to update your knowledge in Direction and Management of Human Resources in Educational Institutions, with the use of the latest educational technology, to contribute with quality and security to the decision making and monitoring of your students"

General Objectives

The main objective of this expert is to prepare the teaching staff for the management of educational centers by understanding the new challenges of education and keeping in mind throughout its design, the need to innovate in management in order to meet the challenges, needs and demands of the XXI century society.

For this reason, a module focused on the concept of leader and the evolution of the term up to the current perspective is contemplated. This is intended to deepen the study of the various approaches and types of leadership as well as to define the essential management skills and how to develop them. Concepts such as participation, commitment, co-responsibility, conflict and mediation will also be discussed, with the aim of providing future managers with a complete framework for the execution of the managerial function.

Another important aspect of this Postgraduate Diploma is the strategic management of educational institutions and all that this entails. Special emphasis will be placed on knowledge of institutional documentation, governing bodies and planning structures. From the point of view of human resources management and administrative management, we will take a break in the balance between budget and educational quality.

A director must also be familiar with the selection and hiring processes, the criteria to be followed and the regulations in this regard. The management of resources, both human and material, is key to the proper functioning of a center and the second, third, fourth and fifth modules give a good account of this.

It is common knowledge that education and society go hand in hand, and that educational centers can be understood as engines of social change. For this to be possible, the center must be immersed in a continuous process of improvement and innovation, and in this sense the directors must be active agents of this transformation, promoting models of excellence and action plans framed in the quality system.

In short, management teams must learn to promote interest in the practice of active classroom methodologies such as project-based learning, gamification and the flipped classroom, among many other approaches, and implement plans for which specific teacher training is required. We refer to strategies that are designed with the clear objective of connecting the center with other realities, relying on the use of ICT, digital promotion and visibility that these tools offer us.

Thus, this Postgraduate Diploma provides the student, the future school director, with a broad knowledge of the operating framework of educational institutions that will guarantee the successful development of his or her managerial function.

Specific learning objectives of each module:

Module 1

- Know the concept of leadership used in different fields of study. Differentiate between the Characteristics of the Concept.
- Know how to track the evolution of the term leadership and understand the evolution over time.
- Recognize the current perspective of the concept of leadership and know how to differentiate previous perspectives from the current one.
- Know the different approaches to leadership at the psychological, social and anthropological levels.
- Know the link between the concepts of leadership, power and authority.
- Recognize the types of leadership: autocratic, democratic and laissez-faire.
- Recognize the negative aspects of the leader. Differentiate a positive aspect from a negative one. Learn to avoid negative behaviors.
- Know how to define and identify management skills.
- Recognize the traits that define a competent manager.
- Knowing how to direct change towards a positive perspective.
- Know how to differentiate the concepts of leadership and management.
- Recognize the requirements of a good leader.
- Understand the psychological aspects of leadership.
- Recognize the psychological relationship between power and leadership.
- Understand the psychological relationship between leadership and the group.
- Learn the basic notions of social psychology related to leadership and management skills.
- Understand the origin of leadership from the field of social psychology.

- Understand the link between social psychology and leadership.
- Know the characteristics of positive leadership.
- Know the characteristics of negative leadership.
- Compare and differentiate between positive and negative leadership.
- Understanding psychosocial behavior in the creation of a leader.
- Differentiate educational leadership from other types of leadership.
- Knowing how to define the competencies needed by a director.
- Recognize core leadership competencies.
- Understand the benefits of a positive attitude in the leader.
- Identify the factors that make up a power structure in an educational center.
- Learn the concept of participation and value its importance in educational centers.
- Learn about different participatory actions.
- Understand the concept of commitment and understand its importance in an educational institution.
- Understanding the concept of conflict.
- Understand the concept of conflict as an opportunity.
- Understand the term mediation.
- To know how to establish mediation within the educational framework. Value the importance of a mediating attitude.
- Analyze the role of the director as a conflict manager.
- Knowing the competencies of the director as a conflict manager.
- Learn techniques for the correct management of conflicts.

Module 2

- Provide the student with the main knowledge about the importance of HR management in an educational center.
- Show different theories in human resources management.
- Determine the relationship between the concepts of companies and educational center.
- Show the student the main organization of an educational center.
- Know the main tasks of the directors of an educational center.
- Know the basic profile of the management positions of an educational center.
- Show the student the intermediate organization of an educational center.
- Know the main tasks of the middle management of an educational center.
- Know the basic profile of the middle management of an educational center.
- Knowing the teaching profiles currently demanded for teaching practice.
- Know the roles and responsibilities of the teaching staff.
- Be familiar with the internal organization of the teaching staff.
- Be familiar with the selection process for teaching staff.
- To be familiar with the regulations governing the hiring of teachers.
- Be familiar with external processes in the faculty selection process.
- Provide the necessary tools for the creation of a training plan.
- Know the training needs of the teaching staff.
- Evaluate teacher training processes.
- Know the roles and responsibilities of non-teaching staff.
- Determine the profile of non-teaching personnel needed in the educational center.
- Know the current regulations for contracting.
- Determine the profile of non-teaching personnel for recruitment.
- Know the personnel selection process.

- Know the external processes in the selection process of non-teaching personnel.
- Show the different types of contracting allowed by labor legislation.
- Know the particularities of each type of contract.
- Introduce students to the existence and usefulness of labor agreements.
- Know the basic regulations to ensure safety at work.
- Create internal regulations to guarantee the correct application of what is reflected in the regulations in force.
- Be familiar with the internal and external evaluation processes for occupational health and safety.

Module 3

- Distinguish what makes a team more than a group or set of people.
- Understand the importance of creating equipment to exponentially improve the performance of all its components.
- Identify when we are in front of a group and see what deficiencies it has.
- Learn how to turn a group into a team. Be clear about which characteristics are essential for the team to perform at 100%.
- Identify the brakes to make a team less efficient.
- Understand that a high performance team needs the contribution and involvement of each and every one of its members.
- Be clear about the need for someone to lead a team.
- Identify what distinguishes a boss from a leader.
- Clarify what it really means to be a good leader and what qualities you need.
- See the importance of the leader bringing out the best in everyone to achieve a competent team.
- Be clear about the need to know the people who make up a team very well.

- See the importance of each person being in the position that best suits his or her personality.
- Analyze the different roles that a team can have.
- Be aware of the positive or negative consequences of the interaction of some roles with others.
- Be clear that the demotivation of people decreases their performance.
- Analyze what motivates and demotivates people.
- See the importance of each and every member of a team being motivated.
- Learn tools to understand the individual motivations of team members and how to satisfy them.
- Identify what values are.
- Learn tools to know what are the common values of a team.
- Be aware that the values lived as a team reinforce their union.
- The need for the leader's example as a way to implement values.
- Understand the difference between theoretical and practical learning.
- Know the positive consequences of a team dynamic.
- Be clear about the importance of preparing a team dynamic well.
- Know the steps to develop a team dynamic.
- Understand the purpose of a team dynamic.
- Be clear that the real learning takes place after the execution of the dynamics.
- Importance of the participation of all those who have carried it out in the extraction of learning.
- Learn to manage well the subsequent moment of team dynamics.
- Be clear that it is normal for there to be conflicts between people.
- See the importance of good conflict management.

- Emphasize the importance of focusing on the solution rather than the problem.
- Learn problem-solving techniques.
- Create teams to experience everything learned about them.
- Consolidate the knowledge of the entire module in a practical way.
- Experience all the positive aspects of "learning by doing".

Take the opportunity and take the step to get up to date on the latest developments in Direction and Management of Human Resources in Educational Institutions"

03

Course Management

The program includes in its teaching staff reference experts in Direction and Management of Human Resources in Educational Institutions who bring to this training the experience of their work. In addition, other experts of renowned prestige participate in its design and planning completing the program in an interdisciplinary manner.

Learn from leading professionals, the latest advances in procedures in the field of Direction and Management of Human Resources in Educational Institutions"

Management

Míguez Souto, Alexandra

- Physics and Music teacher (bilingual program) at the High School stage at the Institución Profesional Salesianos Carabanchel (Madrid).
- Expert in school management, management of school coexistence and active methodologies.
- Extensive experience in the coordination of work teams and design of interdisciplinary educational projects and collaborator in the creation of contents for training courses at the university level.

Morata Sanz, Juan Ignacio

- Psychopedagogue and Social Educator with experience in the field of psychopedagogy with groups of minors at risk of social exclusion.
- Trainer of trainers and creator of contents and experiences in both public and private educational institutions on a freelance basis, such as the Telefónica Education Foundation (Scolartic) or the National Institute of Educational Technologies and Teacher Training (INTEF) belonging to the Ministry of Education, Culture and Sport.

Professors

Álvarez, Nazaret

- Educational counselor and trainer of public education examinations in the company Magister (Madrid).
- Collaborating professor at the Antonio Nebrija University in Madrid, in the online degree program for children.
- Director of public schools in the autonomous community of Cantabria and the Canary Islands.

Álvarez Herrero, Juan Francisco

- Doctor in Educational Technology
- Master's Degree in Educational Center Management and Administration.
- Director from September 2014 to September 2017 of an integrated center in Alcoy (Alicante).
- Author and Coordinator of INTEF's online courses: Management Performance and Management Competency Update
- Physics and Chemistry teacher at Sagrada Familia School - Alcoy (Alicante)
- Associate Professor of the Department of General Didactics and Specific Didactics of the Faculty of Education of the University of Alicante.

Ayala, Abraham Alonso

- Specialized in CAT (Technologies for learning and knowledge) especially in mobility.
- Coordinator in projects with VR (Virtual Reality) and 3D printing.
- He has taught teacher training courses and workshops in numerous teacher training centers (Santiago de Compostela, Alicante, Alcañiz, Zaragoza...).
- ICT Coordinator and Secondary School teacher at Cardenal Xavierre School in Zaragoza.

Del Río, Icíar
- Bilingual Project Coordinator and ICT Coordinator
- Teacher of Teachers' Examinations Preparation Teacher

Martínez, Edgar Adrián
- MBA at Anahuac University, certified by the AMBA.
- Administrative manager of the Cumbres de Valencia school
- Regional Administrative Manager

Robledo Gandarias, María
- Trainer and Teacher
- Author of the book "How we learn from pain" and of several articles in pedagogical journals.
- Personal development coach, certified as a values coach
- She has been coordinator of the online Master's Degree for teachers and

educational advisor.

Romero Monteserín, Jose María

- Academic Director at the School of Spanish Language of the University of Salamanca in Lisbon and collaborator of other ELE USAL in management.
- External lecturer at the CIESE-Comillas Foundation in the field of Educational Center Management and Training.
- Master's Degree in Educational Center Management
- Postgraduate in School Organization
- Higher University Technician in Human Resources Management
- Degree in In-Company Training
- Expert in Project Management
- Degree in Elementary Education Teaching.

04

Structure and Content

The structure of the contents has been designed by a team of professionals from the best educational institutions and universities in the country, who are aware of the relevance of up-to-date, innovative training and are committed to quality teaching using new educational technologies.

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This Postgraduate Diploma in Direction and Management of Human Resources in Educational Institutions contains the most complete and up to date scientific program on the market"

Module 1. Educational Leadership and Managerial Skills

1.1. Definition, Evolution and Approaches to Leadership.
1.2. The Role of the Principal as an Educational Leader and Authority.
1.3. Management Skills: Definition and Types of Skills. What are Management Skills.
1.4. Techniques for the Development of Managerial Skills.
1.5. Emotional Intelligence, Leadership and Management Skills.
1.6. Psychology of Leadership and Management Skills.
1.7. The Importance of Attitude in the Director as a Leader.
1.8. The Power Structure in an Educational Center.
1.9. Institutional Culture.

Module 2. Direction and Management of Human Resources Interpersonal Communication

2.1. Organization and HR Management.
2.2. The Management of the Educational Center.
2.3. The Middle Management Team.
2.4. Human Teaching Resources.
2.5. Teacher Selection Processes.
2.6. Teacher Training.
2.7. Non-teaching Human Resources.
2.8. Selection Processes for Non-Teaching Personnel.
2.9. Contracting Models.
2.10. Basic Fundamentals of Occupational Safety.

Module 3. Teamwork, Group Dynamics and Conflict Resolution

3.1.   The Differences between Group and Team.

3.2.   Characteristics of a High Performance Team.

3.3.   The Role of the Leader in the Effective Functioning of the Team.

3.4.   The Different Roles of the Team and their Correct Management.

3.5.   Motivation of Work Teams.

3.6.   Values as an Element of Team Cohesion.

3.7.   The Realization of Dynamics.

3.8.   How to Collect Learning from Dynamics. Sharing.

3.9.   Conflict Resolution.

3.10. Practical Applications The Creation of a High Performance Work Team.

A unique, key, and decisive training experience to boost your professional development"

05

Methodology

This training provides you with a different way of learning. Our methodology uses a cyclical learning approach: *Re-learning*.

This teaching system is used in the most prestigious medical schools in the world, and major publications such as the *New England Journal of Medicine* have considered it to be one of the most effective.

Discover Re-learning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

At TECH Education School we use the Case Method.

In a given situation, what would you do? Throughout the program you will be presented with multiple simulated clinical cases based on real patients, where you will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

With TECH, educators will experience a learning methodology that is shaking the foundations of traditional universities around the world.

Evidencia Científica

Decisión Óptima

Directrices Europeas

Comunidad Educativa

It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.

❝

Did you know that this method was developed in 1912 at Harvard for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method ❞

The effectiveness of the method is justified by four fundamental achievements:

1. Educators who follow this method not only grasp concepts, but also develop their mental capacity by evaluating real situations and applying their knowledge.

2. The learning process is solidly focused on practical skills that enable educators to better integrate knowledge into daily practice.

3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.

4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.

Re-learning Methodology

At TECH we enhance the Harvard case method with the best 100% online teaching methodology available: Re-learning.

Our University is the first in the world to combine the study of clinical cases with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.

Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.

01
learning from evidence

02
relearning from evidence

03
testing

04
learning from an expert

05
neurocognitive context dependent learning

06
Von-Restorff effect

07
case based learning through storytelling

08
competencies testing (retesting)

At the forefront of world teaching, the Re-learning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best Spanish-speaking online university (Columbia University).

With this methodology we have trained more than 85,000 students with unprecedented success, in all clinical specialties. Our teaching methodology is developed in a highly demanding environment, where the students have a strong socio-economic profile, and their average age is 43.5 years.

Re-learning will allow you to learn with less effort and better performance, involving you more in your training, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

In our program, learning is not a linear process, but rather a spiral (we learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by our learning system is 8.01, according to the highest international standards.

In this program you will have access to the best educational material, prepared with you in mind:

Study Material

All teaching material is produced by the specialist educators who teach the course, specifically for the course, so that the teaching content is really specific and precise.

This content is then adapted in an audiovisual format that will create our way of working online, with the latest techniques that allow us to offer you high quality in all of the material that we provide you with.

20%

Educational Techniques and Procedures on Video

We introduce you to the latest techniques, with the latest educational advances, and to the forefront of Education today. All this, in first person, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, you can watch them as many times as you want.

15%

Interactive Summaries

We present the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This unique multimedia content presentation training system was awarded by Microsoft as a "European Success Story".

15%

3%

Additional Reading

Recent articles, consensus documents, international guides. in our virtual library you will have access to everything you need to complete your training.

20%

17%

7%

3%

Expert-led case studies and case analysis

Effective learning ought to be contextual. Therefore, we will present you with real case developments in which the expert will guide you through the development of attention and the resolution of different situations: a clear and direct way to achieve the highest degree of understanding.

Testing & Retesting

We periodically evaluate and re-evaluate your knowledge throughout the program, through assessment and self-assessment activities and exercises: so that you can see how you are achieving your goals.

Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an expert strengthens knowledge and memory, and generates confidence in our future difficult decisions.

Quick Action Guides

We offer you the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help you progress in your learning.

Certificate

The Postgraduate Diploma in Direction and Management of Human Resources in Educational Institutions guarantees you, in addition to the most rigorous and up to date training, access to a Postgraduate Diploma issued by **TECH - Technological University.**

"*Successfully complete this training and receive your certificate without travel or laborious paperwork*"

This **Postgraduate Diploma in Direction and Management of Human Resources in Educational Institutions** contains the most complete and up to date scientific program on the market.
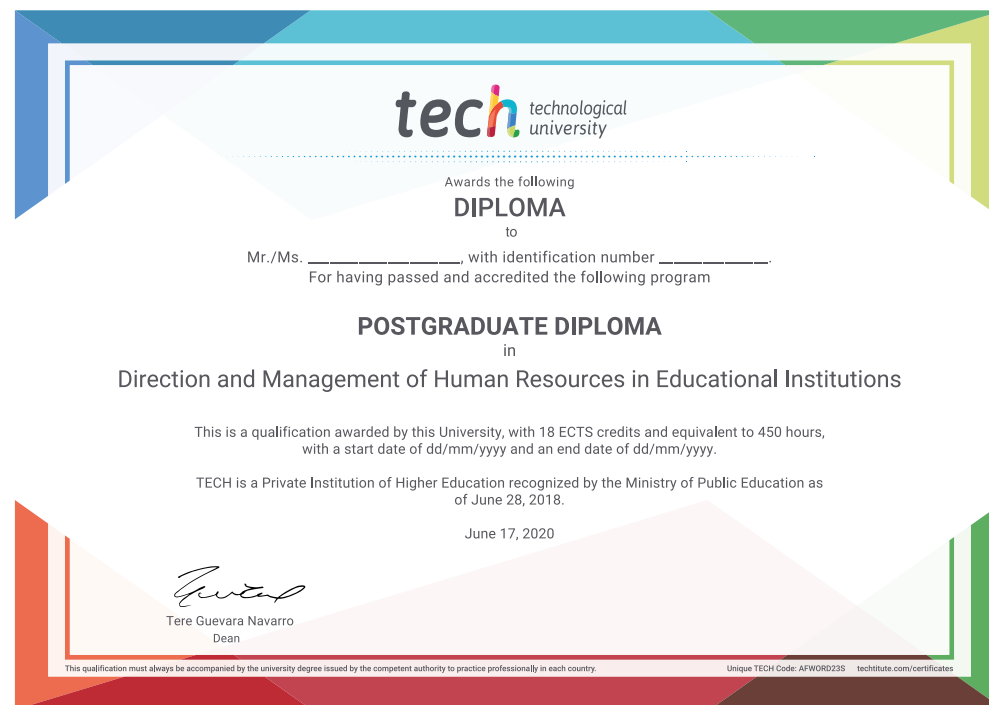
After the student has passed the evaluations, they will receive their corresponding **Postgraduate Diploma issued by TECH - Technological University** via tracked delivery

The certificate issued by **TECH - Technological University** will specify the qualification obtained though the Postgraduate Diploma, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: **Postgraduate Diploma in Direction and Management of Human Resources in Educational Institutions**

ECTS: **18**

Official Number of Hours: **450 hours.**

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Awards the following
DIPLOMA
to

Mr./Ms. _____, with identification number _____.
For having passed and accredited the following program

POSTGRADUATE DIPLOMA
in
Direction and Management of Human Resources in Educational Institutions

This is a qualification awarded by this University, with 18 ECTS credits and equivalent to 450 hours, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy.

TECH is a Private Institution of Higher Education recognized by the Ministry of Public Education as of June 28, 2018.

June 17, 2020

Tere Guevara Navarro
Dean

This qualification must always be accompanied by the university degree issued by the competent authority to practice professionally in each country.   Unique TECH Code: AFWORD23S   techtitute.com/certificates

*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

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