



Supervisory Workshop Series

Understanding the Laws and Improving Performance

**CREC's Division of
Technical Assistance and
Brokering Services (TABS)**

**CREC
2006-2007
Supervisory
Workshop Dates:**

- December 15 a.m.
- December 15 p.m.
- January 17
- January 31
- March 7
- March 23
- April 11
- May 9
- May 23

CREC Central
111 Charter Oak Ave
Hartford, CT

For directions, please go to www.crec.org and click on DIRECTIONS at the bottom of the page.

The cost for each workshop is \$49.00 and includes workshop materials and breakfast.

Attendance at each workshop will earn 0.3 CEUs toward the SDE requirement of training in supervision and evaluation for administrators.

TABS is pleased to announce our **NEW** schedule of supervisory workshops for 2006-2007. Your positive feedback from the 05-06 series encouraged us to continue to offer the series as well as offer some new workshops. This year we've added four new topics (indicated by an asterisk). These workshops will help new and seasoned supervisors stay current on rules and regulations affecting how we hire, support, and manage staff. They will also provide best practices in the areas of supervising, motivating, and evaluating employees.

CREC has a cadre of experts in Human Resources to lead these workshops. Among our presenters will be CREC Attorneys, HR Professionals and Consultants. **Dale Vannie, PhD** has served as Assistant Superintendent for Personnel and Administration and Director of Special Services in CT schools and is an expert in the supervision and evaluation of educational employees. **Jeff Olefson** is the President of Staff Development Associates and former Director of Katherine Gibbs School. He is experienced at developing HR training programs and providing consultation to districts with the aim of improving efficiency, service delivery, and customer service.

Holding Staff Accountable for Performance
- **December 15, 2006, 9:00 am - 12:00 pm**

Learn techniques to improve communication with your employees and how to set and enforce appropriate standards. Determine what effective communication with your employees is and practice it. Come away with an approach for increasing the productivity of your unit and its employees.

*** Running Effective Meetings**
- **December 15, 2006, 1:00 pm – 4:00 pm**

In this workshop, participants will learn how to run effective meetings to accomplish more in less time and use action points to guarantee outcomes. Learn strategies to encourage group discussion to get all points of view and ideas. Meetings will result in better quality decisions as well as highly motivated members; they will feel that attending meetings is worth their while. Then, learn how to eliminate the unnecessary meetings.

*** Effective Teacher and Related Staff Evaluations**
- **January 17, 2007, 1:00 pm - 4:00 pm, snow date 2/7**

Learn how to provide objective performance assessments of teachers and related staff for the purpose of improving instructional effectiveness. Discuss how to set and evaluate performance and professional development goals. For problematic employees, learn how to enhance your position should legal action be taken. Review ways to get the most out of your observation.

Finding the Best Person
- **January 31, 2007, 9:00 am – 12:00 pm, snow date 2/7**

Hiring the best person for the job is a very difficult goal today. Review what you can and cannot do during the hiring process. Learn techniques to better match applicants and jobs, thereby avoiding problems down the line from poor hires. Learn the relationship between governmental rules and regulations and the need to hire the best candidate.

*** Preventing and Dealing with Harassment and Discrimination**
– March 7, 2007, 9:00 am – 12:00 pm, snow date 3/14

Today's courts have assigned more responsibility to employers for the actions of their supervisors. Liability may be, and many times is, incurred by the supervisory force because they have failed to see discrimination in progress. In this session, learn to recognize discrimination and harassment at an early stage. Become equipped with the latest techniques to keep any discrimination or harassment from taking place before it becomes a lawsuit. Real life examples, role play and interactive discussion will focus on prevention.

Pitfalls and Strategies for Supervisors
– March 23, 2007, time tba

New and experienced managers face many pitfalls today. Many of the issues occur within areas governed by federal and state regulations. This workshop will cover many of the problem areas that a manager is likely to face. Explore many possible reactions as well as how to react effectively. Come away with information on how to make decisions within policies and regulations.

*** Conflict Mediation**
– April 11, 2007, 9:00 am – 12:00 pm

Resolving workplace conflict is an essential part of any administrator's or supervisor's responsibilities. Learn the early warning signs and practice proactive behaviors designed to reduce or eliminate workplace conflict. In traditional conflict resolution, one side "wins" and the other "loses." The goal of this is not to determine who is right but rather to generate possible solutions that both sides in the dispute can find acceptable, thus avoiding costly litigation.

Paul Vivian and Jack Dunn conduct mediation services for schools and corporations committed to resolving their conflicts in which both sides walk away with their needs met.

Employee Termination
– May 9, 2007, 9:00 am – 12:00 pm

Employee termination, if handled incorrectly, can render you and your organization liable for significant damages. Discuss many of the acceptable techniques, and the rules and regulations to properly investigate and discharge an employee. Review the current judicial decisions covering termination and practice techniques designed to avoid liability.

Update on Federal, State and Local Regulations
– May 23, 2007, 9:00 am – 12:00 pm

Federal, state and local regulations are in a constant state of change. They cover all aspects of employment from hiring to termination. Discuss ADA, FMLA, FLSA, and others as they pertain to your organization. Learn the impact these regulations and laws have and how you can plan to effectively supervise and manage within the purview of these rules.

To register go to www.crec.org and click on *EVENTS*.

For registration questions, please contact Gio Koch at 860-524-4022 or gkoch@crec.org.

If you are interested in a particular topic but can't make the date, please let us know. We are always able to schedule additional sessions. These workshops are also available on site and customized for a district's specific needs.



Capitol Region Education Council