



Effectiveness Project[®] Central Office Performance Evaluation System (COPES)

Audience for COPES Training: Central Office professionals (Directors of : C&I, Pupil Services, Human Resources & Business, Technology, Buildings & Grounds, and Superintendents or others responsible for evaluating Central Office personnel

Training Option 1: AM Session: 1/2 Day COPES Training (evaluators and evaluatees experienced in implementing EP)

8:30 a.m. – Noon

Description

This half-day training targets administrators that have implemented EP in their district and have a construct of the system overview for T/ES and SAPES as evaluators and evaluatees. Participants will learn the nitty-gritty information for implementing COPES at the district level and leave confident in using MyLearningPlan.

PM Session: (Optional) MyLearningPlan Support and Networking Lunch
12:15 p.m.—2:15 p.m.

Description

One-on-One or Small Group MyLearningPlan OASYS Support
This afternoon is designed for a networking lunch for those wishing to stay for additional MyLearningPlan support. The goal of the afternoon will be for individuals to be comfortable in access and completing forms as an evaluatee or evaluator.

Training Option 2: 1 Full Day COPES Training for Beginners

8:30 a.m.—3:30 p.m. (Lunch provided)

Description

This full day training targets administrators that have NOT implemented EP and need an overview of the COPES system as well as support with roles and responsibilities as an evaluator or evaluatee. Participants will leave confident in using MyLearningPlan regardless of their role in the evaluation process.

Registration Details

Training Option 1: Half Day Training

- **CESA 6:** Monday, December 8, 2014
Wednesday, January 14, 2015; or
Thursday, February 5, 2015; 2300
State Road 44, Oshkosh, WI
- **CESA 9:** Thursday, December 10,
2014; 304 Kaphaem Road, Toma-
hawk, WI
- **CESA 1:** Wednesday, December 17,
2014; N25 W23131 Paul Road
Suite 100, Pewaukee, WI 53072

Training Option 2: Full Day Training

- **CESA 6:** Tuesday, December 9, 2014
or Tuesday, February 3, 2015; 2300
State Road 44, Oshkosh, WI
- **CESA 1:** Thursday, December 18,
2014; N25 W 23131 Paul Road, Suite
100, Pewaukee, WI
- **CESA 4:** Thursday, January 15, 2015;
923 E Garland St, West Salem, WI

Registration: www.myquickreg.com

Cost per user (one-time cost): 1 = \$400
2 = \$750 3 = \$1,050

Cancellation Policy: Any registration cancellation must be received 48 hours before the scheduled date for a refund to be issued. Because attendance at most sessions is limited, persons registering and not in attendance on the day of the session will be charged the full registration fee. CESA 6 reserves the right to cancel any session due to insufficient enrollment. Participants will be notified by email or phone if a cancellation occurs.

CESA 6 Dec 8 CESA 9 Dec 10 CESA 1 Dec 18
 CESA 6 Dec 9 CESA 1 Dec 17 CESA 6 Jan 14
 CESA 4 Jan 15 CESA 6 Feb 3 CESA 6 Feb 5

Participant Name(s) _____

Position(s) _____ District _____

Phone (Work) _____ (Home) _____

Would you like to be notified by email of future CESA 6 training sessions? Yes No

Email Address _____ Special accommodations or dietary needs _____

**To Register: Go to <http://www.myquickreg.com> or send completed form to:
Anne Kirk, Administrative Assistant
CESA 6, 2935 Universal Court, Oshkosh, WI 54904, Fax: 920-236-0580**

- Please check one:
- Check is enclosed, made payable to CESA 6
 - Bill my School District, PO # _____
 - Use my Conference Attendance Fund
(CESA 6 employed staff ONLY)
 - Credit Card Payment

Cardholder Name _____

Cardholder Address (include city, state ZIP) _____

Credit Card Type (VISA, MasterCard, etc.) _____

Credit Card Number _____

Expiration Date _____ 3 Digit Code on Back of Card _____