

NIEPA

TRAINING WORKSHOP PROGRAMME



**NATIONAL INSTITUTE FOR EDUCATIONAL
PLANNING AND ADMINISTRATION (NIEPA),
ONDO CITY, ONDO STATE NIGERIA**

FOREWARD



The importance of capacity building and continuous Improvement in the operation and smooth running of any organisation cannot be over emphasized. This is why government, corporate bodies as well as sole proprietors place a lot of emphasis on Continuous staff development. The ongoing economic reforms in Nigeria and the emerging trends in the global market is changing the face of the local market that has brought about the need for entirely new skills. Despite the advancement in science and technology, the incidence of population explosion particularly in the third world, coupled with devastating effects of COVID – 19 and other emergencies have altogether required that all sectors including education need to be more proactive in how they package their sectorial plans. The education sector in Nigeria is also faced with myriad of challenges, such as high dropout rates, poor quality of intakes and graduates, high wastage rates, examination malpractices and cultism, among others.

Other national concerns are the attainment of the National Economic Empowerment and Development Strategy (NEEDS) goals, the Millennium Development Goals, (MDGs) as well as the 7 —point Agenda of the present Administration and the push towards making Nigeria one of the 20 leading industrialized nation by 2030, In order to address several of the issues raised and achieve the laudable objectives and vision of the various development programmes, education must play a crucial role in the realization of this vision, ccapacity building of the sector planners and managers must also be seen as very crucial towards the realization of the vision. The major intent of Government is to implement performance driven and related reforms; achieve rapid changes in managerial principles and practices in the various

organs of government, education inclusive. Hence NIEPA has developed the 2021 brochure outlining skills required by Education Sector Planners and Managers, Administrators, Inspectors, Supervisors, Evaluators and Monitors including teachers of various categories. What is required is for various level of government either Federal, States or Local government including all their agencies and parastatals to buy in and utilize the opportunity offered by NIEPA to develop the skills of their staff to enable them face the challenges ahead.

NIEPA is also putting on the table a unique programme, which is the Blended Professional Development Programme (BPDP). The BPDP is in two parts, the face to face and Distance learning phases and is designed to produce a critical mass of sector planners and managers. The programme is expected to continue and will last between 6-9 months. It will take care of part-time and fulltime participants. It will also be possible for officials from the various Ministries, SUBEBs and LGEAs to audit specific modules and leave while the course is ongoing. For the take off we do not intent to have more than 50 to 60 participants. Ministries and LGEAs are therefore requested to nominate participants for early registration. The admission will be competitive and early birds will be compensated.

Prof. Olivet I. W. Jagusah, mni
Director-Genera//CE

Who we are.... The National Institute for Educational Planning and Administration (NIEPA), Nigeria was established in 1992 by the Federal Ministry of Education, in collaboration with UNESCO/IIEP Paris, as a Staff College for Planners and Managers in the Nigeria education sector and West Africa sub regions.

Our Location: The National Institute for Educational Planning and Administration (NIEPA), Nigeria is domiciled in Ondo town in Ondo State. It is the only capacity building outfit for education sector planners and managers in Nigeria and the West Africa sub-region and the only Federal parastatal of Federal Ministry of Education in the South West of Nigeria.

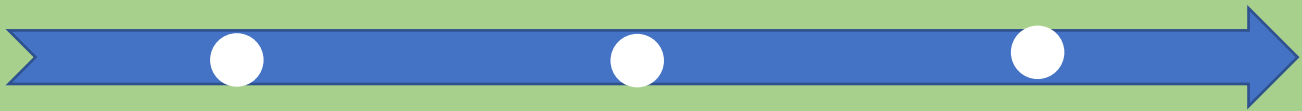
GOVERNMENT EXPECTATION OF NIEPA

- ❖ Specialized training for educational planners and administrators towards service
- ❖ Conduct Research in Educational Planning and Administration to inform policy
- ❖ Provide Consultancy Services;
- ❖ Disseminate Latest Knowledge and Information on education planning and administration;
- ❖ As Clearing House for the Education Sector Data to inform planning purposes and
- ❖ Aiding Education Policy Formulation and Implementation

OUR MANDATE: The Institute's three-fold mandate, intended to move the professionalization of educational planning and administration forward, is highlighted below

Capacity Building

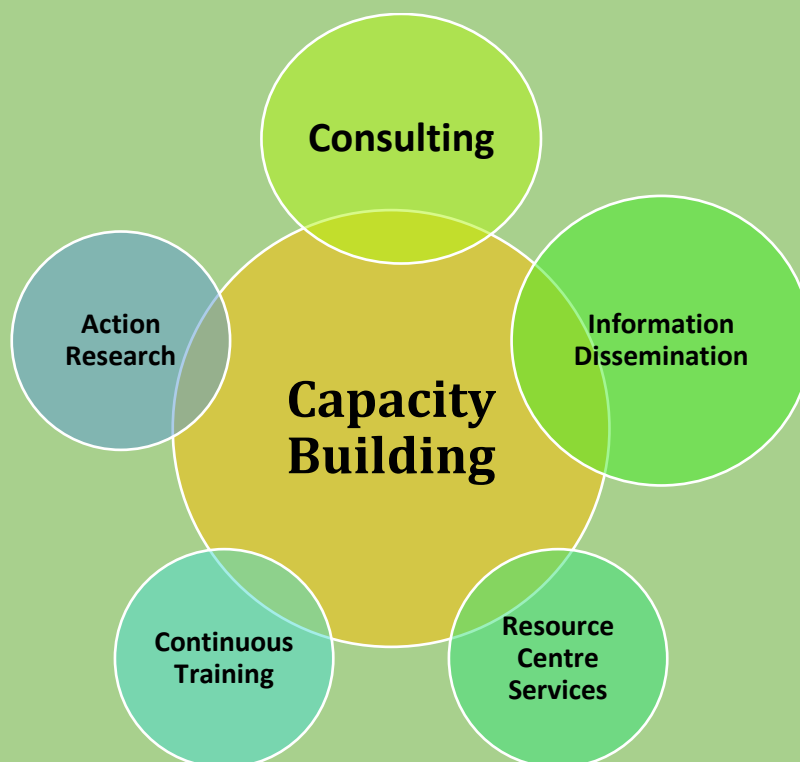
Information Dissemination



Action Research in Educational Planning & Management

OUR VISION: To be a leading entity in providing Training, Knowledge, Research and Consultancy services in the fields of Educational Planning and Administration for education sector planners and managers.

OUR MISSION: To empower education sector planners and managers for effective and efficient planning and management of the education system in Nigeria.



Our Modus Operandi: The Institute operates a relatively small bureaucracy with large repertoire of highly experienced external consultants from UNESCO-IIEP Paris, France, Nigerian Universities and the Private Sector.

Our Mode of Training: our mode of training is a paradigm shift from what is obtainable from conventional institutions, our trainings are activity based, highly interactive and experiential involving scenario building and case studies, problem solving, group work, plenary sessions' field trips and demonstrations.

Our Mode of Research: The Institute conducts Action Research. This is a research methodology in which creating positive change is a driving force. It embraces the principles of participation and reflection. The reflection is used to review the previous action and also to plan the next one.

Our Institutional Goals

- Goal 1:** Become a Centre for developing innovative planning and management strategies for the nation's educational sector
- Goal 2:** Develop and monitor criteria for improving educational policies and practices in the country's educational system.
- Goal 3:** Promote a culture of evidence that would guide continuous improvement in educational service delivery at all levels of education.
- Goal 4:** Provide systematic training for efficient application of planning and management strategies for educational personnel in target areas of need from time to time.
- Goal 5:** Disseminate information, including the use of ICT to enhance efficiency and productivity in meeting emerging challenges in the nation's educational system.

NIEPA Facilities:

- ❖ Syndicate training rooms;
- ❖ Large conference auditoria;
- ❖ Guest Houses;
- ❖ Modern Training Equipment.
- ❖ Consultants Guest house;
- ❖ Participants Guest house;
- ❖ Uninterrupted power and water supply;
- ❖ Educational Technology Centre and
- ❖ 24 hour Medical Services

NIEPA Staffing: The Institute has in place two categories of staff: Administrative Staff and Academic Staff and these crops of professionals are all in the right mix for effective delivery of the Institute's mandate.

NIEPA library: The Institute's library - with a holding of 1,537 titles has links with Book Aid International (BAI), while arrangements are on for links with African Digital Library and Books for Africa. The Institute's Documentation Centre has 4000 titles and subscribes to electronic databases. There is in place three workstations, internet access, ten loader CD ROM reader, one each of VCD Player, Video recorder / player and spiral binding machine links and links with other libraries all over the world.

NIEPA's Activities Focus Areas: Capacity Development Programmes for Education planners, Managers and administrator.

The target audiences were educational planners and managers (Principals, Vice-Principals, Head teachers, Assistant Head Teachers, Quality Assurance

Officers and supervisors of education, management staff of tertiary institutions, education ministries and its parastatals, UBEC Staff etc. Training programmes revolves around educational administration, management and planning themes.

Research and Development Activities

The Institute research activities areas are as follows:

- ❖ Training Needs Assessment
- ❖ Impact Assessment
- ❖ Action research on emerging educational issues to inform policy decisions at local, state and federal levels
- ❖ Public Expenditure Tracking Survey
- ❖ Quarterly analysis of participants feedback through pre-test and post-test
- ❖ Production of academic Journals based on empirical studies from the world of academics on Educational planning and administration
- ❖ Annual Conference on Research, and Innovation for National
- ❖ Development among many others
- ❖ Annual Conferences on Educational Planning and Administration

Education Sector Plan (ESP) Development and Appraisal

Technical support to States in a highly participatory and iterative manner, harnessing t h e human/social/technical political resources within each of the states in developing realistic, government/people-owned, Educational sector strategic plans and operational plans using the P-A-R (plan-act-reflect) approach.

Monitoring and Evaluation (M & E)

With NIEPA assistance in the conduct of M &E, quality-check can be used to assess projects and programmes which will assist to improve internal learning and decision making about projects and ensure accountability to all relevant/ key stakeholders.

School Based Management Committee- Whole School Development Planning

NIEPA has been contributing immensely towards the institutionalization of SBMC in Nigeria through the following: - Development of Training Modules
Conduct of Capacity development programmes for SBMC as co-managers of schools for effective service delivery of their expected roles and responsibilities.

Strategic Leadership and Management

Excellence in today's highly competitive workplace demands more than a thorough knowledge of one's specialized field. The National Institute for Educational Planning and Administration (NIEPA, Nigeria) responds to the needs of these professionals in specific areas of educational administration and management through course designing and facilitation of experiential learning-based areas on needs.

Education Management Information System and Data Management

NIEPA has been supporting National EMIS operations through the conduct of training for EMIS officers and statisticians on Data management, the application of Kobol Tool, and UIS software, Advanced Excel operations and Educational Indicators among many others for effective Data management for credible planning.

Quality Assurance (QA) -Whole School Evaluation

NIEPA, Nigeria has been working with States to formulate, maintain and disseminate all agreed National QA evaluation criteria documentation to schools; quality assurance evaluators and the wider public through capacity development programmes on the National document Whole School Evaluation Handbook.

NIEPA 's Collaboration with International Bodies & Development Partners: We work closely with the following Morgan State University, Baltimore, USA; UNICEF, DFID, Common Wealth of Learning, World Bank, UNESCO and OHCSF/ OSSAP SDGs Office on educational planning and administration issues for the education sector in Nigeria.

Designing Key Performance Indicators in Project Management

Results indicators measure project results relative to project objectives. It revolves around setting the following:

- ✓ Input Indicators
- ✓ Output Indicators
- ✓ Outcome and Impact Indicators
- ✓ Relevance Indicators
- ✓ Risk indicators
- ✓ Efficacy indicators
- ✓ Effectiveness Indicators
- ✓ Sustainability Indicators

Our Clients and Clienteles:

The following are our Clients and clienteles of the Institute:

- Federal Ministry of Education
- State Ministries of Education • State Universal Basic Education Boards (SUBEBs)
- Parastatals: NUC, NBTE, NCCE, UBEC, TESCOMNPSMB etc.
- Universities, Polytechnics and Colleges of Education
- Local Government Education Authorities (LEGEAs)
- Proprietors of Private Schools
- Development Partners including NGOs
- Other Agencies in the education sector
- Education Planners
- Education Managers (Administrators) — School Principals, Vice Principals, Head Teachers, Assistant Head Teachers, Head of Tertiary Institutions, etc.
- Quality Control Officers/Quality Assurance Officers/inspectors of Schools/Supervisors of Schools

AVAILABLE CAPACITY DEVELOP PROGRAMME COURSES

A. COURSES IN EDUCATIONAL MANAGEMENT

- Leadership and Management Techniques
- Effective School Management
- Accountability and Responsibility
- Ethics in Education
- Governance and Accountability
- Ethics in Education
- Governance and Accountability
- Coping with Private Partnership in Education
- Conflict Management and Resolution Strategy
- Skills Improvement for Effective Learners Participation:
- Classroom Management
- Budgeting and Financial Management in Education
- Becoming Better at School Mapping
- Strategic Management of the Education System Skill Development in Record Keeping and Records
- Management and Managing Challenges of Cultism among secondary school students
- Quantitative Method for Monitoring and Evaluating Quality of Education
- Financial Resources Control System and Educational Development
- School Based Professional Development
- Becoming Better Administrators and Inspectors who can collaborate to Improve the Quality of Education in Nigeria.
- Grassroot basic education
- Leadership and strategic management

B. COURSES IN EDUCATIONAL PLANNING

- Overview of Educational Planning
- Strategic Planning Process
- Overview of Micro Planning
- School Mapping
- Application of Educational Indicators in Planning
- Education Sector Situation Analysis (ESA)
- Programme formulation and implementation
- Monitoring Plan Implementation
- Whole School Development Planning
- EPPSIM Simulation Model
- Cost Analysis in Planning
- Basic Economic theories for educational planning
- Understanding Basic Planning Tools and Techniques

C. COURSES IN EDUCATIONAL MANAGEMENT INFORMATION

- Overview of EMIS Principles and Practice
- Data Management
- Basic Indicators in EMIS
- Kobol Tool Box in EMIS
- Cloud Computing for Data management
- Usage of Advanced Excel for EMIS
- UIS software for EMIS- Principles and practice
- Management of EMIS- Personnel, Equipment, Facilities etc

D. COURSES IN MANAGEMENT OF BASIC EDUCATION IN NIGERIA

- Skills Improvement Workshop on the use of ECCDE Training Manual and ECCDE National Curriculum

- Becoming Better LGEA Education Secretaries for Effective
- Management of Schools at the Local Government Level
- Planning and Management of Effective School for the Sustainability of Basic Education
- Managing Indiscipline in Schools through Collaborative Problem Solving (CPS)
- Education Law for Primary and Secondary School in Nigeria
- Administrative skills of school principals and headteachers
- Application of Information Communication Technologies to Teaching: Implication for Educational Planning and Management

E. COURSES IN HIGHER EDUCATION

- Managing Cross Border Education
- Quality Assurance Mechanism in HEIS
- Management and Administration of tertiary institutions
- Basic Management and Leadership Techniques for newly appointed
- Heads of Departments in Universities, Polytechnics and Colleges of Management techniques for Higher Institutions
- Office Management and Administration in tertiary institutions

F. COURSES IN EMERGING ISSUES EDUCATION

- Managing the Impact of Lassa Fever, Ebola virus and HIV/AIDS on the Education Sector
- Managing Security Issues, Organ Harvesting and Climate Change in educational institutions

G. INFORMATION AND COMMUNICATION TECHNOLOGY COURSES

- Use of ICT in Education System
- Educational Technology
- e-Records Management
- Introduction to Cloud Computing Technologies
- Significance of data for planning processes

H. LIBRARY MANAGEMENT COURSES

- Library Management
- Institutionalisation of Reading Culture in Basic Schools

I. COURSES IN MONITORING AND EVALUATION SYSTEM

- Framework for Monitoring and Evaluation
- Result Chain Matrix and Result Based e Theory of Change
- Human Capacity for M&E
- Costed M&E Workplan
- M&E Advocacy, Communication & Culture
- M&E Plan
- Routine programme Monitoring
- M&E Databases
- Supervision and Data auditing
- Evaluation and Research
- Data Dissemination and use

NIEPA, Nigeria, Ondo Solicits for your Patronage!

All our courses are with affordable fees with Value for your Money (VFM).

TARGET AUDIENCE: FME, SMOE, SUBEBS, UBEC, TRCN, NECO, TESCO, NUC, NCCE, School level managers, Principals and Heateachers, EMIS Officers, Directors, Deputy Directors, Assistant Directors, Head of Planning in International Development Agencies (UNESCO, UNICEF, WORLD BANK, UNDP, ECOWAS COMMISSION, EUROPEAN UNION, USAID etc.)

DURATION: 5 days

Course Fee: N80,000:00 per participant covering learning materials, lunch and certificate.

VENUE: To be decided

DATE: To be decided

MODE OF COURSE DELIVERY: This will be participatory involving experiential learning, case studies, scenario building, group activities and plenary presentations. Participants will develop commitments and action points for implementation in place of work.

RESOURCE PERSONS: The Institute assures that the quality personnel will be enhanced to meet the policy thinking of the client in improving the quality of education at all levels through qualified and experienced professional faculty staff of the Institute.

CONTACT:

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