
What is the IHWO Diploma in Academic Management?

This flexible, online training programme is ideal for busy managers working in an academic context who would like to build their own study programme.

This is the programme for you if:

- You are a manager working in an academic context
- You want to discuss issues and solutions with other managers and with a course tutor, networking within a global community
- You want a programme that gives you a range of practical ideas as well as a theoretical grounding in the topics
- You want to explore some of the more strategic issues related to academic management
- You wish to undertake a final context based research project.

To be awarded the IHWO Diploma in Academic Management you must successfully complete **5** of the following specialist short courses.

- Teams and Communication
- Managing Customer Service
- Observation and Giving Feedback
- Business Management
- Performance Management
- Managing Change
- Young Learner Centre Management

Each of the courses lasts 6 weeks and they are all run twice a year, so you can take them at a time that is convenient for you. You should expect to spend between 5 -7 hours per week on a course.

The courses are supervised actively by an experienced online tutor. You are required to work through a module each week with your fellow course participants, and complete all tasks within the relevant week.

Assessment

Each course is assessed individually. Your tutor marks your tasks as the course progresses and there is the opportunity to resubmit if necessary. Participants are expected to submit a minimum of 70% of the tasks on a course. At the end of the course, there is a final assignment which pushes you to reflect on what you have learnt. The assignment, along with your completed tasks, makes up the portfolio that is submitted electronically to the IHWO Assessment Unit. Portfolios are submitted two weeks after course completion.

On successful completion of each 6 week course, you will receive a certificate from IHWO Assessment Unit. When you have completed a total of 5 courses you will be awarded with a IHWO Diploma in Academic Management.

If you have any questions, please email ihotti@ihworld.com