Postgraduate Diploma
Human Resources Management in Educational Centers

PHRMEC

tech technological university

Postgraduate Diploma
Human Resources Management in Educational Centers

- » Modality: **online**
- » Duration: 6 **months**
- » Certificate: **TECH Technological University**
- » Dedication: **16h/week**
- » Schedule: **at your own pace**
- » Exams: **online**

Website: **www.techtitute.com/pk/school-of-business/postgraduate-diploma/postgraduate-diploma-human-resources-management-educational-centers**

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01
Welcome

The managerial work of an educational institution is carried out in different areas, which have a main objective focused on the promotion of quality educational activity. To achieve this, it is necessary to have a highly qualified human team that is up to date with the main technological innovations for teaching, but it is also essential that the directors are able to carry out an adequate management of the Human Resources to obtain the maximum performance and benefit for both the teaching staff and the students. To this end, TECH offers this high academic level program, which has been designed by a team of professionals with extensive experience in the sector.

Postgraduate Diploma in Human Resources Management in Educational Centers.
TECH Technological University

Achieving excellence in an educational center depends on its human capital. Therefore, managers must make every effort to achieve an adequate management that favors teamwork and the success of the entire institution"

Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class centre for intensive managerial skills training.

TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"

At TECH Technological University

Innovation

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.

The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95% of TECH students successfully complete their studies

Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

100,000+ executives trained each year

200+ different nationalities

Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

500+ collaborative agreements with leading companies

Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.

Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.

TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:

Analysis

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.

Academic Excellence

TECH offers students the best online learning methodology. The university combines the *Re-learning* methodology (the most internationally recognized postgraduate learning methodology) with Harvard Business School *case studies*. A complex balance of traditional and state-of-the-art methods, within the most demanding academic framework.

Economy of Scale

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.

Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.

"

At TECH you will have access to Harvard Business School case studies"

03
Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.

"We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you training of the highest academic level"

This program will provide students with a multitude of professional and personal advantages, particularly the following:

01

A significant career boost

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of participants achieve positive career development in less than 2 years.

02

Develop a strategic and global vision of companies

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

Our global vision of companies will improve your strategic vision.

03

Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.

04

Take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.

05

Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.

06

Thoroughly develop business projects.

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

20% of our students develop their own business idea.

07

Improve *soft skills* and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.

08

Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Technological University community.

We give you the opportunity to train with a team of world renowned teachers.

Objectives

This program is designed to strengthen the management and leadership skills of professionals in the field of Human Resources management in educational centers, in addition to developing new competencies and skills that will be essential in their professional development. After completing this program, students will be able to monitor their work teams, determining the strengths of all their personnel.

One of our fundamental goals at TECH is to help you achieve career success"

Your goals are our goals.
We work together to help you achieve them.

The **Postgraduate Diploma in Human Resources Management in Educational Centers** will train you to:

01 Know the concept of leadership used in different fields of study

02 Know how to monitor the evolution of the term leadership and understand the evolution over time

03 Recognize the current perspective on the concept of leadership and know how to differentiate previous perspectives from the current one

04 Know the link between the concepts of leadership, power and authority

05 Recognize the types of leadership: autocratic, democratic *and Laissez Faire*

06 Recognizing the leader's negative aspects

07 Differentiate between positive and negative aspects

10 Recognize the traits that define a competent manager

08 Learn to avoid negative behaviors

11 Understand the concept of commitment and its importance in an educational institution

09 Know how to define and identify managerial skills

12 Understand the term mediation

13 Know how to implement mediation within the educational framework

14 Analyze the role of the manager as a conflict manager

15 Know the competencies of the manager as a conflict manager

16 Provide the student with the main knowledge on the importance of HR management in an educational center

17 Show different theories in Human Resources management

18 Determine the relationship between the concepts of companies and educational center

19 Show the student the main organization of an educational center

20 Know the main tasks of the directors of an educational center

21 Show the different types of contracting allowed by labor legislation

22 Introduce students to the existence and usefulness of labor agreements

23 Be clear that demotivation of people decreases their performance

24 Analyzing what motivates and demotivates people

25 See the importance of each and every member of a team being motivated

28 Know the positive consequences of a team dynamic

26 Be aware that the values lived as a team reinforce their union

27 Know the positive consequences of a team dynamic

29 Know the steps to develop a team dynamic

30 See the importance of good conflict management

32 Learn problem-solving techniques

33 Consolidate the knowledge learned in a practical way

31 Emphasizing the importance of focusing on the solution rather than the problem

34 Experiencing all the positive aspects of "learning by doing

Structure and Content

The Postgraduate Diploma in Human Resources Management in Educational Centers is a tailor-made program for the professional, that is taught 100% online so that you can choose the time and place that best suits your availability, schedule, and interests. this academic itinerary takes place over 6 months and is intended to be a unique and stimulating experience that lays the foundation for your professional success in management of human resources.

The skills and competencies that you will acquire through the completion of this program will be fundamental to your future development"

Syllabus

The Postgraduate Diploma in Human Resources Management in Educational Centers of TECH Technological University is an intensive program aimed at professionals who develop professionally in the management of academic institutions or who wish to direct their professional future towards this field.

Throughout 450 hours of study, students will analyze a multitude of practical cases through individual work, which will allow them to learn in depth in this area and acquire the necessary skills to apply them in their daily practice. It is therefore a real immersion in real business situations, which will allow you to control all the strategies that must be implemented to manage the human capital of a center of this type.

Likewise, the student will be able to acquire the managerial skills and abilities that will be fundamental to motivate his team, achieving a better performance by the team and, therefore, a higher quality in the teaching transmitted.

An academic plan that includes all the aspects that professionals in this branch of knowledge need to learn to put into practice every day, and that, in addition, has the advantage of being offered in a 100% online format.

This Postgraduate Diploma takes place over 6 months and is divided into 3 modules:

Module 1	Educational Leadership and Managerial Skills
Module 2	Direction and Management of Human Resources Interpersonal Communication
Module 3	Teamwork, Group Dynamics and Conflict Resolution

Where, When and How is it Taught?

TECH offers the possibility of taking this program completely online. Throughout the 6 months of training, the student will be able to access all the contents of this program at any time, allowing them to self-manage their study time.

Take the definitive leap in your career thanks to specialization in this area of great professional demand.

Module 1. Educational Leadership and Managerial Skills

1.1. Definition, Evolution and Approaches to Leadership	1.2. The Role of the Director as an Educational Leader and Figure of Authority	1.3. Management Skills: Definition and Types of Skills. What are Management Skills?	1.4. Techniques for Developing Managerial Skills
1.5. Emotional Intelligence, Leadership and Managerial Skills	1.6. Psychology of Leadership and Managerial Skills	1.7. The Importance of Attitude in a Manager as Leader	1.8. The Structure of Power in an Education Center
1.9. Institutional Culture			

Module 2. Direction and Management of Human Resources Interpersonal Communication

2.1. Organization and Management of HR	2.2. Management of an Education Center	2.3. The Middle Management Team	2.4. Teaching Human Resources
2.5. The Selection Process for Teaching Staff	2.6. Teacher Training 2.7. Non-Teaching Human Resources	2.8. The Selection Process for Non-Teaching Staff	2.9. Contracting Models
2.10. Fundamental Basics of Safety and Security at Work			

Module 3. Teamwork, Group Dynamics and Conflict Resolution

3.1. The Differences Between Group and Teamwork	3.2. Characteristics of a High-Performance Team	3.3. The Role of the Leader in the Efficient Working of a Team	3.4. The Different Roles of a Team and Their Correct Management
3.5. Motivation in Work Teams	3.6. Values as an Element of Cohesion in a Team	3.7. Dynamics	3.8. How to Gather Learning from Dynamics? Pooling
3.9. Conflict Resolution	3.10. Practical Applications Creating a High-Performance Team		

Methodology

This training program offers a different way of learning. Our methodology uses a cyclical learning approach: *Re-learning*.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the *New England Journal of Medicine have considered it to be one of the most effective.*

"Discover Re-learning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

At TECH Business School we use the Harvard case method.

Our program offers a revolutionary method of skills and knowledge development. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

"

At TECH, you will experience a way of learning that is shaking the foundations of traditional universities around the world"

We are the first online university to combine Harvard Business School case studies with a 100% online learning system based on repetition.

Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

A learning method that is different and innovative.

This intensive program from TECH Technological University School of Business prepares students to face all the challenges in this area, both nationally and internationally. We are committed to promoting personal and professional growth, the best way to strive for success, that is why TECH uses Harvard *case studies*, with which we have a strategic agreement that allows us to provide our students with material from the best university the world.

" *You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

Re-learning Methodology

Our university is the first in the world to combine Harvard University *case studies* with a 100%-online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance Harvard *case studies* with the best 100% online teaching method: Re-learning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Re-learning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.

01 learning from evidence

02 relearning from evidence

03 testing

04 learning from an expert

05 neurocognitive context dependent learning

06 Von-Restorff effect

07 case based learning through storytelling

08 competencies testing (retesting)

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Re-learning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.

This program offers the best educational material, prepared with professionals in mind:

Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.

Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.

Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.

Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.

30%

10%

8%

3%

30%

15%

4%
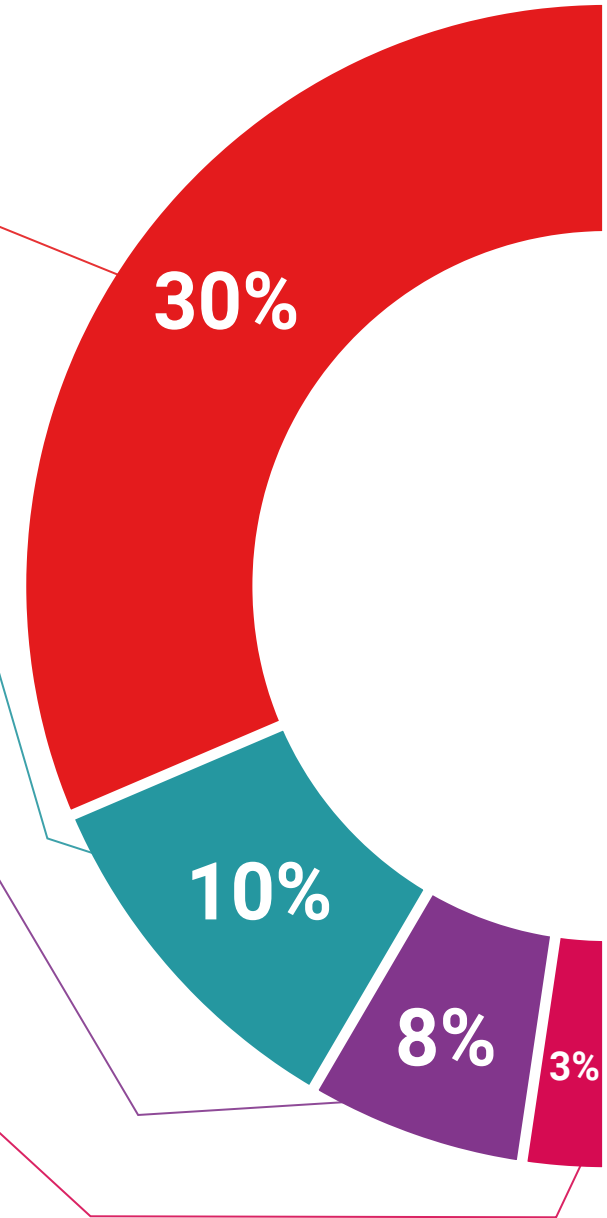
Case Studies

They will complete a selection of the best business cases used at Harvard Business School. Cases that are presented, analyzed, and supervised by the best senior management specialists in Latin America.

Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".

Testing & Re-testing

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises: so that they can see how they are achieving your goals.

07
Our Students' Profiles

The students of this degree are professionals with higher education and experience in the management and teaching sector, who are looking for an academic opportunity to improve their qualifications and employability options. In this way, they are students who understand the need to continue learning throughout their working lives and have chosen this program for its quality and its eminently practical format.

If you want to specialize in Human Resources management in educational centers, this program will be your best option"

Average Age

Between **35** and **45** years old

Years of Experience

5 to 10 years **19%**

Up to 5 years **17%**

10 to 15 years **33%**

More than 15 years **31%**

Training

Economics and Business **28 %**

Education **35%**

Engineering **13%**

Social Sciences **14%**

Other **10 %**

Academic Profile

Teachers **25%**

School Directors **31 %**

Executives of Other Areas **14%**

Competitive Examination Students **20%**

Other **10 %**
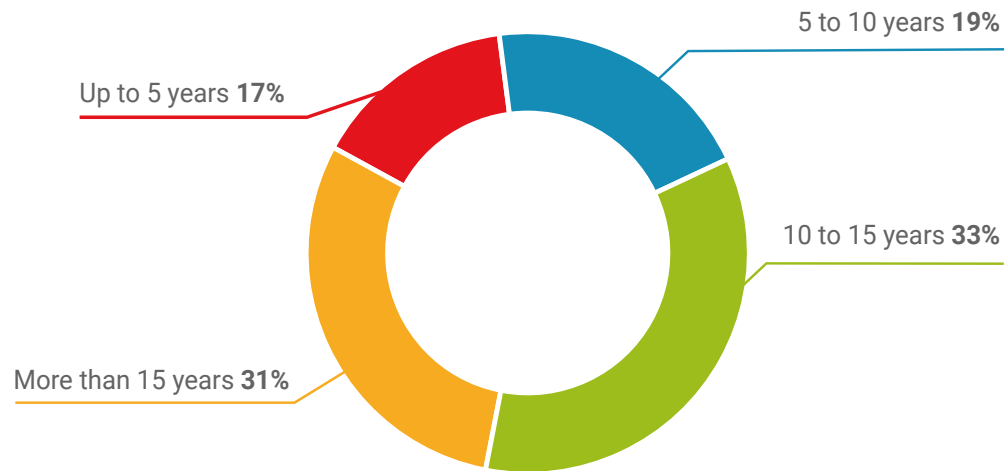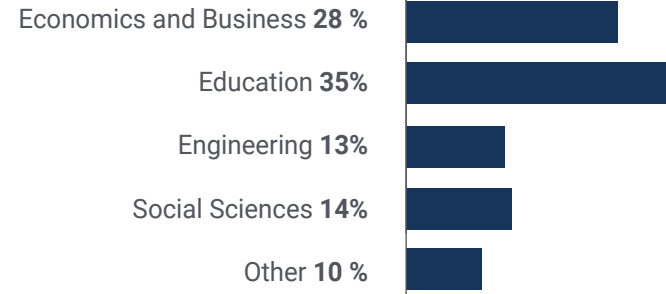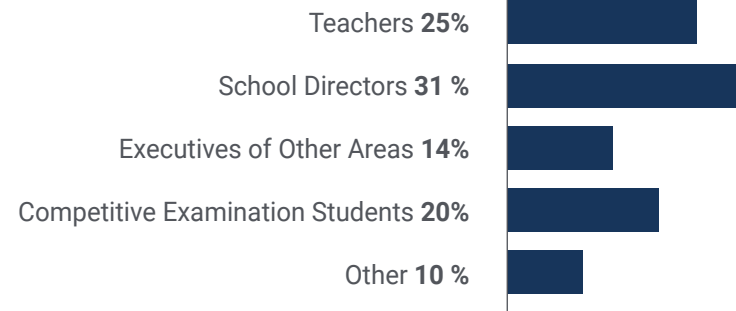
Geographical Distribution

- U.S.A. **11%**
- Spain **37%**
- Mexico **16%**
- Colombia **7%**
- Chile **8%**
- Argentina **11%**
- Peru **5%**
- Others **5%**
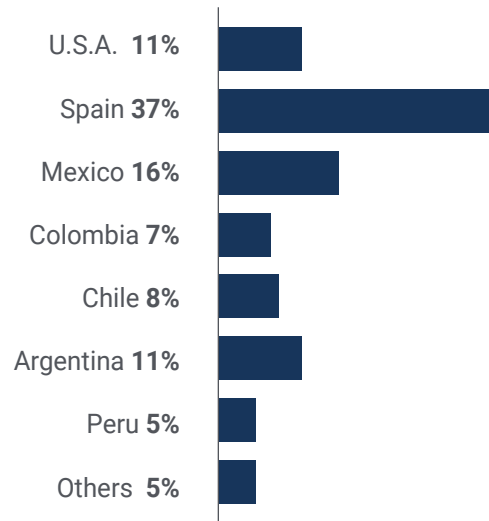
María Vivanco

Director of an educational center

"I had been looking for some time for an academic program that would allow me to specialize in Human Resources management in educational centers, with the objective of increasing my training in this field. Luckily, at TECH I found this specific program that has allowed me to study online, while continuing with my profession"

08
Course Management

Experts in this field, with extensive experience in online teaching will be the professors in this program. Through their direct work in this field, they will provide students with direct knowledge and practical aspects of the way Industry 4.0 works, providing highly interesting industry solutions. In this way, TECH teachers have compiled the most updated information on this subject to offer it to their students in a faithful and didactic way.

You will study under the guidance of specialists in this field, who provide not only the most innovative knowledge, but also the real and current vision of this type of work"

Management

Mr. Borrás Sanchís, Salvador

- Psychologist, Teacher and Speech Therapist
- Educational counselor at Generalitat Valenciana, Consejería de Educación (Valencian Regional Government)
- Pedagogical Director at the DEIAP Institute
- Degree in Psychology
- Hearing and Speech Teacher
- Diploma in Speech Therapy.
- Pedagogical Advisor and External Collaborator of Aula Salud (an organization to promote health in the classroom).

Professors

Mr. Arroyo Fernández, Alejandro
- Contributor to digital magazines of literary criticism and teacher of Spanish as a Foreign Language
- PhD in North American Literature from the Complutense University of Madrid.
- Degree in English Philology
- Specialist in Contemporary North American Literature and Victorian Literature.
- Master's Degree in European Literary Studies
- Master's Degree in Teaching Spanish as a Foreign Language

Mrs. Azcunaga Hernández, Amaia
- Teacher of Foreign Languages with teaching experience in various countries and educational fields.
- Master's Degree in Teaching Spanish as a Foreign Language.
- Specialist in group dynamics applied to teaching.

Mr. De la Serna, Juan Moisés
- PhD in Psychology and Professional Master's Degree in Neurosciences and Behavioral Biology
- Author of the Cátedra Abierta de Psicología y Neurociencias and scientific disseminator.

Mrs. Jiménez Romero, Yolanda
- Territorial Director of the Extremeño-Castilla La Mancha Institute of High Abilities
- Degree in Elementary Education
- Master's Degree in Neuropsychology of High Abilities
- Master's Degree in Emotional Intelligence. Specialist in NPL.
- Pedagogical Advisor and External Collaborator of Aula Salud (an organization to promote health in the classroom).

Mr. Notario Pardo, Francisco
- Degree in Pedagogy and Diploma in Social Education.
- Postgraduate Diploma in "Intervention with at-risk families and children with antisocial behavior".
- Postgraduate Diploma in "Social Education and Sociocultural Motivation".
- Family and School Mediator, and Official Court Expert.
- He has been working since 2004 as an Educator and Director of Foster Care Centers, as well as Technician and Coordinator of the Foster Care Intervention Center in Alicante
- Currently working as Educator in a Grassroots Social Work Unit.
- aimed Teacher (in the classroom and online) and content developer for various organizations and professional institutions.
- Director of the Master's Degree in Inclusive Education for Children in Social Risk Situations.

Mr. Velasco Rico, Guillermo
- Degree in Hispanic Philology, Complutense University of Madrid
- Master's Degree in ELE from the Complutense University of Madrid.
- Spanish Teacher at the Complutense University of Madrid.
- Academic Coordinator of the Center for Hispanic Studies in Sarajevo

Mr. Visconti Ibarra, Martín
- PhD in Education and Behavioral Sciences with specialization in Emotional Intelligence.
- Degree in Elementary Education Teaching.
- Online Master's Degree in Learning Difficulties and Cognitive Processes.

Impact on Your Career

Successful completion of this academic program will open doors for students to a highly competitive job sector to which only the best will be admitted. In this way, it will be a unique opportunity to grow hand in hand with a teaching team with extensive experience, which will guide students towards the most effective learning, so that they can achieve that boost in their careers that they want so much.

TECH will help you to grow professionally in Human Resources management, achieving a benefit for you and for your academic institution"

Proper management of an educational center's human resources will result in significant improvements for the institution and its students.

Are you ready to take the leap?
Excellent professional development awaits you

The Postgraduate Diploma in Human Resources Management in Educational Centers TECH is an intensive program that prepares students to face the challenges and decisions in the field of management of academic centers. The main objective is to promote your personal and professional growth. Help you to achieve success.

Therefore, those who wish to improve themselves, achieve a positive change at a professional level and interact with the best, will find their place at TECH.

This program will enable you to acquire the skills you need to become a school principal.

When the change occurs

During the program	During the first year	After 2 years
9%	**65%**	**26%**

Type of change

Internal Promotion **47%**

Change of Company **45%**

Entrepreneurship **8%**
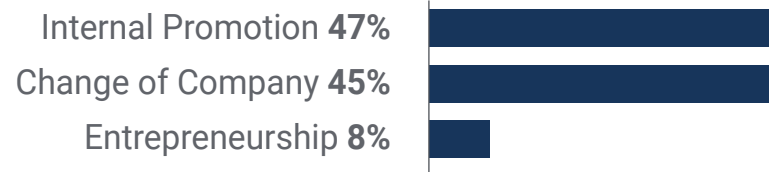
Salary increase

This program represents a salary increase of more than **25%** for our students.

Salary before	A salary increase of	Salary after
$57,900	**25.22%**	**€75,500**

10

Benefits for Your Company

Specializing in human resources management allows school principals to apply the most appropriate strategies for motivating teams that result in the success of the teaching staff and, therefore, of the students themselves. Therefore, this program will not only improve the training of future managers, but also the academic institutions in which they work.

"Apply the latest strategies for team management and achieve better employee performance"

Developing and retaining talent in companies is the best long-term investment.

01

Intellectual Capital and Talent Growth

The executive will introduce the company to new concepts, strategies, and perspectives that can Porter about significant changes in the organization

03

Building agents of change

The manager will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles

02

Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the executive and opens new avenues for professional growth within the company

04

Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets in the world economy

05 Project Development

The manager can work on a real project or develop new projects

06 Increased competitiveness

This program will equip students with the skills to take on new challenges and drive the organization forward

11

Certificate

The Postgraduate Diploma in Human Resources Management in Educational Centers guarantees you, in addition to the most rigorous and updated training, access to a Postgraduate Diploma issued by TECH Technological University.

Successfully complete this training and receive your university degree without travel or laborious paperwork"
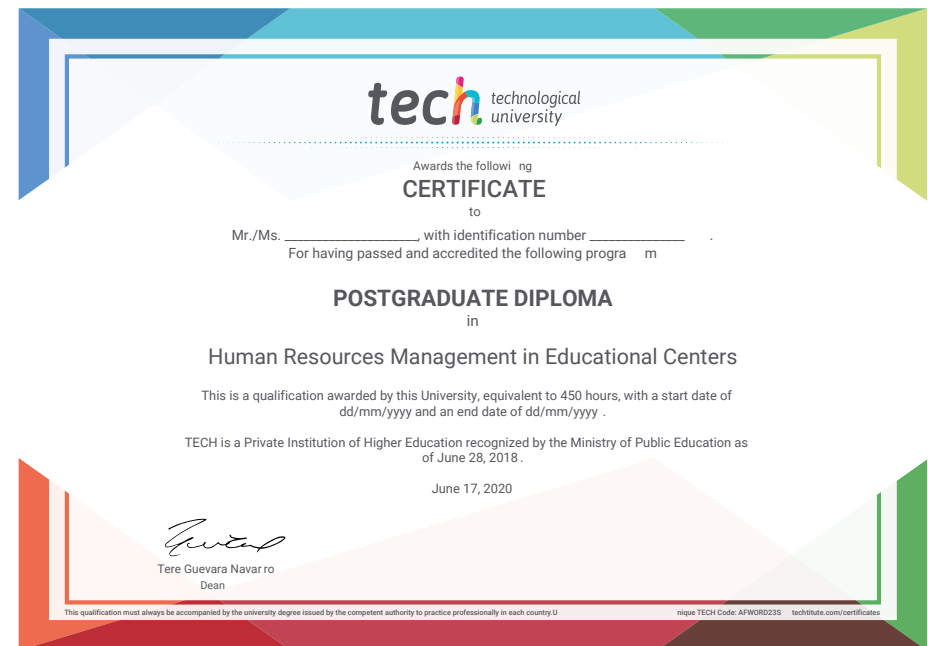
This **Postgraduate Diploma in Human Resources Management in Educational Centers** contains the most complete and updated program on the market.

After the student has passed the evaluations, they will receive their corresponding **Postgraduate Diploma** issued by **TECH Technological University** by tracked delivery*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained in the Professional Master's Degree, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: **Postgraduate Diploma in Human Resources Management in Educational Centers**

Official Nº of hours: **450 h.**

tech technological university

Awards the followi ng

CERTIFICATE

to

Mr./Ms. _____, with identification number _____ .
For having passed and accredited the following progra m

POSTGRADUATE DIPLOMA

in

Human Resources Management in Educational Centers

This is a qualification awarded by this University, equivalent to 450 hours, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy .

TECH is a Private Institution of Higher Education recognized by the Ministry of Public Education as of June 28, 2018 .

June 17, 2020

Tere Guevara Navar ro
Dean

This qualification must always be accompanied by the university degree issued by the competent authority to practice professionally in each country.U   nique TECH Code: AFWORD23S   techtitute.com/certificates

*Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

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Postgraduate Diploma
Human Resources
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Educational Centers

» Modality: **online**
» Duration: 6 **months**
» Certificate: **TECH Technological University**
» Dedication: **16h/week**
» Schedule: **at your own pace**
» Exams: **online**

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