



Principal and Vice Principal Management Toolbox Sessions 2019 – 2020

Please use the [HUB](#) to register for these sessions.

Topic	Nuts and Bolts	Engaging, Involving & Supporting Support Staff	District Resource Counsellors	Preparing for & Carrying Out Important Conversations	IEP for PVP's 101	Staffing Process Planning	Student Support: Planning for the Coming Year	The Transfer Rounds	Management Strategy Sharing	Business Essentials
Date/Time	August 21 8:00am-1:00pm DEC 2020	September 24 3:45-5:15 pm DEC 2020	October 8 3:45-5:15pm DEC 2020	October 22 4-7pm REC 304	November 19 3:45-5:15pm DEC 2020	January 28 3:45-5:15pm DEC 2020	February 18 3:45-5:15pm DEC 2020	March 10 3:45-5:15pm DEC 2020	April 29 3:45-5:15 p.m. DEC 2020	May 20, 3:45-5:15pm DEC 2020
Presenter(s)	Various staff	Various staff	District Resource Counsellors	Raj Dhasi	Student Support	Human Resources District Principals	Student Support	Human Resources District Principals	Various staff	Various staff
Description	<p>Please feel free to attend just one or two of the presentations or all of them</p> <p>8:00 - 8:10 am - Overview</p> <p>8:10 - 9:00am - Power BI – Brenda Neveu</p> <p>9:00 - 9:50am - Health & Safety (overview, RTW, violence in the workplace) – Mary Campbell</p> <p>9:50 - 10:45am - Digital Toolkit & Office 365 – Antonio Vendramin</p> <p>10:45 - 11:05 - Sandwich & Snack break</p> <p>11:05 - 11:55am - LRS (Ronald Deo), Energy Management (Tracy Blagdon), District Facilities (Greg Forbes-King)</p> <p>11:55am - 12:55pm - HR Tips & FAQ's (HR District Principals)</p>	Learn about some best practices in helping support staff in your school feel they are an integral part of the school. Discuss ways to make the most of their expertise & knowledge about students and the school. The members of our support staff play very important roles in our buildings and this session will discuss the many ways we can work together. The planning team for this session includes school principals, an EA, a former school caretaker, a school clerk and HR staff.	Topics include when to call your DRC, suspension reports and threat assessments. In addition, we will discuss documents and protocols for responding to suicidal ideation and self-harm.	Interactions of all kinds are necessary in the workplace. They often call for a high level of elegance and strategy so that relationships are maintained. This workshop provides participants with the opportunity to apply a step-by-step process to carry out those important conversations – with colleagues, parents & staff. We will look at preparing for, initiating, engaging in, & debriefing from a complex conversation. The steps are clearly laid out and the more you use them, the less you need them. This session is focused on getting you skilled at managing those conversations that are high stakes. Registration for this session includes dinner.	As a principal, what should you look for in an IEP? How can you ensure the goals relate to learning needs and designation? What else is involved; parent meetings, how and when to review, monitor and report; the role of the case manager and integrated case management will also be covered.	Steps and great ideas will be shared by the human resources district principals to help you prepare for staffing in your school.	Learn about planning for the coming year – completing the student support needs evaluation form; position identification forms and the EA/ABA SW planning tool for principals; determining whether a student continues to meet SPED criteria /SBT/ recommending de-designation.	Human Resources staff will help you with learning how the transfer rounds work.	Learn from a variety of presenters on topics such as Health and Safety, Community Engagement, Privacy, and Human Resources	Learn from a variety of departments – Business Development, Energy Management, Learning Resources, Finance, Facility Rentals and Facilities
<div style="border: 1px solid black; padding: 10px;"> <p>In addition, we are offering sessions for principals and their head secretaries to attend together:</p> <ul style="list-style-type: none"> • Elementary Principal and Head Secretary Finance and Risk Management Session – Wednesday, October 16, 1-2:30 p.m. in REC 304 • Secondary Principal and Head Secretary Finance and Risk Management Session – Thursday, October 10, 8:30-10 a.m. in REC 304 </div>										