Qualification of School Executives in Saxony

Phase 1: Orientation
- Teachers with interest on leading
- Orientation day
- Perspectives of human resources development
- Work on portfolio
- Self-assessment - competence profile of school management
- Leading and managing a school
- Insight into leading practice at schools
- SMK = Saxon State Ministry of Education and Cultural Affairs
- SBA = Saxon School Authority
- SBI = Saxon Institute of Education

Phase 2: Office Preparation
- Teachers with intention for application
- Quality Management
- Development of teaching processes
- Organisational development
- Staff development
- Cooperation
- Project Management
- Basics of school legal basis
- Basics of communication

Phase 3: Accompanying Introduction
- Head teachers and deputy head teachers
- Desk officers of school authority
- Heads of department
- Sixth form coordinators
- Compulsory
- Elective
- Optional
- Kick off day
- Project
- Self-study
- Self-management
- Quality Management
- Job Shadowing in SMK, SBA, SBI, schools, companies
- Processing a project
- Leading the staff
- Quality development within Saxon educational system
- Project management
- Quality control/assurance
- Development of teaching processes in teams

Phase 4: In-Service-Support
- Active working executives
- Training on supply
- Training on demand
- Symposia
- In-process supervision