

PD Management track Agenda August 2, 2010

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| 9:15-9:25 | <p>Welcome</p> <ul style="list-style-type: none"> • Forecast for the day • DVD – A Day in the Life: Strategies for Tackling the Job of Being an SS/HS Project Director | Jennifer | <p>DVD</p> <p>PD Management Guide handout</p> |
| 9:25-9:45 | <p>Introductions (circle)</p> <ul style="list-style-type: none"> • Circle passing the stick - each person states name, site and year, and what they spend most of their time doing • Set ground rules for the day | Kelly | <p>Glass stick</p> <p>Chart paper to record ground rules</p> |
| 9:45-10:30 | <p>Beyond Time Management Tips and Tricks: Putting First Things First</p> <ul style="list-style-type: none"> • Exercise: where am I spending most of my time? (15 min) • Covey’s Quadrants (15 min) • Discussion (15 min) | Barb & Nancy | <p>MANAGEMENT wordle projected on screen</p> <p>Covey Quadrants</p> |
| 10:30-10:45 | Break (can be flexible) | | |
| 10:45-12:00 | <p>Strategies and Skills for Managing and Supervising Staff (includes Delegation)</p> <ul style="list-style-type: none"> • Delegation: using situational leadership to maximize effectiveness (15 min) • Skills and Practices (5 min) • Handling difficult situations: <ul style="list-style-type: none"> ○ Small group discussion of scenarios (15 min) ○ Reporting out to Large Group (25 min) ○ How can I use any of this when I get back home? Dyads? Small groups? | Barb & Matt | <p>STAFFING wordle projected on screen</p> <p>Flip Chart-draw model</p> <p>Handout</p> <p>Supervision scenarios</p> |
| 12:00-1:15 | Lunch | | |
| 1:15-2:15 | <p>Facilitating Engaging and Productive Meetings</p> <ul style="list-style-type: none"> • Fishbowl - the two facilitators will role play a dialogue between PD and PA, while participants observe and then provide feedback about best practice approach for addressing issues at CMT meetings | Jenn & Kelly | <p>MEETINGS wordle projected on screen</p> <p>Chart paper and markers on tables</p> |

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| | <ul style="list-style-type: none"> • Short video online about World Café • Participate in a World Café focused on issue from the role play • Small group work – using a scenario, participants complete Action Plan • Share out with large group | | Handouts – Scenarios, Small group action plan sheets , World Café handout Short video you tube |
| 2:15-2:30 | Break (agenda says 2:30-2:45) | | |
| 2:30-3:30 | Working Effectively with Partners and Administrators <ul style="list-style-type: none"> • The two facilitators will role play the PD/Superintendent scenario. • Will then ask two PD's in the audience to complete the role play. • The group will break out into pairs and role play with the facilitators going around the room, coaching. • Three pairs will be asked to role play in front of the group (as identified by Nancy and Ivy). • The group will discuss the role playing, noting what did and didn't work. • The process will be repeated for the PD/Sheriff scenario. | Nancy & Ivy | PARTNERSHIP wordle projected on screen Scenarios |
| 3:30-4:00 PM | Putting it All Together: Reflection and Next Steps <ul style="list-style-type: none"> • Individual Covey Action sheets (10 min) • Circle – share one learning/skill each will take back (including staff) | Kelly and Matt | LEADERSHIP wordle projected on screen Covey Action Plan |
| 4:00 PM | Complete Evaluations | | Evaluation Sheet from packet |