



TEFL Management Training Day

Developing your inner manager

Friday 23rd October 2015

Programme

09.30 - 10.00: Registration

10.00 - 11.15 OPENING
Developing your interpersonal skills
<i>Borja Uruñuela</i>

11.15 - 11.45: Coffee-break

11.45 - 13.00	
ROOM 7	ROOM 5
Managing to Manage	Motivating people
<i>Chris Johnson</i>	<i>Borja Uruñuela</i>

Friday 23rd October 2015

Fee: 35 euros

Venue: St. James Ciudad Expo

To sign up please email Chris Johnson at cjohnson@stjames.es

Deadline to sign up Friday 16th October

Talk Outlines

10.00 - 11.15

Room 5: Developing your interpersonal skills

Being a manager is a challenge in different fronts but for most people the biggest challenge is to manage other people. We are all different, think differently and have different motivations so therefore, in order to manage people successfully we need to get to know the people around us as a starting point. Once we have done that, we will be in a much better position to relate to other people and manage them effectively. In this session we will do activities which will help us achieve our aim: manage people successfully.

11.45 - 13.00

Room 5: Motivating people

Motivated people are not only happier but they are also more productive at work. The question is: what motivates people? In this session we will look at ways to motivate our staff so that they connect with the people around them, feel more engaged with their job and feel more satisfied at work.

Room 7: Managing to Manage

Most of us are promoted into managerial roles due to our specialist skills in teaching. Our experience and training, however might not fully prepare us for many of the aspects of being a TEFL manager. In this session I will present some of the essential skills, tips and techniques to succeed in a management role.

Biodatas

Borja Uruñuela is the Head of Education at St. James Language Center. He is also the President and Head of Training for ACEIA and is currently doing an MBA. Borja co-started St. James in 1995 and has learnt to manage people through training and experience. He has been teaching English for over twenty years and has written Content and Language Integrated Learning (CLIL) for Kid's Box published by Cambridge University Press.

Chris Johnson is the DOS at St. James. He is DELTA qualified, he is currently studying for his masters in Educational Management in TESOL and he is a Cambridge Speaking Examiner. Throughout his two careers (as a chef and in TEFL) he has been promoted into management in every job he has had, for example a TEFL coordinator in a well known summer camp, the programme coordinator of learning and teaching at a prestigious residential camp provider in the UK where he supervised the educational programme and line managed a team of 7 DOSs to a head chef supervisor at the age of 17 and a chef de partie in a 4 Michelin star restaurant.