



5 days Residential & Non Residential Executive Development Programme



On

"Preschool Administration & Management"

Batch Commences:- 24th-28th February 2025



MORE INFO

91689 24064

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VENUE

**ISBR Business School
107, Near INFOSYS,
Behind BSNL Telephone
Exchange, Electronic
City - Phase I,
Bangalore - 560 100**

COURSE FEE*

- Non Residential:- INR 19,999 + GST
- Residential:- INR 39,999 + GST

*Course Fee Includes Course study material + Lunch &
Tea + 2 additional UDEMY courses worth Rs.5,000 +
Management Executive Program Certification

Day 1 :Understanding the Preschool Business, Government Regulation and Existing Models.

Session & Timing	Session Title	Session Speaker/ Activity Details
11.30 AM- 12.30 PM	Vision, Aim and Objectives of Preschool Organisation	Activity, Define vision for your school
12.30 PM- 1 PM	Existing Models of preschools	
1.00 PM- 1.45 PM	Administrator vs Manager Vs Leader	
Lunch Break 1.45 PM- 2.30 PM		
2.30 PM- 4.00 PM	Unmet need for Health, Hygiene and Nutrition and Preschool Business	Activity. 1. Calculate BMI for the Child 2. Nutrition Simulation
4.00 PM- 4.30 PM	ECCE recommendation for Preschool Environment - NEP 2020 for early Child Development	Activity. Modification Matrix for your school
Tea Break 4.30 PM- 4.45 PM		
4.45 PM- 5.30 PM	ECCE recommendation for Preschool Environment - NEP 2020 for early Child Development	Activity. Define PRIME for your school and action plan to achieve them

Day 2: Human Resource Management in Preschool and Generating value through Unique Curriculum.

Session & Timing	Session Title	Session Speaker/ Activity Details
9.30 AM-10.30 AM	Staffing Structure, Training and Development in Preschool	Activity. Calculate the type and number of staff needed for your school
10.30 AM-11.30 AM	Roles and Responsibility Matrix RACI Matrix	Activity Create RR Matrix for your school
11.30 AM-1.30 PM	Creating impactful Teachers at Preschool IMPACT Model 5 P Model	Activity Check your 5 P score
Lunch Break 1.30 PM-2.30 PM		
2.30 PM-3.30 PM	Curriculum Building- Key Concepts, Outcome Based Education and Pedagogical concepts. SCOPE technique for Curriculum Building	Activity Build your SCOPE for your school
4.00 PM- 4.30 PM	ECCE recommendation for Preschool Environment - NEP 2020 for early Child Development	Activity Modification Matrix for your school
Tea Break 4.30 PM- 4.45 PM		
3.45 PM-5.30 PM	Skill Evaluation and Assessment (Diagnostic Assessment, Formative Assessment & Summative Assessment)	Activity Fill the assessment form

Day 3: Innovation, Value creation and Budget Optimisation for the Preschool Business

Session & Timing	Session Title	Session Speaker/ Activity Details
9:30 AM-10:00 AM	Registration Requirements for Preschools in India	
10:00 PM-12:00 PM	Enterprising Models for Preschools Aduvaret's VEDA model for developing Preschool Business	Activity. Define VEDA for your school and communication platform for your school
12:00 PM-1.30 PM	Cost, Revenue and Budgeting for preschool Management	Activity. Budgeting template and Budgeting exercise
Lunch Break 1.30 PM-2.30 PM		
2.30 PM-4.30 PM	Creation of business value for the organisation • Process, System, Innovation	Activity: Process Template and writing all the possible processes for your school
Tea Break 4.30 PM-4.45 PM		
4.45 PM-5.45 PM	Business Models for Preschools Franchise models for preschools and developing a Franchise Model	Activity Scaling up business simulation



Day 4: Sales, Marketing and Branding for Preschool Buisness

Session & Timing	Session Title	Session Speaker/ Activity Details
9.30 AM-10.30 AM	Marketing and market needs for Preschools 4S of marketing	Activity. Estimate preschool Markets around your operational location
10.30 AM-11.30 AM	4 Ps of Marketing and defining 4 Ps for Preschools	
11.30 AM-1.00 PM	Sales and Sales Management	Activity Building Sales Channels for your school
Tea Break 3.30 PM-3.45 PM		
2.00 PM-2.30 PM	Offline and Online Marketing for Preschool Services Lead Generation and Lead Management	
2.30 PM-3.30 PM	Designing and Delivering online campaign- Insta, Snapchat, FB, LinkedIn	Activity. Develop Campaign for your school for generating leads
Tea Break 3.30 PM-3.45 PM		
3.45 PM-5.00 PM	Branding and brand management for the preschool	Activity Build a GOOD story for your brand

Day 5: Operation, Finance and Quality Management for Preschool Business

Session & Timing	Session Title	Session Speaker/ Activity Details
9.30 AM-11.30 AM	Principles of Managing Preschools • POLC • Model Henri Fayol Model	
11.30 AM-12.00 PM	Being Different SLAs for your School	
12.00 PM-1.30 PM	• Operation Enquiry Management, Admission planning and Management Procedure Records, Registers and Preschool Calendar	Activity. Enquiry Simulation (keeping the potential leads engaged and providing value to them)
Lunch Break 1.30 PM-2.30 PM		
2.30 PM-3.30 PM	Finance, and Financial Management in Preschools	Activity Preparing Budget for your school
Tea Break 3.30 PM-3.45 PM		
3.45 PM-5.00 PM	Quality Management @ pre school • Preschool Quality Assurance tools • (Fish Bone, 80:20, 5 WHY) • Internal Audit	Activity Internal Audit template

Dr. Biranchi N. Jena

Professor of practice,
ISBR, Business School University in Bengaluru.

Research Consultant-
BVG MEMS (108 Ambulance)

Advisor & Board Member,
SPERO Healthcare Innovations Pvt. Ltd

Founder,
Adivaret Kids & Ourpreschool.in

Former Director.
Indian Institute of Healthcare Management,
Bangalore

Former Team lead & Project Manager
NOVARTIS & NOVO NORDISK, Europe



Dr Biranchi Jena is a dedicated **Project Management** and **Service Delivery Performance Management specialist** with significant exposure to operational effectiveness through advance analytics, process reengineering, Business strategy and Business development. Dr Jena has spent more than 25 years in leadership positions across leading global organisations including Director at Institute of Health Management Research (**IIHMR**), **Bangalore** and advisor to **TATA TRUSTS**.

Dr Jena has founded **Adivaret Kids** to establish a structured curriculum and skill assessment for early child education and development. He also founded the brand “ourpreschool.in” to support the preschools in their daily operation, sales and marketing. So far Dr Jena has trained more than 2000 leaders in preschool Business and early child Development.

Dr Jena holds a master degree in Economics from Central University, Hyderabad and MPS and PhD in Demography. He was also trained in innovative marketing and leadership programs from Indian Institute of Management (IIM), Bangalore.



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