FORMACIÓN JEFES
DE ESTUDIOS

aceia
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de enseñanza de idiomas
de andalucía

"Connection & Coaching: Strengthening Our Leadership as DoSs"

Director of Studies Training

16 de mayo 2025

GRANADA
Hotel Porcel Alixares

P.° de la Sabica, 40
(Parking de la Alhambra Granada)

09:30 – 10:00 REGISTER

10:00–10:30

Welcome & "Getting to Know You"

A brief welcome to the very first DoS Forum in Granada followed by ice-breaker activities to get to know the other participants for the day. We'll also set goals for the day in this relaxed yet interactive session.

10:30–11:30

"Vents & Victories"

Academic management is often quite a solitary endeavour. We spend our days managing many different stakeholders: teachers, administration, parents, senior managers and others. We are also always 'on', never really take time to sit back and reflect. In this informal yet guided session, you'll be continuing to get to know each other while reflecting on the peaks and troughs of the current year and beyond.

11:30- 12:00

Coffe Break

12:00–13:00

Mind the Gap: Spotting communication breakdowns in your school

We probably all started out as teachers, right? And as teachers, communication is our thing. We spend hours helping students express themselves clearly, teaching them strategies to interact better in their L2, ensuring they understand and are understood, and even guiding them through tricky conversations.

So why is it that, as managers, communication is often the first thing to break down?
'What? I didn't know anything about this!'. '
Why didn't I get this sooner?'.
'Say that again—I understood nothing!' Sound familiar?

You're not alone.

In this practical workshop, we'll take a deep dive into communication within our LTOs. We'll conduct a 'Communication Audit' to analyse key touchpoints — emails, WhatsApp messages, feedback processes, one-on-ones, group meetings, and information access points. The goal? To identify gaps and find ways to make communication clearer, smoother, and more effective.

13:00–14:00

From Manager to Coach: Coaching Essentials for DoSs

What is coaching and why is it relevant to our roles as Directors of Studies?

Well, just three core skills that certified coaches use can transform your everyday conversations as a DoS.

This interactive workshop introduces the coaching competencies of presence, active listening, and evoking awareness, tailored specifically for academic managers. We'll explore and practice these skills to experience how they can help you support staff, students, parents and clients more effectively—navigating challenging moments and unlocking growth across your team.

14:00–14:30

Golden nuggets and Action Plan

Reflecting on the morning of training, we'll ask you to share your 'ah-ha' moment and talk about what is one thing you're going to do or continue to think about after the morning.

14:30- 16:00

Cocktail

Director of Studies Training

Pablo Molina



Pablo's a passionate and dedicated educator whose background includes near two decades experience in TEFL and educational leadership in Spain, England and Australia. Since 2020, it also includes coaching. He's a highly qualified professional with some of his relevant qualifications being the Cambridge DELTA, an MA in project management and being a certified coach (close to PCC). He's an international speaker and through his own company "Generación Futura – Challenges for Educators" focuses on coaching academic leaders and their teams for the improvement of all stakeholders in education. In his free time he enjoys the outdoors (climbing, snowboarding or sailing), watercolours, travelling and connecting with people.

Jordan Putman



Jordan has been Director at ELI for over three years now. During his time as Director, he has been continuously interested in bettering communication within his team and looking at how this can lead to a more inclusive and productive workplace. He holds a degree in Hispanic Philology, has completed DELTA Modules 1 and 3, and has taken a few short courses in language school management. He is currently finishing the Diploma in Academic Management with International House.