



# **SUPERVISORY WORKSHOP SERIES**

## ***Understanding the Laws and Improving Performance***

*Technical Assistance and Brokering Services (TABS)*

### **CREC 2007 - 2008 Supervisory Workshop Series**

#### **Dates:**

November 13  
December 4  
January 16  
March 4  
May 6  
May 28

CREC Central  
111 Charter Oak Ave  
Hartford, CT

For directions, please go to [www.crec.org](http://www.crec.org) and click on DIRECTIONS at the bottom of the page.

The cost of each workshop is \$55.00 and includes workshop materials and a light snack.

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

TABS is pleased to announce our **NEW** schedule of supervisory workshops for 2007-2008. Your positive feedback from the 06-07 series encouraged us to continue to offer the series, as well as offer some new workshops. 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.

#### **Recruiting for Excellence**

**- November 13, 2007, 1:00 pm – 4:00 pm**

Hiring the best person for the job is the goal of every administrator. Learn techniques to better match prospective candidates with job requirements. The expression "Pay me now or pay me later." makes it imperative to learn strategies for avoiding problems that are likely to result from flawed recruitment and/or hiring practices. Explore the relationship between the need to hire the best candidate and laws or regulations that impact the process.

#### **Promoting Excellence in Teaching and Learning – Protect Your Investment!**

**- December 4, 2007, 1:00 pm – 4:00 pm, snow date 12/5**

Every teacher represents a potential million dollar investment for a school district. Don't wait for the evaluation process to discuss developing and sustaining teacher excellence. Establish benchmarks for teachers whom you would like to retain. Discuss ways to promote an excellence standard in your district. Examine ways to strengthen your supervision process and conferencing to consistently convey your standards and to engage teachers as active partners in teaching and learning.

#### **Teacher Evaluation – Critique and Analysis Activities**

**- January 16, 2008, 1:00 pm – 4:00 pm, snow date 1/18**

Has lack of confidence in your documentation affected your decisions about teacher non-renewal? Have you ever concluded that a teacher is ineffective but found that there is nothing in the personnel file to suggest there is a problem? The focus of this workshop is on developing proficiency in writing teacher evaluation documents through engaging in small group activities and using actual evaluation write-ups (personally identifiable information is, of course, deleted), as well as simulated scenarios.

#### **What You Don't Know About Harassment and Discrimination Can Cost You!**

*Possible Dates:*            March 4, Council room, 1-4  
   March 5, Council room, 1-4

Employers are responsible for the actions of their supervisors. Liability may be incurred because supervisors failed to see discrimination in progress. Learn to recognize discrimination or harassment at an early stage. Become equipped with

**What You Don't Know About Harassment and Discrimination Can Cost You!**

**- March 4, 2008, 1:00 pm – 4:00 pm, snow date 3/5**

Employers are responsible for the actions of their supervisors. Organizations, including school districts, may be called to a CHRO hearing or to court because supervisors failed see discrimination in progress. Learn to recognize discrimination or harassment at an early stage. Become equipped with techniques to minimize the likelihood that any discrimination or harassment will occur. Real life examples, role play and interactive discussion will focus on prevention.

**Preparing and Conducting Contract Negotiations**

**- May 6, 2008, 1:00 pm – 4:00 pm**

Districts often are intimidated by the idea of having one of their own Central Office administrators assume primary responsibility for negotiations. Negotiation requires research and preparation; however, doing it yourself can pay dividends. Learn the steps necessary to prepare for negotiations, engage the support of the board of education, and develop the skills of an effective negotiator. Finally, discover the benefits of having an "in-house" person to take the lead.

**Employee Termination – Not As Simple As 'You're Fired!'**

**- May 28, 2008, 1:00 pm – 4:00 pm**

Ever sat across from a union rep in a meeting where disciplinary action or termination was the intended outcome? Ever defended a grievance over a disciplinary outcome or termination? Employee termination can render you and your organization liable for significant damages if handled incorrectly. Learn the steps for properly investigating, disciplining, and discharging an employee. Review examples of termination do's and don'ts. Learn techniques designed to avoid liability.

To register go to [www.crec.org](http://www.crec.org) and click on *EVENTS*.

For registration questions, please contact La'Tosha Dale at 860-509-3681 or [ldale@crec.org](mailto:ldale@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.**

