

# **Handige wenke vir Departementshoofde**

## **Handy tips for Departmental Heads**

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**DATUM/DATE:** 24 November 2022





**5 Handige wenke  
5 Handy tips**

**SAOU**

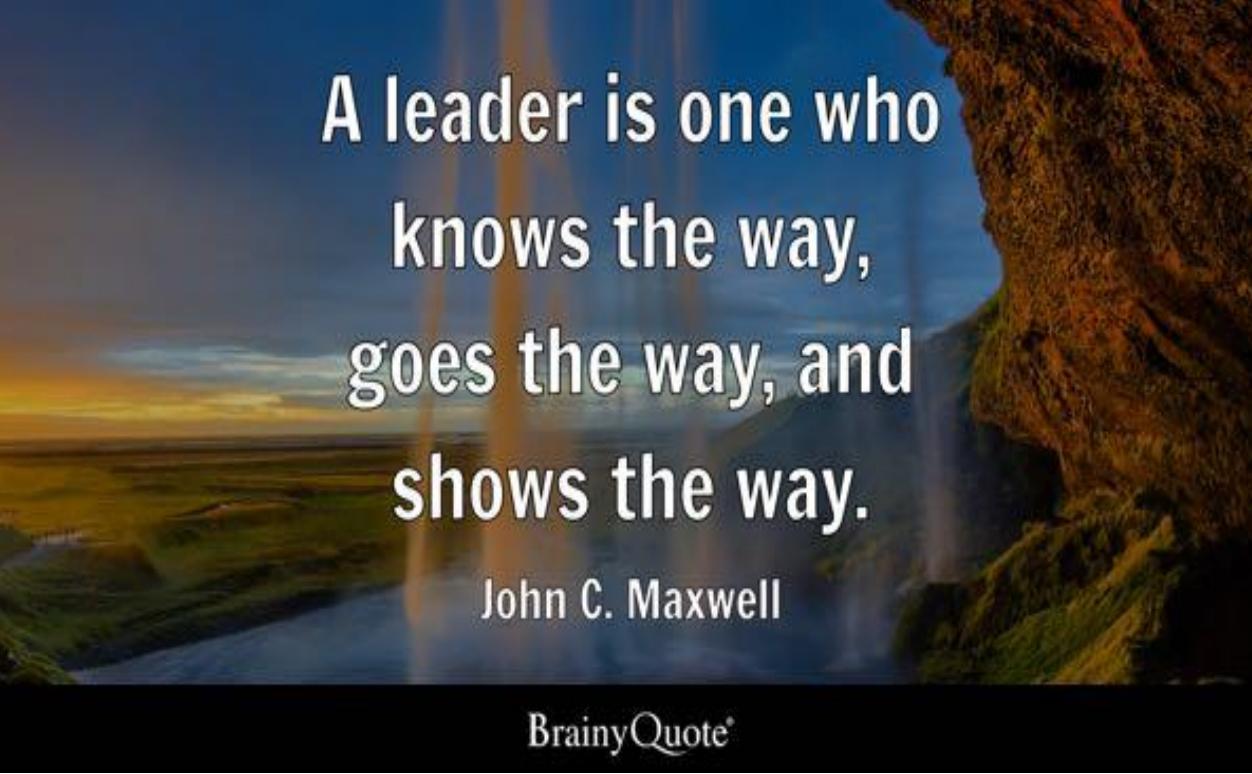
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[Statustown.com](http://Statustown.com)

# **1. Ken die kurrikulum/ Know the curriculum**

- Bestudeer die Kurrikulum waarvoor verantwoordelik is
- Be a master of your own class/subject
- Moderering
- Monitoring en class visits
- Boekkontrole
- Do administration daily
- Lei deur jou voorbeeld



A leader is one who  
knows the way,  
goes the way, and  
shows the way.

John C. Maxwell

BrainyQuote®



## **2. Gebruik ander se insette/**

### **Use other people's input**

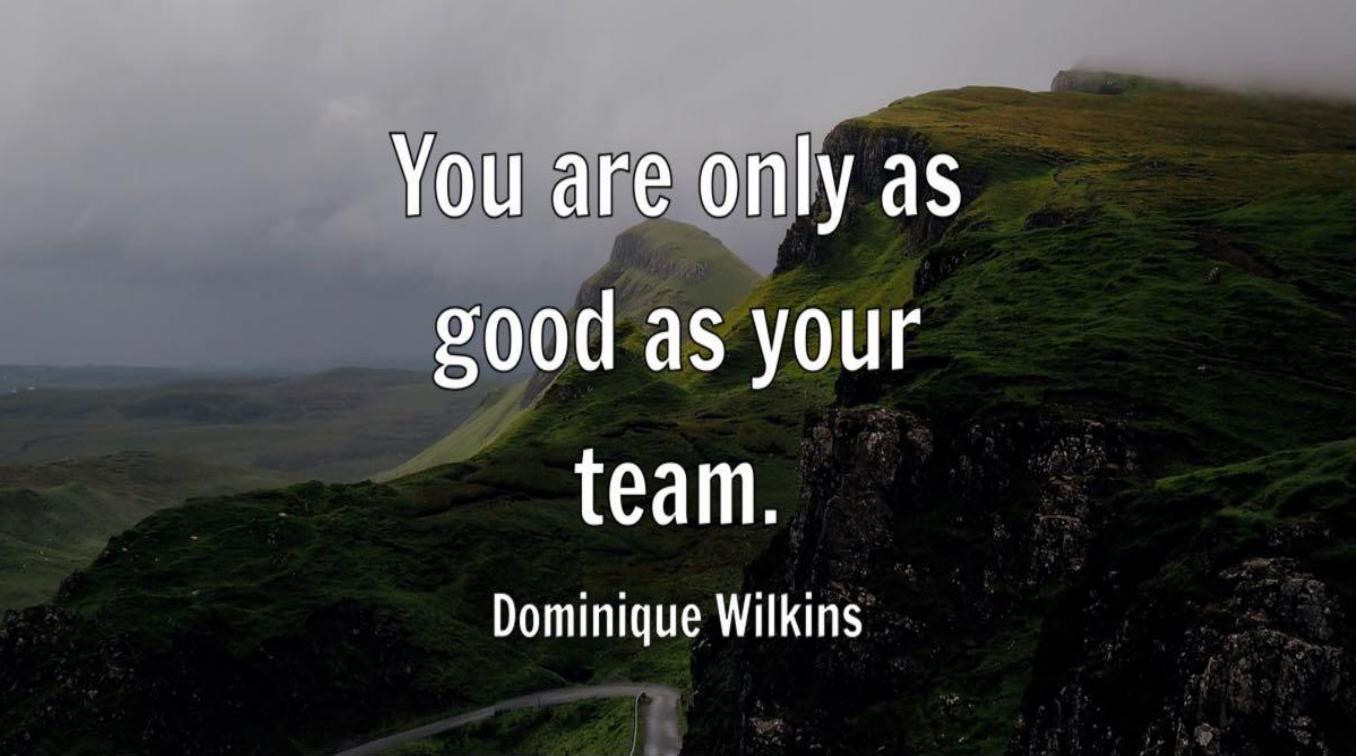
- Listen to other's input
- Wees eerlik as daar foute is
- Choose grade heads/subject heads that can help lighten the load
- Deel pligte uit vir almal
- Be consequent/consistent



## 3. Ontwikkel jou mense/ Develop your people

- Gee personeel almal kans om te ontwikkel
- Provide internal training
- Gee erkenning aan personeel
- Wees regverdig/Be fair
- Bly op hoogte van almal se lief en leed
- Team work is NB!





You are only as  
good as your  
team.

Dominique Wilkins

BrainyQuote®

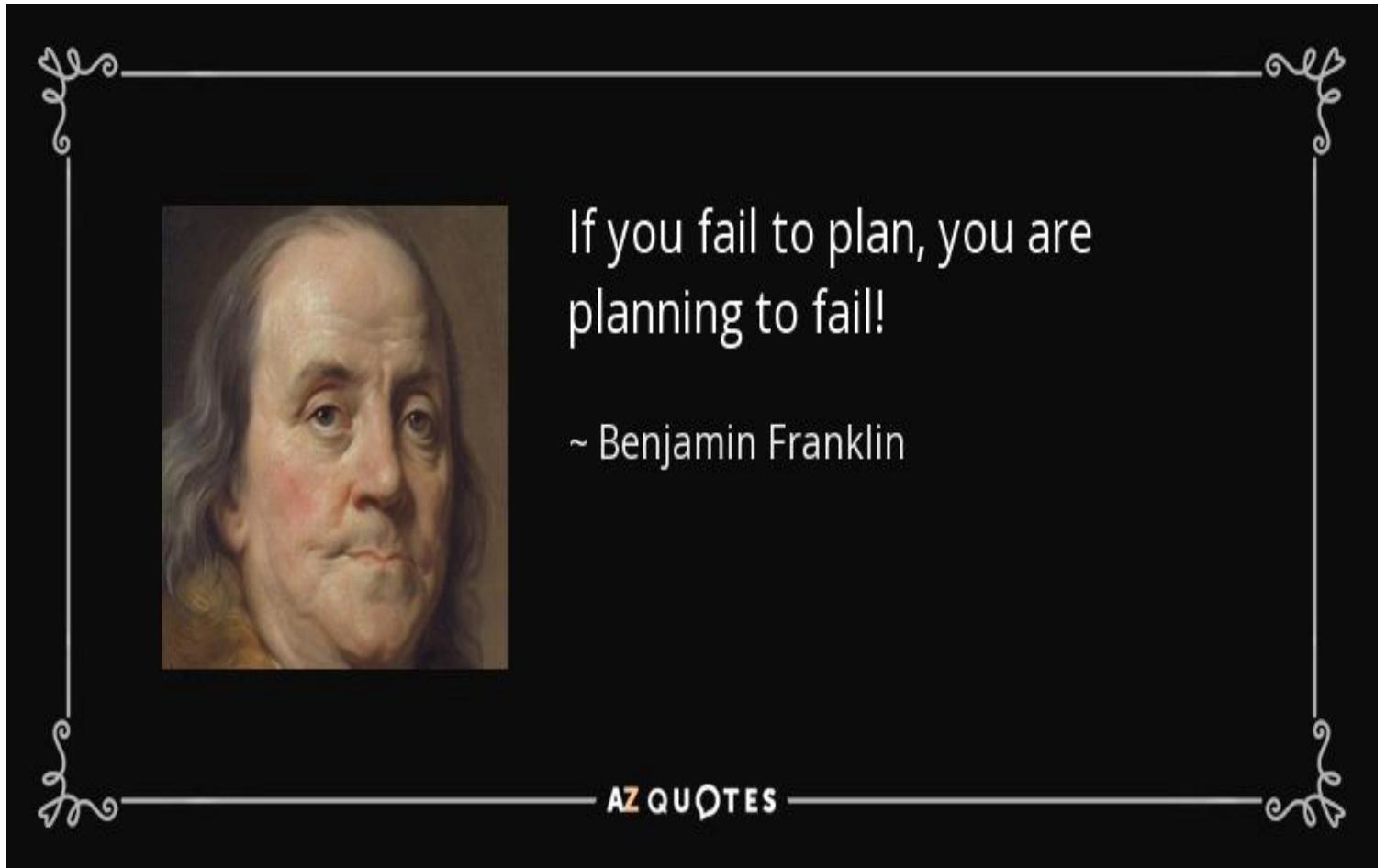


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## **4. Beplan, beplan, beplan/ Plan, plan, plan**

- Beplan deeglik en vooruit
- Take responsibility/Neem verantwoordelikheid
- Communicate/Kommunikeer!!!
- Moenie uitstel nie – doen korter take onmiddellik

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## **5. Moenie ophou leer nie/**

### **Never stop learning**

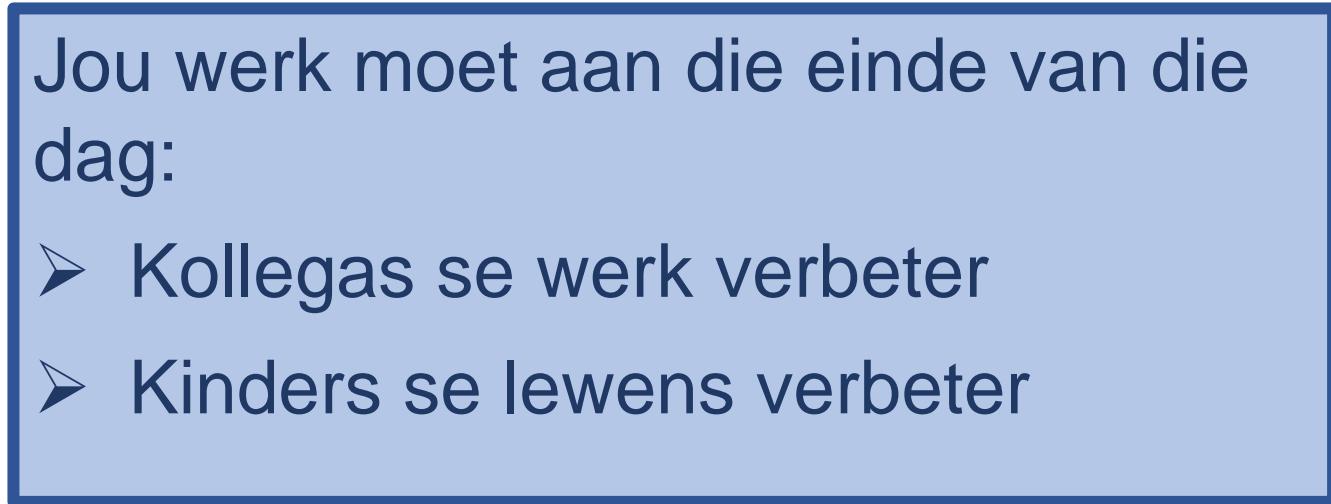
- Leer by kollegas
- Befriend your Learning facilitator
- Learn from others in other schools
- Woon opleidingsgeleenthede by
- Network
- Study further
- Bly betrokke





Life is not about being successful, it's about being useful.

*Jim Collins*



Jou werk moet aan die einde van die dag:

- Kollegas se werk verbeter
- Kinders se lewens verbeter

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