

# Guide to Education Programme Management for Faculty

## Description

This programme is designed to equip newly appointed education leaders with the nuts-and-bolts of managing and running an effective education programme. The programme coverage includes the management of faculty members and learners, programme financials and budgeting, and conflict resolution skills.

## Duration

1 day

## Target Audience

Programme directors, associate programme directors, education directors, clinical educator leads and faculty members who possess teaching appointments, involved in designing, leading and managing major & core education programmes.

## Programme Content

This programme comprises the following topics:

1. Faculty development;
2. Quality improvement;
3. Facilitation of meeting and conversation;
4. Managing difficult faculty and learners; and
5. Manpower and resource management

## Learning Outcomes

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

1. Appreciate the context of Health Professions Education in NHG;
2. Understand NHG's framework for Faculty Management and Development;
3. Gain conceptual knowledge of Quality Assurance in Health Professions Education; and
4. Apply tools and skills relating to managing education programmes, which includes:
  - a. Programme evaluation;
  - b. Facilitation of meetings;
  - c. Management of difficult faculty and learners; and
  - d. Management of resources, i.e. funding, manpower, etc.

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## Methodology

This programme is designed to be an interactive learning experience for 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 written assignments

## 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.