



**THE FOUNDATION OF  
SCHOOL LEADERSHIP AND MANAGEMENT**  
*Investing in our Future Leaders*



## **Legacy Project 2020**

### **Report Overview:**

This classic workshop clearly shows the difference between being a manager and being a leader. Management and leadership are often interchanged within the business world; however, they are two very distinct skills.

Management is essentially process/task focused and centers on the current and immediate future. Whereas, Leadership is much more people and future focused. It includes setting Culture & Direction for the organization.

### **DATE:**

The workshop took place at the DBCS between the 11- 13 March 2020. There were 15 principals in attendance. The workshop was well received, and participants completed a register of attendance submitted to SACE.

The next workshop is envisaged in July 2020, but due to Covid 19 restrictions this will be postponed indefinitely.



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## Appendix A

This illustrated the content headlines discussed and debated in the South African school context.

### Manager Vs Leaders Table:

Manager or Leader
<ul style="list-style-type: none"> <li>• Scheduling work</li> <li>• Sharing a vision</li> <li>• Plan and prioritize steps to task achievement</li> <li>• Use analytical data to support recommendations</li> <li>• Explain goals, plan and roles</li> <li>• Provide feedback on performance</li> <li>• Motivating staff</li> <li>• Provide focus</li> <li>• Create a 'culture'</li> <li>• Inspiring people</li> <li>• Delegating tasks</li> <li>• Ensuring predictability</li> <li>• Co-ordinate effort</li> <li>• Co-ordinate resources</li> <li>• Give orders and instructions</li> <li>• Act as interface between team and outside</li> <li>• Take risks</li> <li>• Guide progress</li> <li>• Evaluate progress</li> <li>• Check task completion</li> <li>• Create a positive team feeling</li> <li>• Monitor feelings and morale</li> <li>• Look 'over the horizon'</li> <li>• Appeal to peoples' emotions</li> <li>• Follow systems and procedures</li> <li>• Provide development opportunities</li> <li>• Ensure effective induction</li> </ul>



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- Monitor budgets, tasks etc
- Use analytical data to forecast trends
- Monitoring progress
- Unleashing potential
- Be a good role model
- Appeal to rational thinking
- Build teams

The following table shows the distinct elements which fall under each category.

Manager	Leader
<ul style="list-style-type: none"> <li>• Scheduling work</li> <li>• Delegating tasks</li> <li>• Use analytical data to support recommendations</li> <li>• Ensuring predictability</li> <li>• Co-ordinate effort</li> <li>• Co-ordinate resources</li> <li>• Give orders and instructions</li> <li>• Guide progress</li> <li>• Evaluate progress</li> <li>• Check task completion</li> <li>• Follow systems and procedures</li> <li>• Monitor budgets, tasks etc</li> <li>• Use analytical data to forecast trends</li> <li>• Monitoring progress</li> <li>• Appeal to rational thinking</li> <li>• Plan and prioritise steps to task achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Build teams</li> <li>• Provide feedback on performance</li> <li>• Motivating staff</li> <li>• Act as interface between team and outside</li> <li>• Explain goals, plan and roles</li> <li>• Inspiring people</li> <li>• Appeal to peoples' emotions</li> <li>• Sharing a vision</li> <li>• Provide focus</li> <li>• Monitor feelings and morale</li> <li>• Create a 'culture'</li> <li>• Create a positive team feeling</li> <li>• Ensure effective induction</li> <li>• Provide development opportunities</li> <li>• Unleashing potential</li> <li>• Look 'over the horizon'</li> <li>• Take risks</li> <li>• Be a good role model</li> </ul>