



This event is presented by the CESA 6 Literacy Center

LEAN Principalship

This four part series is presented by
the CESA 6 Literacy Center.

October 13, December 15, 2015; and February 29, April 5, 2016 • 9 a.m. - 2:30 p.m.

CESA 6 Literacy Center presenter:
Erin Loritz, coordinator

Description:

The LEAN Principalship series is designed to assist principals in managing a heavy workload while continuing to focus on what is most important to them as leaders. By utilizing LEAN and continuous improvement tools, principals can remain focused on important, value-added work while leading change within their schools.

The purpose of this workshop is to engage principals in aligning their daily work to the vision of leadership that suits them and the stakeholders they serve. By learning LEAN and continuous improvement principles used in many successful businesses and school districts nationwide, principals will receive multiple tools and supports to ensure that their daily work is efficient, effective and in alignment with their leadership beliefs. This four-part series spans the school year in order to take realistic steps towards maximizing the principal's ability to manage the mandates, meet the needs of stakeholders, minimize wasted time and delegate effectively.

Topics and objectives:

Review each session's topics and objectives on page 2 of this flier.

About the presenter:

Erin Loritz is a CESA 6 literacy coordinator. Before joining CESA 6, she served as a classroom teacher, literacy coach and principal. Trained in LEAN principles through the Carnegie Foundation Summit on Improvement in Education, Erin worked on multiple continuous improvement teams, including an award-winning team honored at American Society for Quality national and international conferences. As a principal, Erin utilized LEAN tools and collaborated with fellow school leaders to enhance the efficiency and effectiveness of her school.

Who should attend: Principals.

For additional information: To convert the LEAN Principalship program into an in-district service model, contact Erin Loritz, CESA 6 literacy coordinator, at eloritz@cesa6.org or (920) 236-0562

To register: Go to http://www.cesa6.k12.wi.us/prof_dev/ to register online.

Registration questions: Mary Ann Schwandt, program assistant, CESA 6, 2935 Universal Court, Oshkosh, WI 54904, Phone: (920) 236-0562; Fax: (920) 424-3478; mschwandt@cesa6.org

Cancellation Policy:

Any registration cancellation must be received 48 business 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.

Registration Details

- **Date:** October 13, December 15, 2015; and February 29, April 5, 2016
- **Registration Fee:** \$475 per person; Includes materials and lunch.
- **Time:** 9 a.m. - 2:30 p.m.; 2:30 – 3 p.m. Question/Answer Session
- **Onsite check-in:** 8:45 - 9 a.m.
- **Location:** CESA 6 Conference Center
2300 State Road 44, Oshkosh WI 54903
- **Registration Deadline:**
October 5, 2015
- **Online registration:**
http://www.cesa6.k12.wi.us/prof_dev/

Session one - Setting the Stage for Efficiency Across a Day and Year

Topics to be covered:

- Introduction to LEAN principles
- Identifying value-added and nonvalue-added work (waste)
- Continuous improvement tools: Year-long project board and value-stream mapping
- Time study tool (bring back for next session)

Objectives:

1. Explore LEAN/continuous improvement principles
2. Create value-stream maps to determine priorities
3. Demonstrate tools to be purposeful in planning and executing daily work

Session two - Workspace and Mental Preparedness for Maximizing Efficiency and High Quality Work

Topics to be covered:

- Debrief about amount of non-value added work as identified through time study tool (What now?)
- Being physically and mentally prepared for a productive day
- Tools for managing the things in your inbox: project folders , tickler files
- Introduction to continuous improvement tools:
 - Kan Ban board
 - Priority boards

Objectives:

1. Examine strategies for the physical organization of a principal's work space.
2. Understand the purpose behind LEAN/Continuous Improvement tools

Session three - LEAN/Continuous Improvement Tools for Leading Change and Innovation

Topics to be covered:

- Examining the voice of the customer and including those closest to the work
- Continuous improvement tools:
 - Plan, Do, Study, Act (PDSA)
 - Value stream mapping
 - Root cause analysis
 - Five whys
 - Fishbone
 - Huddle boards

Objectives:

1. Understand the function of LEAN tools in leading change
2. Examine the value of representing stakeholders in continuous improvement
3. Share examples of successful change in districts using Continuous Improvement

Session four - Forecasting for the Year Ahead

Topics to be covered:

- Systems for school-level change
- Plan, Do, Study, Act (PDSA) a Continuous Improvement Tool - initiating this process within your school
- Rapid Improvement Events
- Creation of standard work

Objectives:

1. Examine how LEAN/continuous improvement tools can help in planning for future work
2. Study ways to address waste and nonvalue-added issues
3. Demonstrate tools for long-term planning

In-District Service Model - (Includes participation in the four-part workshop)

Using this model, principals receive onsite support through one or two monthly sessions. The service includes:

- Specified time studies
- Physical organization of office
- Job-shadow to maximize efficiency and productivity
- Systems analysis and problem identification
- PDSA initiation and support for improving efficiency of work
- Individualized technology and LEAN tools to support work
- PD support to train staff members on LEAN/continuous improvement principles and tools
- Coaching for specific principal needs