

Training management and human relations manager with staff in schools

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Abstract: The process of communication between managers and staff is an important aspect of organizational communication that Feedback from them Facilitate effective behavior. Effective management, to understand the roles and functions of the manager, process management and division of authority depends and the important factors to achieve accountability and results. Educational programs, requires the provision of facilities and equipment such as these are: School facilities and buildings, laboratories, workshops, Library, sports ground, Means of education, culture, sports and... For this reason, managements should do certain activities. Persons, according to field of study and work, are active in scientific fields. School managers also are no exception. If we accept that the principal must learn the language, without a doubt, the language will be management. In this project, the researcher introduced a simple model of interpersonal communication. And Leadership and effective treatment of the tasks between managers and subordinates investigated.

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1. Introduction

The importance and necessity of research:

The importance and necessity of this research arises from the relationships between managers and teachers, and many other issues associated with the satisfaction of human needs. This means that proper communication between boss and subordinate boost morale, high performance and a reduction in work-related stress, tension, opposition, resistance, this ultimately will lead to increased efficiency and effectiveness of the organization and the health of individuals and organizations in the community are guaranteed. As we know almost all scholars among the factors considered important to improve productivity and human factors, but the human factor, when he will be in addition to the ability to workplace productivity, motivation is too hard.

To solve many of the problems of the world today, can be used for knowledge management. Management is the process by which individual and group efforts can be coordinated to achieve a common goal. Management complex and in fact is full of art. One reason for this is that people are concerned with the management to perform their duties. There is no doubt that how to manage human relationships, in the conduct of teachers and therefore they are effective in achieving the goals of Education and efficiency. Humanism is very valuable inventory and full of mystery and achievement in collaborative activities Subject to recognition and he is enjoying his talents and innovation, human relations problem between managers and teachers in the wider context of important issues that will face any educational activity. And the critical role of education in any society is

inevitable phenomenon. Due to the complex dimensions of the human spirit and emotional effects of the relationships between managers and teachers and students, the interaction of these three pillars of education, the need for further and more detailed research on the subject and different aspects of human relations is obvious. In fact, a success depends on knowledge of human resource management and establishes good relations with them and encourages them to try to achieve organizational goals. In school learning environment requires active and effective cooperation in human relations of trust between managers and teachers, Teachers in terms of "professional" like manager and sometimes beyond them. They both rows, sometimes result in a higher level in the organizational hierarchy than those who have devoted their competence and expertise. This, in addition to being difficult to turn on the manager's job, which should be different people that two of them together are not equal, interest and willingness to work make And also coordinate their activities. According to the above points, the purpose of this study, the effects of relationships with teaching cadres and managers and management influence attitudes and behavior are. The two pillars of education in the performance of affairs on the one hand and the behavior of teachers and managers interact with the kids and the other is in progress and student achievement.

The definition of management:

Management is the technique and the old art. In the distant past mainly by kings, ministers, military commanders and Clergymen and in the past nearby government and business leaders was used and as

defined in the Management Association of America is the following: management is working through others to achieve the goals of the organization and its members.

But Kimball Wiles' in the book "management and Educational Leadership" Says: The role of the manager or leader is to support, strengthen, help, assistance and cooperation with the staff, not the commands and navigation. The management and leadership training, in order to provide growth and development through responsibility and of ingenuity is applied.

Management of management science great view

Management is:

- 1- Art work by others (Follett 1924)
- 2- Harmonization process of individual and group activities to achieve the objectives of the group (Donnelly et al., 1971)
- 3- Create a favorable environment for those who work in the formal organizational groups. (Kuntz and O'Donnell 1972)
- 4- Working with and through individuals and groups to achieve organizational goals (Hersey and Blanchard 1972)
- 5- Harmonization of human and material resources to achieve the goals (cassette and Reznovyg 1974)
- 6- The process of decision-making and planning and organizing, leading and controlling, human resources, financial and organizational information in order to fulfill its The purpose effectively and work (Griffin 1987)

Management activities: These activities include getting results through others and through the process of sharing and giving power to people.

Technical activities: Special functions of a person who comes from a specific professional field, with the advancement of the individual in the organization and enhances the activities and needs in management demands, or engaging in activities addressing technical and vocational reduced. Example: The vendor is that sales managers buy spends less time management and more deals.

Process Management: Management process, both technical and professional fields, including the following steps.

- 1- Defining targets (targets)
- 2- Determine the division of responsibility and authority
- 3- Identify sources
- 4- Design, control and monitor the progress of ways.
- 5- Solve problems that arise
- 6- Performance evaluation and output

Manager Functions of the school: The main objective of facilitating and promoting teaching and

learning

Teaching Management, to achieve this goal, the Training Manager must perform the following tasks:

Planning: Planning is setting goals and preparing activities, facilities and equipment to achieve the goals, having fun project and work schedule weekly, monthly and yearly training is an important task a successful manager.

Organization: The process of organizing the flow arrangement to work, Divided and assigned to individuals to do business and accomplish certain goals. Training Manager should therefore necessary harmony between people and creates different units.

Leadership: Leadership in management, Process effectiveness and influence the behavior of members of the organization to assist and guide them in performing their duties are. Therefore, a principal should be first and foremost an educational leader, Why is the educational leader to interact with staff, Motivated in their work creates, and always will solve their problems and conflicts.

Monitoring and control: Monitoring and control of individual and organizational performance evaluation process to determine whether it met the goal or not; a good manager first determines the performance measurement criteria and methods, and then monitor and measure performance and then compare results and attempted to correct it at the end.

Teaching program: The most important task of training managers direct the flow of teaching and learning, particularly to facilitate the development of students. School managers if their plans with clear-sightedness run and their targets are understandable and practical plan, the schools can improve efficiency. Therefore, the exact definition of the overall objectives of the educational system significantly, Divide the overall the purpose into sub-goals, Become practical purposes to help teachers in class, raising employee morale and... Significant changes in efficiency can provide teachers and students. In addition to the continuing evolution of the educational manager the effectiveness of teaching and educational activities for school and the effectiveness of teachers and the educational objectives and specify certain times of change and revision of school curriculum to use.

Another educational management tasks given to the students, the school principal is responsible for providing administrative services and the administration of the students charged And the task of identifying abilities, interests and needs and is responsible for training them Training managers enjoying merit and specialized teachers and guidance can advance educational activities and review and help schools improve efficiency; Another effective communication between the school and community

duties. The creation of this relationship, building mutual trust through informing the public about the work of schools so as to support them to resolve various problems that attracted schools; People with a greater awareness of the importance of education to their children are encouraged to participate in training and educational destiny And school mutually comments and needs of people and communities to be notified. The parent-teacher association, local educational councils, communicating with cultural institutions, religious, social and... is very important. Another provision of educational management tasks amenities, facilities and special equipment. In this context can be a school building, playground and sports, laboratory, library and educational equipment and, tables and benches, Health and sports training equipment. Thermal conditioning of buildings and facilities maintenance and supply facilities, water and electricity, gas, phone, and so on.

Finance and Administration:

Educational services and school activities are subject to effective administration affairs and finance and budget, So effectively handle a variety of matters such as school enrollment, division of labor according to the job description Staff, Notification Regulations, Circulars and instructions, Monitoring and maintenance of their offices and school records and finance school of management tasks is considered.

Public participation in school:

Participation as involvement in the decision making process and decision making is remembered, Also raise productivity at work and the unity and confidence of individuals to one another. Total quality cannot just rely on the ability managers, but on participation and teamwork and the use of collective wisdom to optimize organizational culture focused, Climate friendly, Sense of relationship and communication between human resources and recognition and trust of the director of the Department of teamwork can underlie and provide a lively and effective education in the school.

Research topic

With regard to the issue of human relations, much in management and organizations, particularly in educational institutions creates, so it is necessary to examine in detail.

Today, management is fundamental to primary and community affairs, because Composition and corrects use of available agents, Coordination between them and thus the correct and appropriate environmental conditions In order to achieve the desired goals to efficiently and cost-effectively, According to the resources and constraints Organizational matters is considered in progress with massive force And central to all activities facilitating and promoting the Training Manager for teaching and

learning. So the issue of education are students And therefore the teachers in this process is the key And are considered core. Perhaps the most effective managers could be considered in the design and implementation institutions. Management Element that coordinates the organization's current activities and the upcoming events planned.

Nowadays with the advancement of human knowledge, the quality of human relations, especially in organizations that have access to its objectives requires cooperation and collaboration that must be the change in dynamic form. It is therefore essential that regular human relations and scientifically studied and carefully considered With regard to social and psychological problems among staff morale was And thus improve the work environment and increase the efficiency of educational institutions, Teachers, like all other human forces, institutions, people with diverse and sometimes contradictory needs, When they have a key role and Correct and optimal performance that govern human relations in the workplace, Human relations in the light of emerging communication (Understanding the process of communication and understanding between individuals and groups or move semantics.) They are a means of managers and teachers. Such communication may be formal or informal, verbal or behavioral joint responsibility to do the work and be friendly or to create emotional ties.

Manager educational environments have problems and personal troubles, Organizational constraints, the variety of tastes The variety of tastes, and administrative constraints prevent her from important tasks, an autonomous managers such as pilot and captain in accepting jobs But when his mission was forced to do a certain specified time period. According to the results of research and study of the many behavioral scientists in the field have done, Factors affecting organizational behavior and group dynamics can be divided into three categories following variables:

1. **Personal variables:** Like behavior, attitudes, how to judge character and personal skills group members
2. **Group variables:** Such as the degree of impact and influence, relationships and the pull and attraction to each member of the group
3. **Environmental variables:**

Such as the type of tasks, responsibilities, measuring system of punishment and reward; These variables in fostering and maintaining group cohesion, the desire for fusion and social interaction, Establish group norms, improve skills and individual behavior especially in the productivity and performance of a group is effective.

A complete educational system the efficiencies that By providing an environment that everyone

Affairs and efficiency And greater use of power and its forces and others to right to intervene in order to create conditions where people have to trust each other And the implementation of the principles and proper human relations and the principle of justice and fairness to each of the members of the working group, contact and brainstorm among themselves and satisfaction enhance group dynamics And finally the efficiency the education system to fulfill its cover.

4. Discussion

A manager's results through others and through the process of division of labor gains; Although he could not give final responsibility to others, but can others through sharing their responsibilities and the authority to determine and give the division of labor.

By sharing the responsibility and the authority to determine and division, Manager can people respond to other levels of the organization for doing things. Responsibility is commitment to carry out certain tasks and for accountability should be noted results. Educational management science experts discussed the role of mothers have insisted on six major tasks and for each, has raised special activities that include:

1- Teaching program: In this context, Managers should be familiar to the general education system they convert to secondary goal school level and classroom and the content of lessons and materials and curricula, teaching methods and curriculum development and curriculum evaluation in the preparation and consideration.

2- Affairs of student: In this context, Managers need to accept registration, grouping students and keep their academic records and personal data and take action day.

3- The teaching staff: Manager will need to attract, recruit, train, deploy and maintain their profile is considered and finally, specific action to promote, promote, encourage, utilities and increase their skills do.

4- School and community relations: Effective communication between the school and the community is necessary and inevitable And aims to build mutual trust through informing the public about the status of school work, The device has support attracts them to solve the problem.

5- Facilities and training equipment: School facilities and buildings, laboratories, workshops, library, sports, education, culture, sports...

6- Administrative and Financial Affairs Educational services and school activities, subject to the administration and finance and budget. Therefore, the management of school affairs, registration, division of labor, deliver bylaws and letters, issuing sheets, monitoring and maintenance of books and records managers are those of everyday tasks.

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