

Fees & Registration Information

PI-34 Consortium Members: \$50

Center Members: \$150

Non-Center Members: \$250

**Questions?
Contact**

**Tamara Kreklow or Doug Shanks at
608-742-8814 Ext 283
or 305 or
Email**

**Early Bird Discount!
Subtract \$25 if registered
by September 4th!**

Workshop #813
Gardening in the Minefield

Location: CESA 5 Portage

Time: 8:30—3:00

Please register online at:

www.myquickreg.com

Registration Deadline: September 30

Cancellation Refunds for Participants:

Registered participants will receive a full refund if they cancel more than 3 working days before a workshop. Because of our commitments to the trainer and the food vendor, participants who cancel less than 3 working days or do not attend, will be billed the full fee.



**CESA 5 Center for Accountability
and Assessment**

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Back By Popular Demand!

Survival Guide for School Administrators: More Gardening in the Minefield

Presented by: **Laurel Schmidt**

Date: 10/5/09

Time: 8:30-3:00

CESA 5 Portage

Program Description

Laurel Schmidt, author of *Gardening in The Minefield: A Survival Guide for School Administrators*, takes aim at two factors—time management and stress—which consume valuable administrative time that should be spent in classrooms, supervising instruction. In a practical, candid and interactive presentation, Laurel shares effective strategies to help administrators manage the in-box, reduce stress, and sharpen their classroom observations.



Participants learn the three R's of communications success to deal with the communications glut. They learn strategies to avoid drop-in visits, and handle angry confrontations. Laurel provides checklists to focus classroom observations and guide feedback to teachers. The final job-saving topic is stress. Laurel details ten techniques for on-the-job stress reduction to avoid burn-out. Participants will leave with a do-it-yourself mental health kit and a practical plan for getting out of the office and into the classrooms.

The In-Box Never Sleeps: Managing Time and Communications

Strategies:

- ✦ Reduce
- ✦ Redirect
- ✦ Regulate
- ✦ ABC's of Crisis Communication
- ✦ Batting Practice

Where The Rubber Meets the Road: Supervising Instruction

Strategies:

- ✦ Now Hear This Broadcasting Your Plan
- ✦ Breaking Away: Reserving Time for Visits
- ✦ Covering the Territory: Organizing Focused Visits
- ✦ Digging In: Investigating Teaching and Learning
- ✦ Promoting Your Vision: Publicizing Your Observations
- ✦ Gauging Your Impact: Responding to Staff Reactions

Motivating Teachers in a Famine Culture

Strategies:

- ✦ Recognition
- ✦ Relationships
- ✦ Resources
- ✦ Rewards
- ✦ Rituals

Living Well is The Best Revenge: Stress Reduction

Strategies:

- ✦ Who's Renting Space in Your Skull?
- ✦ Replacement Behavior
- ✦ Simple Pleasures
- ✦ Feed The Machine
- ✦ Is This Hard?
- ✦ Applause, Applause
- ✦ Houdini
- ✦ Clean Thoughts on A Dirty Wall

Questions & Answers will be addressed at designated points throughout the day.