

Example of integrated experience curriculum

Concepts	Example	Skills	Example
Mathematical Concepts	Numbers up to 10 – Sizes – Positions (above – low) Lengths	Mental Skills	Classification, Matching, Identifying the relationship, listening and speaking
Aesthetic Concepts	The concept of colors - sounds	Social Skills	Making friends, expressing feeling, asking permission
Social Concepts	Cooperation – self-reliance - friendship	Sensory-Motor Skills	Formation, arrangement, walking, running, kicking, climbing, jumping, balancing, drawing, and coloring
Classification Concepts	According to characteristics		

Habits	Tendencies and Interests
Examples	Examples
Arranging and cleaning activity room after finishing playing Habits of hand wash Apology after making a mistake Habits of self care and self-reliance	Encouraging the child to develop tendencies and attitudes towards others

Take A
Break!





Concept of Management and Its Function:



(10 mins)

Executive Management

It is concerned with the optimal use of material and human resources to achieve the desired results and ensure the satisfaction of the nursery's clients.





Activity no. (11)



Dear
Participant,
what are the
tasks of
management ?

(10 mins)



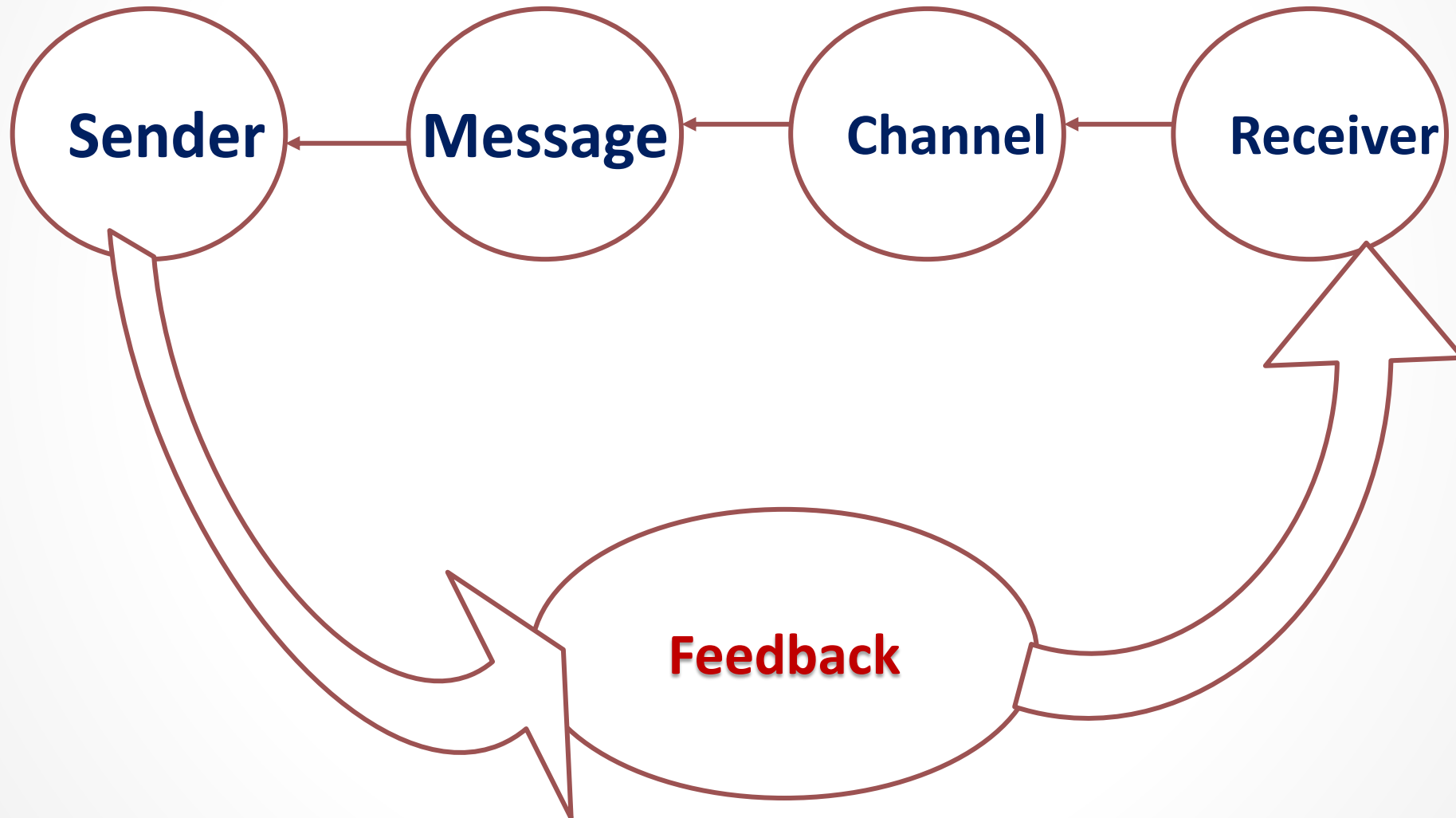


Concept of effective communication

It is an interactive process through which an idea, feeling, or behavior is transferred from one person to another, and vice versa, with the aim of achieving mutual understanding between them.



Elements of communication process



Types of communication



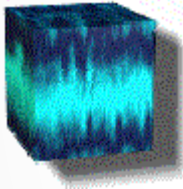
**Raising
eyebrows**



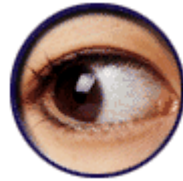
Non-Verbal Communication



**Tone of
voice**



Eye Contact



Silence



**Position and
movement**

**Facial
expressions**



**Smiling and
frowning**



Verbal Communication



Types of Administrative Communication:

- **Official Communication:**

This refers to the flow of information and decisions through the formal communication channels determined by the organization according to lines of authority for:

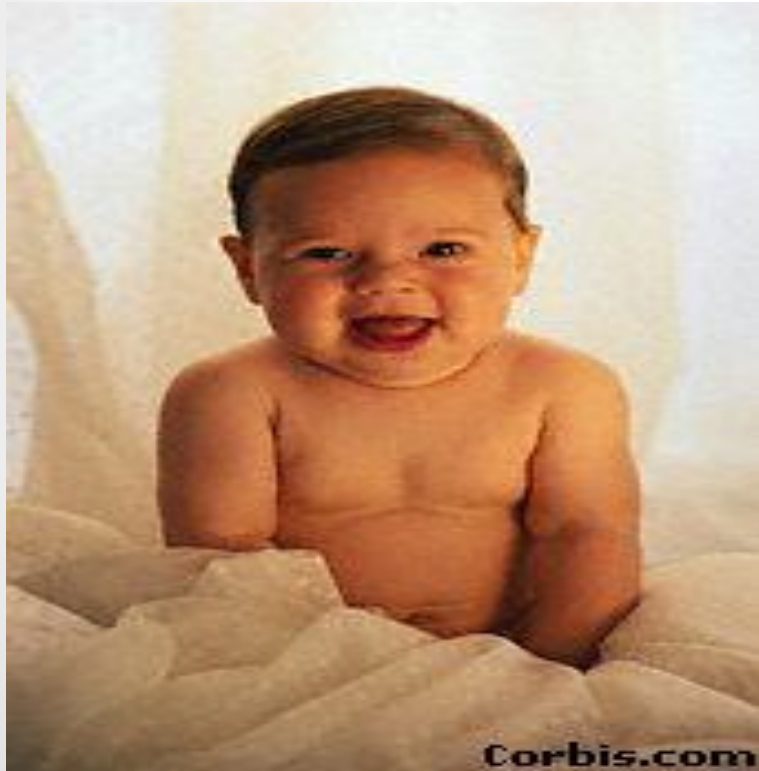
- Informing subordinates about objectives, policies, and implemented systems.
- Receiving inquiries and complaints and resolving them.
- Issuing directives to subordinates.
- Updating supervisors on work results.
- Modifying and developing employees' attitudes.



Informal Communication:

This refers to the flow of information and data through unofficial channels, not formally structured by the organization. These channels often emerge naturally among individuals or groups and can include conversations, social interactions, or other informal means of sharing information.

Forms of non-verbal communication



"Body language is stronger than verbal language."

Activity no. (12)



Dear participant,
What is the
significance of
the following
expressions ?

(10 mins)



Non-Verbal Behavior	Scientific Connotations
Smile	Comfort, satisfaction, and approval
Lip biting	Nervousness, anger, or discomfort
Raising Eyebrow	Surprise, disbelief, or astonishment

Non-Verbal Behavior	Scientific Connotation
Raising eyebrow with a fake smile	Sarcasm or mockery
Narrowing the eyes	Disapproval or negative feeling
Gestures of affirmation (upward) or disagreement (downward)	Attention and Listening

Non-Verbal Behavior	Scientific Connotation
Leaning forward	Indicates interest or care
Excessive movement while sitting on the chair	Restlessness, discomfort, or nervousness
Patting on the shoulder	Approval, reassurance, encouragement, or friendship
Listening or focusing attention	Eye contact
Yawning	Boredom
Avoiding eye contact	Avoidance, indifference, or irritability

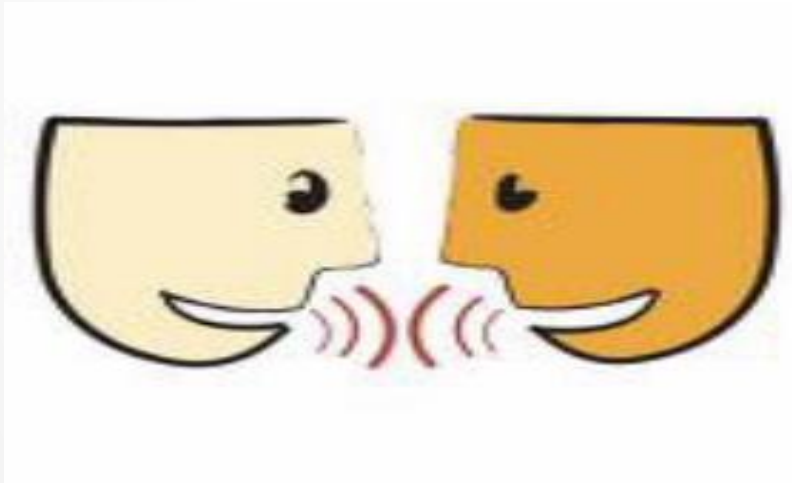
Communication Skills



☐ Reading Skills



☐ Writing Skills



☐ Communication



☐ Listening Skills

Activity no. (12)



Dear
participant, in
your opinion,
what are the
barriers to
communication
process ?

(10 mins)



Barriers to Effective Communication:



- The language of the message is not expressive of its content, and the use of complex wording or vague terms that lack clear meaning.
- Poor relationship between the sender and receiver, and a lack of trust between them.
- Failure to choose the right time and place to send the message.
- The receiver is overwhelmed with multiple messages at once, leading them to focus on some while neglecting others.
- Both the sender and the receiver interpret the message differently.

Barriers to Effective Communication



- The sender using an inappropriate communication channel for the nature and purpose of the message.
- Social and cultural barriers, including differences in traditions, customs, and values.
- Bias towards a specific stance, opinion, or point of view.
- Negative attitudes of some managers towards a particular group of workers.
- Individual differences among workers in abilities, job levels, social standing, and educational background.
- Lack of appropriate feedback between the sender and receiver.
- The receiver's lack of interest or attention to the message, or the presence of distractions that divert attention.

10 recommendations for communication

- Understand that communication is a reciprocal human relationship.
- Define your objectives and anticipate the goals of the other party.
- Identify the things that interest the other party.
- Presentation style affects the other party.
- Use different communication methods.
- Emotional language is often more convincing than logical language.
- Avoid arrogance towards the other party.
- Give the other party enough time to participate in the conversation.
- Keep your words within the limits of the relationship you have with the other party.
- Ensure clear interpretation of the message.



The image features a central green chalkboard with a wooden frame. Above the board, there are three colored pencils (green, orange, and purple) and two books (one purple and one green). Four cartoon children, two girls and two boys, are positioned around the board, appearing to hold it. They are all smiling and wearing white shirts with blue collars. The background is a solid light brown color.

Effective Leadership skills

Leadership

The ability to influence others, a mutual influence between the leader and those they lead.



Activity no (14)



Dear participant,
What is the
difference
between leader
and manager?

(10 mins)



الفرق بين

المدير

يعتمد على السلطة

يقود موظفيه

يبعث فيهم الخوف

يأمر

يقول "أنا"

ينسب الفضل لنفسه

يستخدم الناس

يَعْلَم كيف تُفعل الأشياء

القائد

يعتمد على الإرادة

يُعَلِّم موظفيه

يبعث فيهم الحماس

يسأل

يقول "نحن"

ينسب الفضل لغيره

يطوّر الناس

يبين كيف تُفعل الأشياء



The difference between a leader and a manager

- The manager relies on authority
- The manager says "I" and takes credit for himself.
- The manager leads their employees, give orders and instructs how the tasks should be done
- The leader relies on management
- The leader teaches his employees and motivates them
- The leader says "We" gives credit to others.
- The leader help other to develop their skills and clarifies how the tasks should be done



The Key to Successful Leadership

is

The ability to influence and motivate others.

True leadership is about creating other
leaders, not followers.

The arts of leadership

- The art of giving orders
- The art of communication
- The art of reprimanding
- The art of rewarding and encouraging
- The art of conflict management
- The art of monitoring
- The art of disciplining
- The art of collaborating with other leaders



Activity no. (15)



Dear
Participant,
What are the
leadership
styles present in
our jobs?

(10 mins)



Leadership Styles

**Democrati
c style**

**dominant
style**

**chaotic
style**

Leadership Styles

Dominant Style

The leader independently sets policies and makes most decisions, ensuring that the team's work is carried out under the leader's direct supervision or guidance.

Key characteristics include:

- A strong focus on documentation and record-keeping, ensuring that every detail within the system is meticulously recorded.
- Decisions are made by circulating them through all responsible individuals in the organizational hierarchy, a process commonly referred to as collecting signatures.
- Lacks optimism, flexibility, and the ability to take responsibility for the team as a whole.
- Demonstrates weak self-awareness and personal development.
- Shows poor interpersonal relationship skills.

Leadership Styles

Democratic Style

In this style, general policies are discussed, and necessary decisions are made **collectively**. The leader encourages member participation, but their guidance and supervision remain essential for direction.

Key characteristics include:

The leader extensively applies emotional intelligence skills, especially in building relationships with others, solving problems, and taking responsibility for the team.

Promotes collaboration while maintaining a balanced role in guiding and overseeing the group's activities.

Leadership styles

chaotic style

The climate in this style is diverse and leads to the emergence of various overlapping behaviors that hinder the desired goals. This leadership style is referred to as the **chaotic** or **negative** style, where the leader assigns tasks to the group but neither supervises nor supports them. It lacks the skill of reality testing, taking responsibility for the group, and handling pressure.

Who are you?

**Which of the previous leadership styles do
you apply in your work?**

Ask yourself

Activity no (16)



Dear
participant,
what
challenges
does
leadership
encounter ?

(10 mins)



Challenges Facing Leadership in Management



An illustration featuring a large green chalkboard with a wooden frame. Above the board are three books (purple, green, and green) and three colored pencils (green, orange, and purple). Four cartoon children in school uniforms are peeking from behind the board. The text '• Good Governance' is written in white on the board.

• Good Governance

Good Governance

The way authority is exercised to achieve the organization's goals, including its powers to design, implement, and innovate organizational policies, rules, systems, and processes, as well as engaging stakeholders. Good governance means that the exercise of authority is accountable, transparent, predictable, participatory, and dynamic.



Activity no (17)



**Dear
participant,

What is the
importance of
good
governance ?**

(10 mins)



The importance of good governance in nurseries, associations, and NGOs

- Combating Administrative and Financial Corruption**

Governance combats various forms of administrative and financial corruption by ensuring transparency and accountability. It allows any individual to verify that nursery resources are being translated into programs that serve the best interests of children. This is achieved through understanding decision-making mechanisms, the cost of service delivery, and the quality of services provided.

- Building Capacities and Future Leadership**

Governance helps develop skilled personnel within nurseries and prepares a second tier of future leaders. It also prevents the restriction of membership to a limited group of individuals, promoting inclusivity and diversity.



The importance of good governance in nurseries, associations, and NGOs

- Goal Setting and Performance Monitoring**

Governance helps in defining objectives, determining ways to achieve them, and monitoring performance. It ensures continuity through a scientific approach based on studying the needs and priorities of the targeted children.

- Reducing Financial and Administrative Crises**

By implementing good governance practices, financial and administrative crises are minimized, allowing organizations to navigate challenges with minimal losses. It ensures the nursery's sustainability and enhances efficiency and effectiveness in resource utilization.

- Evaluating Nursery Performance and Measuring Economic Impact**

Governance contributes to assessing the performance of nurseries and measuring their economic impact, ensuring that their operations are both efficient and aligned with their objectives.



Activity no (18)



Dear
Participant,
What are the
principles of
good
governance ?

(10 mins)



Principles of good governance



- The objectives should be clear
- Participation
- Accountability
- Transparency
- Elections of the Board of Directors and Leadership Rotation
- The roles of NGO board members should be clear

Activity no (19)



(10 mins)



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**Dear participant,
please identify
which of the
following case
studies represent
good governance**

Case Study (1)

The NGO (S), which is involved in the national early childhood program, established a number of nurseries to serve children and families in the community where it operates. Given the importance of the project and the board's desire for its success, the board members decided to intervene in all matters related to the project. Based on the decision made in the board meeting, it was agreed that the work would be divided among the members, with each member having a clear and defined role, as follows:

1. Selecting the supervisors working in the nursery classrooms.
2. Monitoring the attendance and absenteeism of the supervisors.
3. Monitoring the budget and spending on activities due to ongoing concerns about the spending areas and their credibility.
4. Intervening in the executive management's role in setting and following up on work plans and evaluations.
5. Assigning a member to be responsible for parents and ensuring they do not interfere with the operational procedures within the classrooms due to ongoing complaints from the supervisors.

Case Study (2)

The NGO (M), which is involved in the national early childhood program, established a number of nurseries to serve children and families in the community where it operates. Given the importance of the project and the board's desire for its success, the board members decided to create a clear and defined plan for the project, with the participation of (board members, executive management, some volunteers, and a group of parents). This was done to ensure the collaboration of all stakeholders in the success of the project. The following agreements were made:

1. Define the role of board members in supporting the executive management with the tasks they carry out.
2. Participate in setting a specific budget for the nurseries being established, including furniture and training programs for the supervisors.
3. Hold regular meetings with the general assembly to present the budget results.
4. Conduct a survey to gather parents' opinions on the services provided in the nursery classrooms.

Accountability, Transparency, Good governance



Transparency

Revealing Facts and Open Public Discussion

It involves the disclosure of facts and the free public discussion of those facts, emphasizing the importance of informing members, citizens, stakeholders, and those concerned about the details of these facts. It also encourages the discussion of various policies in ways that are accessible to everyone. Furthermore, it includes self-assessment of shortcomings in performance or internal governance.

Activity no (20)



Dear
Participant,
What is the
importance of
transparency ?

(5 mins)



The importance of applying transparency

- Enables active and effective participation of all parties in the decision-making process and oversight.
- Encourages competition to achieve the organization's goals.
- Facilitates mutual communication within the nursery and with external parties through information exchange.
- Ensures maximum satisfaction for the targeted groups.
- Prevents resentment, conflicts, and disputes.



The importance of applying transparency

- Helps promote collaboration and encourages the formation of an effective team.
- Increases efficiency and effectiveness in achieving goals.
- Supports continuity and sustainability and preserves its achievements.
- Helps in selecting the appropriate and suitable means to achieve the organization's goals.
- Reduces evasion of responsibility and helps each member bear the consequences of their mistakes.



Accountability

- **One of the principles of good governance is the fundamental right of the public, the association, and various stakeholders to question and hold accountable the governing bodies' members. Governance bodies must provide convincing justifications for all their decisions and policies. It is the relationship that connects individuals and groups both inside and outside the nursery and is tied to accountability to members, staff, donors, and funders, in line with ethical values and standards.**
- **The nursery's commitment to providing an account of how it carries out its duties aims to enhance the efficiency and effectiveness of these organizations.**

Activity no (21)



Dear
Participant,
What is the
importance of
accountability
?

(5 mins)



The importance of applying accountability

- Enhancing and achieving efficiency and effectiveness in delivering services to children. If the overall goal of good governance systems is to help the nursery's administrative body apply public policies efficiently and effectively, accountability helps achieve this with competence and effectiveness.
- It increases the nursery's ability to accomplish required tasks or achieve set objectives, resulting in high performance efficiency.



The importance of applying accountability

Choosing appropriate and suitable means to achieve these objectives leads to increased effectiveness of the nursery.

Supporting the participation of citizens and members in the management process and good governance of the organization.



Post-test



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(10 mins)

Feedback



