

## ABSTRACT

Title: Needs Assessment and Development of a Model for Managerial Training of Heads of Secondary Schools

Pages: 257

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Year: 2009

Subject: Education (Specialization in Educational, Planning and Management)

Degree: Ph. D.

The purpose of the study was to investigate the needs assessment and development of a model for managerial training of heads of secondary schools. Major objectives of the study were to (i) investigate the major managerial roles and functions of heads of secondary schools (ii) explore the professional needs for managerial training of heads of secondary schools and (iii) develop a model for managerial training of heads of secondary schools.

A sample of 178 (male 101 and female 77) consisted of heads of secondary schools were randomly selected from Islamabad and Rawalpindi districts. One questionnaire alongwith Likert type scale was developed and administered among the respondents. Collected data was analyzed considering the objectives of the study. The descriptive statistics was used for data analysis which includes frequency, percentage and mean score for item analysis.

It appears from data that in-service training opportunity for heads of secondary schools was limited. Data reflects that majority of heads of secondary schools played three important managerial roles i.e. interpersonal, informational and decisional while performing various management functions to handle the administrative and academic matters of the schools. It was further found that heads of secondary schools perform various functions i.e. planning, organizing, leading and controlling the resources of the schools in order to get desired output. As far as managerial training needs were concerned the study explored that they needed professional training in areas of management i.e. financial management, academic management, office management, developing relationship with the community, human resource management, and general management. On the basis of these training needs managerial training model was developed for their professional growth.