



## Course Outline

# MANAGEMENT COURSE FOR SENIOR CHURCH ADMINISTRATORS/EXECUTIVES

16<sup>th</sup> September to 25<sup>th</sup> October, 2024

### Target:

The course is designed for Leaders/Senior Executives in Churches and Church-related organizations who include; Bishops, Moderators, Diocesan Synod or Regional Secretaries/provincial secretaries, Vicar-Generals, Heads of Departments, Managers, Religious Superiors and Mother Generals; Mothers' Union/guilds and Presidents.

### Course objectives:

- i) To provide leaders with an opportunity to critically evaluate their leadership roles and identify challenges facing leaders today and ways of addressing these challenges.
- ii) To equip participants with management and leadership skills necessary for running their churches and institutions
- iii) To enable participants, have an understanding of sound financial management, project management and strategic management for effective management of their organizations
- iv) To equip participants with skills in human resource management and corporate governance for successful running of their churches and institutions

### Course Content

#### Module 1: Fundamentals for Effective Management

- Stewardship and accountability.
- Personal and organizational integrity.
- Time management and delegation.

#### Module 2 : Management Functions

- Fundamentals of effective management and principles.
- Strategic planning overview.
- Organizational vision, mission, and core values.
- External and internal environmental assessment/analysis.
- Stakeholder Analysis.
- Strategy formulation.
- Strategy Implementation, monitoring, and evaluation.
- Church and development.
- Property Management.

### **Module 3: Human Resource Management**

- Human Resource Management Overview.
- Human Resource Planning
- Human resource recruitment, selection, placement, retirement/retrenchment.
- Staff training and development.
- Performance Management.
- Mentoring and Coaching
- Effective Supervision.
- Succession planning.
- Getting the most from self and others (motivation)
- Labor and legal relations.

### **Module 4: Organizational Function of Management**

- Office administration.
- Effective communication.
- Servant/Effective leadership.
- Effective meetings.
- Corporate governance.
- Change and change management.
- Effective report writing.
- Teams and team building.
- Conflict management and resolution.
- Stress and stress management.
- Project proposal writing.

### **Module 5: Financial Management**

- An overview of financial management.
- Budgeting and budgetary controls.
- Fund raising and resource mobilization.
- Internal controls and financial manuals.
- Financial reporting and accountability.
- Interpretation of financial reports.
- Auditing and working with auditors.
- The role of leadership in financial management
- Sustainability of churches and church organizations.

### **Module 6: Contemporary Issues and Challenges.**

- Counseling and counseling skills.
- Health Living Seminar

### **Action Planning**

**Tuition Fee:** US \$ 1,930  
**Accommodation Fee:** US \$ 870