

Guide to Education Programme Management (Education Administrators)

Description

The job of a health professions education administrator is multi-faceted, interesting and where one can face a variety of challenges in supporting the learning needs of healthcare professionals, curriculum planning and working in teams. The health professions education administrator role has also 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 one-day programme designed for education administrators, to foster their insights and skills needed to deal with the myriad and evolving challenges in health professions education. It is contextualized to Singapore's health professions education landscape and the administrator's roles.

Conducted by experienced staff of NHG, the faculty will construct rigorous learning activities to develop participants' understanding of healthcare, health professions education and its landscape. In addition, the programme seeks to equip participants with 'know-how' for the work of a health professions education administrator. Participants will also learn and practice conflict resolution and constructive feedback as part of the programme.

Duration

1 day

Programme Content

This programme comprises the following learning activities:

1. NHG Education Landscape
2. Roles of an Education Administrator
3. Inter-Personal Engagement
4. Conflict Resolution
5. Trust
6. Mental Resilience
7. Vision Sharing

Target Audience

This programme is designed for colleagues who are or will be 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. Develop understanding of the context of Singapore's healthcare environment vis-à-vis the need for change
2. Develop understanding of the health professions education landscape
3. Develop understanding of the purpose and roles of an education administrator
4. Engage and build inter-personal relationships and resolve possible conflicts
5. Develop mental resilience

Methodology

This programme is designed to be an interactive learning experience. Methodologies include:

- Group presentations
- Interactive exercises - discussions in small and large groups
- Case scenarios
- Problem-based learning

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.