

**AN ASSESSMENT OF THE TRAINING NEEDS OF HEADS OF
DEPARTMENTS OF SECONDARY SCHOOLS FOR EFFECTIVE
SCHOOL ADMINISTRATION IN
NANDI SOUTH DISTRICT**

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ABSTRACT

The main purpose of this study was to assess the training needs of the Heads of departments in secondary schools in Kenya. The study aimed at establishing the requisite human, curriculum and physical resource management competencies required by HODs. The independent variable was training needs while the dependent variable was school administration. The study was based on Herzberg's two factor theory. The study used descriptive survey research design. A total of 73 respondents (27 heads of departments, 10 principals and 36 teachers) were involved in the study. Stratified, purposive and simple random sampling techniques were used to obtain the study sample. The sample schools were selected through stratified sampling because there are different categories of schools including pure boys, pure girls and co-educational institutions. Simple random sampling was then used to select schools from each category. Purposive sampling was used to select the 10 principals and simple random sampling was used to sample 36 teachers and 27 HODs from each strata. Data was collected using a designed questionnaire for heads of departments and teachers while interview schedule were for principals. Reliability of research instruments was tested using test re-test method while validity was determined through consulting supervisors and researchers from the department of educational management and policy studies. Data gathered was analyzed using descriptive statistics and chi square statistics. The study established that curriculum, human related and physical resource management competencies training is needed for HODs within Nandi South District. The results suggested that curriculum, human related and physical resource management skills are areas of greatest skills need for HODs in secondary schools.