

Guide to Education Programme Management for Education Administrators



Description

The job of a healthcare education administrator is multi-faceted, where one faces a variety of challenges which involve supporting the learning needs of health professionals, curriculum planning and working in a team. The healthcare education administrator role has evolved over the years in tandem with Singapore's evolving complex and changing healthcare environment.

The Guide to Education Programme Management (GEPM) for education administrators is a two-day programme designed for education administrators, to foster their insights and skills needed to deal with the myriad and evolving challenges facing the health professions education. Experienced faculty and staff construct rigorous learning activities to develop participants' understanding of central issues and 'know-how' concepts for the work of a health professions education administrator.

As a critical tool for organizational learning, the concept of Communities of Practices (CoP) will be introduced. This is to facilitate the exchange and development of practices beyond the programme. Participants will also learn peer coaching techniques and practice conflict resolution and constructive feedback as part of the programme. GEPM is contextualized to Singapore's healthcare administrator's role and health professions education landscape.

Duration

3.5 days, which consist of 2 days of workshop and another 3 half-day clinic sessions on the 3rd, 6th and 12th months following the programme

Programme Content

This programme comprises the following learning contents:

1. Overview of the Singapore Healthcare;
2. Roles of an Education Administrator;
3. Communities of Practice (COP);
4. Peer Coaching; and
5. Team Formation

Target Audience

Executives, senior executives and managers who are performing the roles of education administration within their Institutions

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Learning Outcomes

At the end of the programme, participants will be able to:

1. Introduce and set the context of Singapore's healthcare environment vis-à-vis need for change and the healthcare education;
2. Develop understanding and apply knowledge of roles of education administrator on individual work setting;
3. Identify and establish individual learning needs and targets as education administrator;
4. Understand purpose of COP and application to work;
5. Negotiate and schematize COP as learning tool;
6. Understand techniques to peer coaching and develop application approaches to work domain;
7. Understand team formation concepts and techniques to develop an effective team

Methodology

This programme is designed to be an interactive learning experience for the participants. Methodologies used will include:

1. Facilitated small group learning;
2. Group presentations;
3. Interactive exercises, e.g. discussions in small and large groups;
4. Case scenarios;
5. Problem-based learning; and
6. Reflective use of journals.

The programme will require pre-class assignments to be accomplished, which may include:

1. Pre-reading materials – lecture slides, journals and other articles; and
2. Pre-programme preparations – written assignments

At the end of the programme, participants will establish for themselves individual learning targets, and to form communities of practice to learn and share knowledge and experience among fellow participants. They will also be encouraged to discuss on their learning needs with their supervisors or mentors.

Participants are invited back to report on their development in meeting their learning needs on the 3rd, 6th, and 12th months following the programme during the clinic sessions.

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Training Capacity

25 participants per run

About the Organiser

Officially established on 19 July 2002, the National Healthcare Group (NHG) College plays an instrumental role in facilitating the continuous learning and development of our workforce, as well as, promoting systems improvement and driving leadership development in NHG. NHG College collaborates with renowned institutions and industry partners to build the pipeline and collective capacities of our leaders, educators, healthcare professionals and staff to support NHG in serving and managing the health of our patients and the population.