

ABSTRACT

For diploma thesis I chose the topic of management of educational institutions. The aim of the thesis is an analysis of managerial activities director nursery school focusing on personnel management. We focused on the issue of the relationship performs headmaster all managerial activities, what time frame they have to pay, how well it is able to fulfill. Individual chapters are based on the general theory of management, managerial functions, personnel, operations and human resources management. The practical part of the evaluation research. Method for obtaining data was used, primarily, time snapshot of all activities director kindergarten and secondarily, identification questionnaire. Based on the research model was created activities director kindergarten with basic timing in the form of a monthly interval. In the end we will find the time spent evaluating director of the kindergarten and recommendations, which should streamline the functioning of the school.