

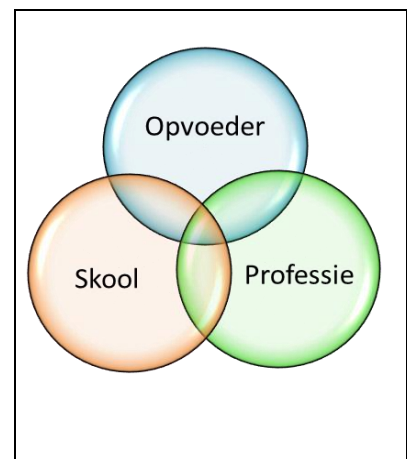


OPLEIDING VIR ALLE HUIDIGE-, EN POTENSIËLE DEPARTMENTSHOOFDE EN VAKHOOFDE

Op 9 en 10 Februarie 2017 sal daar opleidingsgeleentheid wees vir alle lede wat reeds departements- en vakhoofde is, en vir diegene wat dit in hulle visier geplaas het vir hulle toekoms.

Daar is heelwat nuwelinge wat onlangs bevorder is en hierdie is die ideale geleentheid vir netwerk en opskep.

Die inhoud is geakkrediteer by SARO en kursusgangers ontvang 5 CPTD punte wat na afloop van opleiding op 'n bywoningstifikaat aangedui sal word. Omdat die sertifikate voorberei word voor die opleiding, na aanleiding van registrasie, sal diegene wat nie vooraf registreer vir bywoning nie, moet wag vir hulle sertifikate.



Let wel: Daar is enkele verskille tussen die programme vir die hoër – en laerskole.

Die opleiding gaan plaasvind as volg:

9 Februarie – Louis Trichardt Hoërskool (Noordelike streke)

[Kliek hier om te registreer!](#)

10 Februarie – Warmbad Laerskool (Suidelike streke)

[Kliek hier om te registreer!](#)

Die opleidingsessie duur tussen 2 en 3 ure en sal reeds om 10:00 vm in aanvang neem. Bywoningskoste beloop R 80 per lid en R100 per nie-lid.

Kursusgangers van laerskole en hoërskole word afsonderlik opgelei.

Sluitingsdatum vir registrasie is Maandag 6 Februarie 2017 om 16:00.

PROGRAM

DIE ROL EN PLIGTE VAN DIE DEPARTEMENTSHOOF IN DIE LAERSKOOL

9 & 10 Februarie 2017

Aanbieder: Marésa Viljoen (SAOU POD Adviseur: Professionele Ontwikkeling)

9:15 – 10:00	Aankoms van kursusgangers Ligte versnaperings	
10:00 – 12:30	Leierskap Kurrikulumbestuur Mentorskap Kommunikasie Hantering van konflik.	Bene rek en V/A word na behoefte ingewerk
12:30 -	Wegneem eetpakkie en vertrek	

TAKE EN VERPLIGTINGE VAN DIE HOD EN VAKHOOFDE IN DIE HOËRSKOOL

9 & 10 Februarie 2017

Aanbieder: Wessel Viljoen (SAOU POD Adviseur: Professionele Ontwikkeling)

9:15 – 10:00	Aankoms van kursusgangers Ligte versnaperings	
10:00 – 12:30	Leierskap Bestuur Mentorskap Organisasie Beleide Kommunikasie Kontrole Assessering Professionele etiek Hantering van konflik.	Bene rek en V/A word na behoefte ingewerk
12:30 -	Wegneem eetpakkie en vertrek	

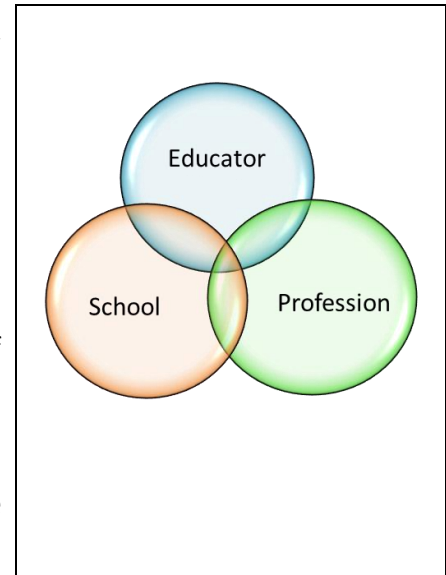
TRAINING OPPORTUNITY FOR CURRENT-, AND PROSPECTIVE, HEAD OF DEPARTMENTS AND SUBJECT HEADS



On 9 and 10 February 2017, there will be a training opportunity for all members who are currently Head of Department and Subject Heads, as well as for those members who are aspiring towards promotion in future.

Several new appointments were made in these posts in 2016, and this is the ideal opportunity to network and re-affirm.

The content is accredited by SACE and attendees will earn 5 CPTD points. Attendance certificates will be issued at the closure of the training and these points will reflect thereon. We are preparing these certificates as soon as all registrations were received, which means that if you didn't register for the training session by the due date, you will have to wait for the certificate to be sent to you.



Note: There are a few differences between the content of the training given to primary- and secondary schools.

The training will be presented as follows:

9 February – Louis Trichardt High School (Northern regions)

[Click here to register!](#)

10 February – Warmbad Primary School (Southern regions)

[Click here to register!](#)

The training session is between 2 and 3 hours and will commence at 10:00 am

Attendance fees are R80 per member and R100 per non-member.

Attendees from primary- and secondary schools are trained separately.

Closing date for registration is Monday 6 February 2017 at 16:00.

PROGRAMME

THE ROLE AND DUTIES OF THE HEAD OF DEPARTMENT IN PRIMARY SCHOOLS

9 & 10 February 2017

Presenter: Marésa Viljoen (SAOU POD Advisor: Professional Development)

9:15 – 10:00	Arrival of attendees Light refreshments	
10:00 – 12:30	Leadership Curriculum management Mentorship Communication Managing conflict	Leg stretches and Q/A will be filtered in as needed
12:30 -	Take-away lunch pack and departure	

DUTIES AND RESPONSIBILITIES OF THE HOD AND SUBJECT HEAD IN THE SECONDARY SCHOOL

9 & 10 February 2017

Presenter: Wessel Viljoen (SAOU POD Advisor: Professional Development)

9:15 – 10:00	Arrival of attendees Light refreshments	
10:00 – 12:30	Leadership Management Mentorship Organisation Policies Communication Control Assessment Professional ethics Managing conflict	Leg stretches and Q/A will be filtered in as needed
12:30 -	Take-away lunch pack and departure	