
Graduate Certificate in English Language Teaching Leadership and Management

Human Resource Management in ELT

****Adult Learning Theory****

Concept: A theory that explains how adults learn, which is different from how children learn.

Related Terms: Andragogy, Pedagogy, Experiential Learning.

Explanation: Adult Learning Theory, also known as Andragogy, focuses on the methods and approaches used to teach adults. It emphasizes the importance of learners' experiences, self-directed learning, and readiness to learn. Adults are autonomous and self-directed, have accumulated a foundation of life experiences and knowledge, are goal-oriented, and have a practical focus on learning.

****Challenge of Human Resource Management in ELT****

Concept: The difficulties and obstacles faced in managing human resources in ELT.

Related Terms: Staffing, Training and Development, Performance Management.

Explanation: The challenge of Human Resource Management in ELT includes recruiting and retaining qualified teachers, providing ongoing training and development, and managing performance. The unique nature of ELT, with its high turnover rates, varying qualifications, and diverse student populations, makes HRM particularly challenging.

****Competency-Based Education****

Concept: An educational approach that focuses on measuring student learning outcomes based on specific competencies.

Related Terms: Outcome-Based Education, Performance-Based Education, Competency-Based Assessment.

Explanation: Competency-Based Education (CBE) is a learner-centered approach that focuses on the demonstration of specific skills and knowledge. CBE measures student learning outcomes based on the ability to perform tasks and solve problems, rather than on time spent in class or seat time.

****Diversity and Inclusion in ELT****

Concept: The promotion of diversity and inclusion in ELT, which involves recognizing and valuing the differences among learners and teachers.

Related Terms: Multicultural Education, Cultural Sensitivity, Equity.

Explanation: Diversity and Inclusion in ELT involves creating an inclusive learning environment that recognizes and values the unique experiences, backgrounds, and perspectives of all learners and teachers. This includes providing equal access to education, promoting cultural sensitivity, and addressing issues of equity and discrimination.

****E-Learning****

Concept: The use of technology to deliver and support learning, including online courses, virtual classrooms, and digital resources.

Related Terms: Online Learning, Distance Learning, Blended Learning.

Explanation: E-Learning refers to the use of technology to deliver and support learning, including online

courses, virtual classrooms, and digital resources. E-Learning provides flexibility and accessibility, allowing learners to access learning materials and interact with teachers and peers from anywhere at any time.

****Experiential Learning****

Concept: A learning approach that emphasizes learning through experience, reflection, and application.

Related Terms: Active Learning, Problem-Based Learning, Reflective Practice.

Explanation: Experiential Learning is a learner-centered approach that emphasizes learning through experience, reflection, and application. This approach involves engaging learners in real-world experiences, providing opportunities for reflection and analysis, and encouraging the application of knowledge and skills to new situations.

****Human Resource Development****

Concept: The process of developing and enhancing the knowledge, skills, and abilities of employees to meet organizational needs.

Related Terms: Training and Development, Performance Management, Succession Planning.

Explanation: Human Resource Development (HRD) is the process of developing and enhancing the knowledge, skills, and abilities of employees to meet organizational needs. HRD includes training and development, performance management, succession planning, and career development.

****Instructional Design****

Concept: The process of creating and delivering effective learning experiences, including the analysis, design, development, implementation, and evaluation of instructional materials.

Related Terms: Curriculum Design, Course Design, Learning Experience Design.

Explanation: Instructional Design is the process of creating and delivering effective learning experiences, including the analysis, design, development, implementation, and evaluation of instructional materials. Instructional Design takes into account the needs and goals of learners, the content and context of the learning experience, and the most effective instructional strategies and technologies.

****Leadership in ELT****

Concept: The ability to inspire, motivate, and guide others in the field of ELT.

Related Terms: Management, Administration, Supervision.

Explanation: Leadership in ELT involves the ability to inspire, motivate, and guide others in the field of ELT. This includes setting a vision, establishing goals, and making decisions that align with the needs and goals of the organization and its stakeholders.

****Mentoring in ELT****

Concept: The process of providing guidance, support, and feedback to new or less experienced teachers in ELT.

Related Terms: Coaching, Peer Observation, Professional Development.

Explanation: Mentoring in ELT is the process of providing guidance, support, and feedback to new or less experienced teachers. Mentoring involves building a trusting relationship, providing constructive feedback, and helping mentees develop their professional skills and knowledge.

****Needs Analysis****

Concept: The process of identifying the learning needs and goals of learners in ELT.

Related Terms: Learner Analysis, Task Analysis, Curriculum Design.

Explanation: Needs Analysis is the process of identifying the learning needs and goals of learners in ELT. This includes analyzing the learners' backgrounds, experiences, and goals, as well as the context and content of the learning experience.

****Performance Management****

Concept: The process of managing and improving the performance of employees in ELT.

Related Terms: Human Resource Development, Training and Development, Evaluation.

Explanation: Performance Management is the process of managing and improving the performance of employees in ELT. This includes setting goals, providing feedback, and supporting the development and growth of employees.

****Professional Development****

Concept: The ongoing process of developing and enhancing the knowledge, skills, and abilities of educators in ELT.

Related Terms: Training and Development, Continuing Education, Lifelong Learning.

Explanation: Professional Development is the ongoing process of developing and enhancing the knowledge, skills, and abilities of educators in ELT. This includes attending workshops and conferences, participating in online learning opportunities, and engaging in reflective practice.

****Staffing in ELT****

Concept: The process of recruiting, selecting, and retaining qualified teachers and staff in ELT.

Related Terms: Human Resource Management, Recruitment, Selection.

Explanation: Staffing in ELT involves the process of recruiting, selecting, and retaining qualified teachers and staff. This includes advertising job openings, reviewing resumes and applications, conducting interviews, and making hiring decisions.

****Task-Based Learning****

Concept: A learner-centered approach that focuses on the performance of real-world tasks in ELT.

Related Terms: Communicative Language Teaching, Content-Based Instruction, Project-Based Learning.

Explanation: Task-Based Learning is a learner-centered approach that focuses on the performance of real-world tasks in ELT. This approach involves engaging learners in authentic tasks, providing opportunities for communication and collaboration, and encouraging the use of language in context.

****Technology in ELT****

Concept: The use of technology to support and enhance learning, teaching, and administration in ELT.

Related Terms: E-Learning, Online Learning, Blended Learning.

Explanation: Technology in ELT refers to the use of technology to support and enhance learning, teaching, and administration. This includes the use of digital resources, online platforms, and communication tools to facilitate learning and teaching, as well as the use of technology to manage and administer ELT programs.

****Training and Development****

Concept: The process of developing and enhancing the knowledge, skills, and abilities of employees

through formal and informal learning opportunities in ELT.

Related Terms: Human Resource Development, Professional Development, Continuing Education.

Explanation: Training and Development is the process of developing and enhancing the knowledge, skills, and abilities of employees through formal and informal learning opportunities in ELT. This includes providing opportunities for on-the-job training, workshops, and courses, as well as coaching and mentoring.

****Workplace Learning****

Concept: The process of learning and developing new skills and knowledge in the workplace in ELT.

Related Terms: On-the-Job Training, Informal Learning, Professional Development.

Explanation: Workplace Learning is the process of learning and developing new skills and knowledge in the workplace. This includes on-the-job training, informal learning, and professional development opportunities that are designed to enhance the knowledge, skills, and abilities of employees in ELT.