

HOME PAGE- CORRECT VERSION

PG Training: A Proven Leader in Higher Education Development

With a **25-year legacy** of excellence, PG Training has empowered over **3,000 academic and administrative staff** through our innovative **useful and practical** training programmes. Our expertise in curriculum development has led to the creation of **500+ tailored programmes** that address the unique needs of higher education institutions.

We are committed to delivering **high-impact training solutions** that drive institutional success. Our proven track record and deep understanding of the higher education landscape make us the ideal partner for your professional development needs.

Choose PG Training for:

- Extensive experience and proven results
- Expert curriculum design and development of **useful and practical** programmes
- Tailored solutions to meet your specific needs

Our scenario-based approach and focus on measurable outcomes provide the practical skills and knowledge you need to excel in higher education.

Gain the confidence to tackle complex challenges, improve efficiency, and drive institutional success. Choose from **flexible online or in-person courses** to fit your schedule.

- **Real-world simulations:** Apply learning directly to your role.
- **Proven results:** Enhance your impact on student success and institutional performance.
- **Expert faculty:** Learn from experienced higher education professionals.

Advance your career with PG Training. Contact us today to explore our offerings.

COURSES

Choose one of the Three Paths

Path 1: Academic Excellence

Description:

Master the Art of Effective Teaching and Research

Enhance your academic career with PG Training's comprehensive Academic Path. Develop the essential skills to excel in teaching, research, and digital scholarship.

- **Core Academic Competencies:** Refine teaching methodologies, classroom management, and writing skills.
- **Language Proficiency:** Improve English language proficiency for effective communication.
- **Digital Literacy:** Embrace technology to enhance teaching, research, and collaboration.

Elevate your academic journey with PG Training.

INSERT TIMETABLE AS DROP DOWN MENU – each course will have a link to the programme

CPD_AW	Academic Writing Skills for Advanced Researchers and Tutors	21st-25th Oct 2024; 25th -29th Nov; 27th-31st Jan 2025
CPD_CM	Creating a Positive Learning Environment and Classroom Management	20th to 24th Jan 2025; 17th - 21th March 2025; 19th to 25th May 2025;
CPD_CL	Content and Language Integrated Learning (CLIL)	16th -20th Sept; 5th -9th May 2025; 28th -31st July
CPD_DIG	Digital Resources in Teaching *	Every 2nd Monday of the Month from Sept 2024 to July 2025
CPD_PAW	EU Project Application Writing	23rd to 27th Sept 2024, 7th - 11th April 2025; 7th to 11th July 2025
ETS_GE/ ETS_BE	English Language Programmes	Every Monday
CPD_KEMY	Teaching Supplement for Kindergarten and EMY	2nd -6th Sept 2024; ; 5th-9th May; 23rd - 27th June
CPD_MND	Mindfulness in Teaching	29th Sept to 4th October; 28th Oct- 1st Nov 2024; 5th-9th May 2024
*Microsoft 21 st Century Certified Course – Available only online		

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- **Undergraduate Students**
- **Graduate Students**
- **Ph.D. Candidates**
- **Early-Career Academics**
- **Educators, Teachers and Tutors**
- **Research Professionals**
- **Non-Native English Speakers**
- Junior Administrative Staff
- Senior Administrative Staff
- Faculty Officer
- Heads of Administrations
- Rector's Office
- Principal's Office
- Heads of Departments
- Head of Institutes
- Dean

INDIVIDUAL COURSE DESCRIPTIONS

Academic Writing Skills for Advanced Researchers and Tutors

This course is designed to equip graduate students, researchers, and faculty with the advanced writing skills essential for academic success.

Develop the clarity, precision, and persuasiveness required to excel in your field. Through in-depth analysis of scholarly texts, intensive writing practice, and expert feedback, you will master the art of crafting compelling research papers, articles, and grant proposals.

Key learning outcomes include:

- Research Ethics and Plagiarism
- Advanced research and information synthesis
- Mastery of various academic writing genres (e.g., literature reviews, research articles, grant proposals)
- Effective use of language and style for academic audiences
- Development of critical thinking and argumentation skills

By the end of this course, you will be confident in your ability to communicate complex ideas effectively and advance your academic career.

Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- Senior Administrative Staff
- Faculty Officer
- Heads of Administrations
- Rector's Office
- Principal's Office
- Heads of Departments
- Head of Institutes
- Dean

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Creating a Positive Learning Environment and Effective Classroom Management

This course equips educators with the essential skills to foster a supportive and engaging classroom environment. Learn practical strategies for building positive relationships with students, managing classroom behavior, and creating a conducive learning atmosphere.

Key learning outcomes include:

- Developing effective classroom management techniques
- Building a strong sense of community and belonging
- Creating a physically and emotionally safe learning space
- Implementing strategies for student engagement and motivation

- Managing challenging behaviors and conflicts

Through a blend of theoretical knowledge and practical application, this course empowers educators to create classrooms where students thrive.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- **Graduate Students**
- Ph.D. Candidates
- **Early-Career Academics**
- **Educators, Teachers and Tutors**
- **Research Professionals**
- Non-Native English Speakers
- Junior Administrative Staff
- Senior Administrative Staff
- Faculty Officer
- Heads of Administrations
- Rector's Office
- Principal's Office
- Heads of Departments
- Head of Institutes
- Dean

CLIL

This course provides a comprehensive overview of Content and Language Integrated Learning (CLIL), equipping educators with the knowledge and skills to effectively teach subject matter through a foreign language.

Participants will explore the theoretical underpinnings of CLIL, develop practical lesson planning strategies, and learn how to create engaging and effective CLIL classrooms.

Key learning outcomes include:

- Understanding the principles and benefits of CLIL
- Developing proficiency in language and content integration
- Designing CLIL curriculum and materials
- Implementing effective assessment strategies
- Building language skills through content-based learning

Through a combination of theoretical input, practical workshops, and classroom observation, participants will gain the confidence to successfully implement CLIL in their teaching practice.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- **Graduate Students**
- Ph.D. Candidates
- **Early-Career Academics**
- **Educators, Teachers and Tutors**
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- Senior Administrative Staff
- Faculty Officer
- Heads of Administrations
- Rector's Office
- **Directors of Study**
- Principal's Office
- Heads of Departments
- Head of Institutes

Project Application Writing

This course equips participants with the essential skills to develop compelling and successful EU project proposals.

Learn the intricacies of the EU funding landscape, master proposal writing techniques, and build strong partnerships. Through a combination of theoretical knowledge and practical exercises, you will gain the confidence to identify suitable funding opportunities, develop innovative project ideas, and effectively communicate your project's impact.

Key learning outcomes include:

- Understanding the EU funding landscape and eligibility criteria
- Developing strong project concepts and objectives
- Mastering proposal writing structure and content
- Building effective partnerships and consortia
- Developing a clear project budget and management plan
- Enhancing communication and presentation skills

By the end of this course, you will be equipped to navigate the complex world of EU project applications and increase your chances of securing funding.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- **Graduate Students**
- Ph.D. Candidates
- **Early-Career Academics**
- Educators, Teachers and Tutors
- **Research Professionals**
- **Project management Unit Team**
- Non-Native English Speakers
- Junior Administrative Staff
- Senior Administrative Staff
- Faculty Officer
- Heads of Administrations
- Rector's Office
- Principal's Office
- Heads of Departments
- Head of Institutes
- Dean

Holistic Child Development: Sports, Culture, Nutrition, Healthy Eating, Inclusion, Literacy, and Early Science Interaction

This course provides early childhood educators with a comprehensive framework for fostering holistic child development. By integrating sports, culture, nutrition, healthy eating, inclusion, literacy, and early science interaction, educators will create rich and engaging learning experiences that promote physical, cognitive, social, and emotional growth.

Key learning outcomes include:

- Developing physical literacy and motor skills through sports and physical activity
- Incorporating cultural diversity into curriculum and practice
- Promoting healthy eating habits and nutrition education
- Fostering literacy skills through play and exploration
- Creating inclusive classrooms that celebrate diversity
- Introducing foundational STEM concepts through inquiry-based learning

- Building a strong foundation for lifelong learning and exploration

Through a combination of theoretical knowledge and practical application, participants will gain the confidence to create well-rounded and engaging learning experiences for young children.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☒ Onsite
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Who should attend this Programme?

- Undergraduate Students
- **Graduate Students**
- Ph.D. Candidates
- **Early-Career Academics**
- **Educators, Teachers and Tutors**
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- Senior Administrative Staff
- Faculty Officer
- Heads of Administrations
- Rector's Office
- Principal's Office
- Heads of Departments
- Head of Institutes
- Dean

Mindful Teaching: Cultivating Presence and Well-being in the Classroom

This course empowers educators to create calm, focused, and compassionate learning environments through mindful practices. Explore the principles of mindfulness and learn practical strategies to enhance self-awareness, classroom management, and student well-being.

Key learning outcomes include:

- Developing a personal mindfulness practice
- Incorporating mindfulness techniques into daily classroom routines
- Cultivating emotional intelligence and empathy
- Building strong teacher-student relationships
- Creating a supportive and inclusive classroom culture

- Managing stress and promoting resilience

Through a combination of mindfulness practices, reflective exercises, and practical application, participants will gain the skills to foster a thriving learning community.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- **Graduate Students**
- Ph.D. Candidates
- **Early-Career Academics**
- **Educators, Teachers and Tutors**
- **Research Professionals**
- Non-Native English Speakers
- Junior Administrative Staff
- Senior Administrative Staff
- Faculty Officer
- Heads of Administrations
- Rector's Office
- Principal's Office
- **Heads of Departments**
- **Head of Institutes**
- **Dean**

Path 2: Administrative Excellence

Description:

Navigate the Complexities of Higher Education Administration

Equip yourself with the skills to effectively manage student populations, safeguard institutional data, and drive internationalization initiatives. Our Administrative Path offers practical solutions to real-world challenges.

- **Student Success and Well-being:** Develop strategies for managing diverse student populations, including international students and those transitioning to new cultures.
- **Cybersecurity and Data Protection:** Protect your institution from cyber threats and ensure data privacy.
- **Global Engagement:** Drive internationalization efforts and foster a culturally inclusive campus environment.

Enhance your administrative capabilities with PG Training.

<i>CPD_BRND</i>	Branding: Promoting the University/ Training	25th -29th Nov; 14th - 18th July 2024
<i>CPD-CULT</i>	Cultural Integration in Diverse Environment	11th-15th Nov 2024; 27th-31st Oct 2024; 3rd-7th March 2025
<i>ETS_EA</i>	English and Communication for Administrators	Every Monday
<i>CPD_SUS</i>	Sustainability and Environment Awareness in Education Institutions	14th - 19th April; 5th - 9th May 2025; 16th -20th June 2025
<i>CPD_TBU</i>	Team Building	18th to 22nd Nov 2024, 20th -24th Jan 2025; 21st to 25th July 2025
<i>CPD_INC</i>	Inclusion in Higher Education: Dealing with Disability and Young Person's Challenges	7th-11th Oct 2024; 9th to 13 th June 2025
<i>CPD_LDR</i>	Leadership programme for HEI Manager	
<i>CPD_AI</i>	International Office Innovation: AI-Driven Solutions for Global Engagement	
<i>CPD_CTB</i>	Cybersecurity for Higher Education Institutions	23rd to 27th Sept 2024, 7th - 11th April 2025; 7th to 11th July 2025

<i>CPD_BRND</i>	Branding: Promoting the University/ Training
<i>CPD-CULT</i>	Cultural Integration in Diverse Environment
<i>ETS_EA</i>	English and Communication for Administrators
<i>CPD_SUS</i>	Sustainability and Environment Awareness in Higher Education Institutions
<i>CPD_TBU</i>	Team Building
<i>CPD_INC</i>	Inclusion in Higher Education: Dealing with Disability and Young Person's Challenges
<i>CPD_LDR</i>	Leadership programme for HEI Manager
<i>CPD_AI</i>	International Office Innovation: AI-Driven Solutions for Global Engagement
<i>CPD_CTB</i>	Cybersecurity for Higher Education Institutions

Cultural Integration in a Diverse Environment

This course equips individuals with the knowledge and skills to navigate diverse cultural landscapes effectively.

Participants will develop a deep understanding of cultural differences, intercultural communication, and strategies for building inclusive environments.

Key learning outcomes include:

- Developing cultural competence and sensitivity
- Understanding the dynamics of intercultural communication
- Building effective cross-cultural relationships
- Managing cultural conflicts and misunderstandings
- Fostering diversity and inclusion in organizations and communities

Through a combination of theoretical frameworks, case studies, and practical exercises, participants will gain the confidence to thrive in diverse environments.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- **Junior Administrative Staff**
- **Senior Administrative Staff**
- **Faculty Officer**
- **Heads of Administrations**
- **Rector's Office**
- **Principal's Office**
- **Heads of Departments**
- **Head of Institutes**
- **Dean**

2025 VERSION

Course Outline: Cultural Integration in a Diverse Higher Education Environment

This enhanced course is tailored specifically for **Higher Education Institutions' administrative staff**—including Heads of Student Affairs, Heads of International Offices, Rectors' Assistants, and similar roles. It provides practical tools, targeted strategies, and relevant case studies for those managing and supporting a culturally diverse student body from an operational and policy-making perspective.

Course Description

This program enables administrative leaders to effectively navigate and support diverse cultural student populations. Participants will gain specialized insights into cultural differences, develop intercultural management strategies, and learn best practices for fostering inclusivity within institutional structures and student services.

Key Learning Outcomes

- **Enhancing Institutional Cultural Competence**
 - Assess the current level of cultural competence in your department.
 - Identify barriers and opportunities for inclusive student services.
- **Intercultural Communication for Administrative Roles**
 - Develop communication protocols for staff-student interactions across cultures.
 - Handle sensitive conversations and documentation with cultural awareness.
- **Building Effective Relationships Across Student Bodies**
 - Create welcoming environments for international and minority students.
 - Collaborate with faculty, students, and external stakeholders.

- **Managing and Mediating Cultural Conflicts**
 - Identify early signs of cultural misunderstandings.
 - Implement de-escalation and resolution strategies specific to student affairs.
- **Designing Inclusive Student Policies and Services**
 - Audit and adapt institutional policies, practices, and support structures for cultural inclusiveness.
 - Address systemic biases in procedures, communication, and access.
- **Leadership in Diversity and Inclusion**
 - Champion diversity initiatives within your sphere of influence.
 - Coordinate campus-wide events and campaigns that celebrate cultural diversity.

Approach and Methodology

- **Theoretical Foundations:**
 - Key concepts in intercultural competence and integration models relevant to higher education administration.
- **Case Studies:**
 - Real-world scenarios about admission procedures, housing conflicts, orientation programs, and cross-cultural misunderstandings.
- **Practical Exercises:**
 - Role-playing administrative scenarios (e.g., handling student grievances, supporting cultural associations).
 - Crisis simulation (e.g., cultural conflict during campus events).
- **Institutional Action Planning:**
 - Participants draft an action plan to implement in their respective departments.

Why This Matters for Administrative Staff

- Improved retention and satisfaction rates for international and minority students.
- Enhanced reputation for institutional support and global readiness.
- Increased confidence in managing diverse teams and student needs.
- Concrete frameworks for policy adaptation and staff training.

Example Modules

Module	Example Activities
Understanding Cultural Dynamics	Audit of service touchpoints; Cultural mapping exercises
Intercultural Communication	Email/announcement re-writing with inclusivity focus
Conflict Resolution	Case-based group mediation workshops
Inclusive Policy Design	Reviewing and updating forms/procedures for cultural sensitivity
Leadership and Advocacy	Designing a diversity initiative proposal

This outline ensures that the course is **directly relevant** to the responsibilities and challenges faced by higher education administrative leaders, equipping them not only with awareness but also actionable skills and tools.

Here are a variety of **engaging activities** that administrative staff can participate in alongside the “Cultural Integration in a Diverse Higher Education Environment” course. These activities deepen learning, build practical skills, and foster real cultural change across campus:

Suggested Activities

- **Intercultural Shadowing**
 - Pair administrative staff with students from different cultural backgrounds to observe their campus experience for a day, followed by reflection and group discussion.
- **Campus Cultural Walks**
 - Guided tours focusing on cultural markers, student spaces, and inclusion “blind spots” around campus, helping staff see the physical environment through diverse student perspectives.
- **Role-Play Scenarios**
 - Simulate common administrative interactions (admissions, housing, conflict resolution) with culturally diverse role-players to practice inclusive communication.
- **Interactive Workshops**
 - Host workshops on topics like “Unconscious Bias in Student Services” or “Global Etiquette for Administrators,” featuring guest speakers or student panels.
- **Peer Discussion Circles**
 - Regular small-group meetings to share experiences, challenges, and solutions related to cultural integration in their roles.
- **Case Study Hackathons**
 - Teams analyze real or anonymized student affairs cases involving cultural misunderstandings, then present innovative solutions to peers for feedback.
- **Cultural Luncheons**
 - Organize themed lunches featuring foods from different cultures, with short presentations by staff or students about traditions and challenges.
- **Diversity Audit Projects**
 - Staff teams review forms, communications, and policies for cultural sensitivity, then recommend concrete changes for their department.
- **Student-Led Q&A Panels**
 - Invite international and minority students to share direct feedback and answer questions from administrative staff about their needs and concerns.
- **Action Plan Showcases**
 - At course completion, participants present their departmental action plan for enhancing intercultural support, encouraging accountability and peer learning.

These activities not only reinforce course concepts but also create ongoing opportunities for dialogue and collaboration between administrative staff and the diverse student communities they serve.

English for Administrators

This course is designed to enhance the English language proficiency of administrative staff, enabling them to communicate effectively and confidently in professional settings. Participants will develop the language skills necessary to excel in administrative roles, including writing clear and concise emails, participating in meetings, and interacting with colleagues and stakeholders.

Key learning outcomes include:

- Improving English grammar, vocabulary, and pronunciation
- Developing effective written communication skills (emails, reports, memos)
- Enhancing oral communication skills (meetings, presentations, telephone conversations)
- Building confidence in using English in professional contexts
- Expanding intercultural communication skills

Through a combination of language practice, role-playing, and real-world simulations, participants will gain the confidence to communicate effectively in English and contribute to organizational success.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- **Junior Administrative Staff**
- **Senior Administrative Staff**
- **Faculty Officer**
- **Heads of Administrations**
- **Rector's Office**
- **Principal's Office**
- **Heads of Departments**
- Head of Institutes
- Dean

Sustainability and Environmental Awareness in Schools

This course equips educators with the knowledge and tools to foster environmental stewardship and sustainability in schools. Participants will explore the interconnectedness of ecological, social, and economic systems, and develop strategies to create a greener and more sustainable school environment.

Key learning outcomes include:

- Understanding key environmental challenges and their impact
- Developing curriculum and teaching strategies for environmental education
- Implementing sustainable practices within the school community
- Building partnerships with local organizations and communities
- Empowering students to become environmental advocates

Through a combination of theoretical frameworks, practical activities, and case studies, participants will gain the confidence to lead their schools towards a more sustainable future.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- **Educators, Teachers and Tutors**
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- **Senior Administrative Staff**
- Faculty Officer
- **Heads of Administrations**
- **Rector's Office**
- **Principal's Office**
- Heads of Departments
- Head of Institutes
- Dean

Team Building: Building High-Performing Teams

This course equips participants with the skills and knowledge to create and foster high-performing teams. Through a combination of theoretical frameworks and practical

exercises, participants will learn how to build trust, enhance communication, resolve conflicts, and achieve shared goals.

Key learning outcomes include:

- Understanding the dynamics of team formation and development
- Developing effective communication and collaboration skills
- Building trust and fostering a positive team culture
- Managing conflict and resolving disagreements
- Enhancing problem-solving and decision-making as a team
- Leading and motivating team members

Through a combination of classroom learning, group activities, and case studies, participants will gain the confidence to build and lead high-performing teams.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- **Senior Administrative Staff**
- **Faculty Officer**
- **Heads of Administrations**
- **Rector's Office**
- **Principal's Office**
- **Heads of Departments**
- **Head of Institutes**
- **Dean**

Inclusion in Higher Education: Dealing with Disability and Young Person's Challenges

This course equips higher education professionals with the knowledge and skills to create inclusive and supportive learning environments for all students, particularly those with disabilities and young people facing challenges.

Participants will explore the theoretical underpinnings of inclusive education, develop practical strategies for supporting diverse learners, and address the unique needs of students with disabilities.

Key learning outcomes include:

- Understanding disability and diversity in higher education
- Developing inclusive teaching and assessment practices
- Providing appropriate support and accommodations
- Creating accessible learning environments
- Promoting student well-being and mental health
- Collaborating with support services and external agencies

Through a combination of theoretical frameworks, case studies, and practical exercises, participants will gain the confidence to create inclusive and equitable learning experiences for all students.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- **Educators, Teachers and Tutors**
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- **Senior Administrative Staff**
- **Faculty Officer**
- **Heads of Administrations**
- **Rector's Office**
- **Principal's Office**
- Heads of Departments
- Head of Institutes
- Dean

Cybersecurity for Higher Education Institutions

This course equips higher education professionals with the knowledge and skills to protect institutional and student data from cyber threats. Participants will gain a comprehensive understanding of the cybersecurity landscape, develop strategies for risk management, and implement effective security measures.

Key learning outcomes include:

- Understanding the cybersecurity threat landscape in higher education
- Developing a risk assessment and management framework
- Implementing security policies and procedures
- Protecting sensitive data and student information
- Responding to and recovering from cyber incidents
- Building a culture of cybersecurity awareness

Through a combination of theoretical knowledge, case studies, and practical exercises, participants will gain the confidence to safeguard their institution's digital assets.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- **Senior Administrative Staff**
- Faculty Officer
- **Heads of Administrations**
- **Rector's Office**
- **Principal's Office**
- Heads of Departments
- Head of Institutes

- Dean

Path 3: Leadership and Strategic Management

Description:

Transform Your Career into Leadership

Aspire to leadership roles in higher education? Our Leadership and Strategic Management Path equips you with the skills to drive institutional success.

- **Strategic Leadership:** Develop the vision and capabilities to lead complex organizations.
- **Innovation and Change Management:** Foster a culture of innovation and adapt to evolving higher education landscapes.
- **Governance and Compliance:** Understand the regulatory environment and ensure effective governance.

Accelerate your career with PG Training.

<i>CPD_CRE</i>	Creativity and Idea Creation	25th -29th Nov; 14th - 18th July 2024
<i>CPD_DIR</i>	Director Preparation	On Demand, one on one programe
<i>CPD_INN</i>	Innovation and Entrepreneurship	2nd -6th Sept 2024; ; 5th-9th May; 23rd - 27th June
<i>CPD_LEA</i>	Leadership and Management	29th Sept to 4th October; 28th Oct- 1st Nov 2024; 5th-9th May 2024
<i>CPD_HRM</i>	HR Management	7th-11th Oct 2024; 9th to 13 th June 2025
<i>ETS_AVD</i>	Advanced Programme English	Every Monday

Director Preparation Program: Leading in Higher Education

This program is specifically designed to equip individuals for leadership roles within the complex landscape of higher education. Participants will gain a deep understanding of the

unique challenges and opportunities facing universities, as well as the intricate interplay between academic, administrative, and support functions.

Key learning outcomes include:

- Developing a comprehensive understanding of the higher education ecosystem
- Mastering the roles and responsibilities of academic, administrative, and support staff
- Building effective collaborations across different university units
- Navigating the complexities of academic governance and decision-making
- Leading strategic planning and institutional development
- Managing financial resources and human capital effectively
- Building strong relationships with external stakeholders

Through a combination of theoretical frameworks, case studies, simulations, and mentorship, participants will develop the skills to lead universities towards excellence and innovation.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- **Career Academics**
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- **Senior Administrative Staff**
- Faculty Officer
- **Heads of Administrations**
- **Rector's Office**
- **Principal's Office**
- **Heads of Departments**
- **Head of Institutes**
- **Dean**

Creativity and Idea Creation for Academic Success

This course equips aspiring academics with the essential skills to generate innovative research ideas, develop compelling grant proposals, and create engaging teaching materials. By fostering a creative mindset, participants will learn to think critically, solve complex problems, and produce groundbreaking research.

Key learning outcomes include:

- Developing a research mindset and identifying research gaps
- Generating innovative research questions and hypotheses
- Crafting persuasive grant proposals and securing funding
- Designing engaging and interactive teaching methods
- Fostering a culture of innovation within academic departments

Through a combination of theoretical frameworks, practical exercises, and case studies, participants will develop the confidence to become creative and impactful academic leaders.

Would you like to focus on specific aspects of creativity for academics, such as research proposal writing, curriculum development, or interdisciplinary collaboration?

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- **Senior Administrative Staff**
- **Faculty Officer**
- **Heads of Administrations**

- Rector's Office
- Principal's Office
- Heads of Departments
- Head of Institutes
- Dean

Innovation and Entrepreneurship in Higher Education

This course equips academic professionals with the skills to drive innovation and entrepreneurial initiatives within the university context. Participants will learn how to identify research commercialization opportunities, build academic-industry partnerships, and create new revenue streams.

Key learning outcomes include:

- Understanding the higher education innovation ecosystem
- Developing an entrepreneurial mindset within an academic environment
- Identifying commercialization potential of research findings
- Building strong relationships with industry partners
- Developing business plans for academic spin-offs
- Securing funding for research and development projects

Through a combination of theoretical frameworks, case studies, and practical exercises, participants will gain the confidence to transform research into real-world impact.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- **Senior Administrative Staff**
- **Faculty Officer**
- **Heads of Administrations**
- **Rector's Office**
- **Principal's Office**
- **Heads of Departments**
- **Head of Institutes**
- **Dean**

HR Management in Higher Education Institutions

Course Overview

This course provides a comprehensive understanding of human resource management (HRM) within the unique context of higher education institutions. Participants will explore the strategic role of HR in achieving institutional goals, while addressing the specific challenges and opportunities of managing academic and administrative staff.

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

- Undergraduate Students
- Graduate Students
- Ph.D. Candidates
- Early-Career Academics
- Educators, Teachers and Tutors
- Research Professionals
- Non-Native English Speakers
- Junior Administrative Staff
- **Senior Administrative Staff**
- **Faculty Officer**
- **Heads of Administrations**
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Advanced Programme: English for Higher Education Managers and Directors

Course Overview

This program is designed to enhance the English language proficiency of higher education managers and directors, enabling them to communicate effectively and confidently at the highest levels of the institution. The program focuses on developing advanced language skills for strategic communication, leadership, and relationship building.

Course Objectives

Upon completion of this program, participants will be able to:

- Master advanced English grammar and vocabulary
- Develop exceptional written communication skills for strategic documents
- Deliver impactful presentations and public speeches
- Negotiate effectively in English
- Build strong relationships with internal and external stakeholders through effective communication
- Understand and utilize intercultural communication in higher education
- Apply language skills to leadership and management roles

Course Modules

Module 1: Advanced Academic English

- Advanced grammar and vocabulary
- Academic writing styles (reports, proposals, research papers)
- Critical reading and analysis
- Academic discourse and argumentation

Module 2: Leadership and Management Communication

- Strategic communication and messaging
- Developing a strong personal brand
- Crisis communication and media relations
- Negotiation and persuasion skills
- Public speaking and presentation skills

Module 3: Intercultural Communication in Higher Education

- Understanding cultural differences in higher education
- Cross-cultural communication strategies
- Building relationships with international partners
- Managing intercultural conflicts

Module 4: English for Meetings and Negotiations

- Effective meeting management and facilitation

- Negotiation strategies and tactics
- Building consensus and reaching agreements

Module 5: Digital Communication and Social Media

- Leveraging digital platforms for communication
- Developing a strong online presence
- Managing social media for institutional reputation

Teaching and Assessment Methods

- One-to-one coaching
- Group discussions and debates
- Case studies and simulations
- Role-playing exercises
- Presentations and public speaking opportunities
- Written assignments

Course Evaluation

- Participant evaluations
- Ongoing assessment of language proficiency
- Evaluation of course effectiveness

Would you like to focus on a specific module or add any additional topics?

Delivery Method

☐ Online Instructor Led	☐ Online Self-Paced	☐ Onsite
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Who should attend this Programme?

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