The Leadership Toolkit

For Teachers

2011

February 1 March 1 April 16 April 20, 21

"These ***powerful*** and ***practical*** workshops are designed to enhance the ***skills***, ***knowledge***, and ***application*** of effective **leadership**" …

- Gold of the Desert Kings
- Promises, Promises
- Leadership & Teambuilding
- Effective Motivation
- Communication
- Decision-Making & Problem-Solving
- Resolving Conflicts

Proudly sponsored by
The Peel Elementary Teachers' Local
Professional Development Committee

Peel Elementary Teachers' Local

Contact your workplace steward, access the website at www.etfopeel.com, or phone the PETL office (905-564-7233) for additional information.

TIME AND PLACE:

The Leadership Toolkit for Teachers is being offered in Winter/Spring 2011 as a three-session program. **Participants will be committing themselves to attend all dates:**

Session 1		
Day	**Date**	**Time**
Tuesday	February 1, 2011	4:15—8:30
Session 2		
Day	**Date**	**Time**
Tuesday	March 1, 2011	4:15—8:30
Session 3		
Day	**Date**	**Time**
Saturday	April 16, 2011	8:45—3:45
Wednesday	April 20, 2011	8:45—3:45
Thursday	April 21, 2011	8:45—3:45

Acceptance to this program includes:

- course materials
- light meals and refreshments.

All sessions will be held at:

Peel Elementary Teachers' Local
6435 Edwards Boulevard
Mississauga, ON, L5T 2P7

TO APPLY:

- Application forms are available from your workplace steward.
- Additional forms are available on the PETL website (www.etfopeel.com) and from all-member emails (e-news link)
- Each registrant **must** submit a completed PETL PD Fund Application Form.
- Send your completed applications via board courier to:

PETL
THE EDUCATORS' CENTRE
6435 EDWARDS BOULEVARD
Attn: Professional Development Committee
Re: THE LEADERSHIP TOOLKIT FOR TEACHERS

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

Completed forms must be received by
January 21, 2011

All applicants will be contacted by
January 25, 2011

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

Peel Elementary Teachers' Local

THE LEADERSHIP TOOLKIT FOR TEACHERS

A series of *powerful* and *practical* workshops designed to enhance the *skills*, *knowledge*, and *application* of effective personal leadership

Proudly sponsored by
Peel Elementary Teachers' Local
Professional Development Committee
Winter/Spring 2011

Peel Elementary Teachers' Local

Peel Elementary Teachers' Local

"Through collaboration and professional development, The Leadership Toolkit for Teachers promotes improved communication, decision-making, and interpersonal skills for today's educators as they evolve into effective leaders who manage the culture of change."

(PETL Professional Development Committee)

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If You Are ...

- a classroom teacher;
- a teacher wanting to develop leadership potential;
- a teacher seeking leadership positions;
- a teacher planning for future leadership opportunities within Peel Elementary Teachers' Local;

...Then This Series Is For You!

The Leadership Toolkit For Teachers

Session 1: Gold of the Desert Kings is a highly engaging, experiential exercise that examines the need for planning, information gathering, and goal setting.

Presented by:

Mr. Darryl Kirkland
(BA, BEd, MBA, and Principal of Westside Secondary School in Orangeville, ON)

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

Session 2: Promises, Promises challenges team members to build trust, engage in open communication, and understand others' needs.

Presented by:

Mr. Darryl Kirkland
(BA, BEd, MBA, and Principal of Westside Secondary School in Orangeville, ON)

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

The Leadership Toolkit For Teachers

Session 3: The Leadership Toolkit, as created by Blueridge Professional Training, is an *integrated* foundations program that is immediately applicable and transferable to a variety of workplaces.

Presented by:

Mr. S. Carl Zanon
(BASc, MBA, PEng, CMC, and Instructor with Okanagan College Continuing Studies in Kelowna, BC)

Leadership & Teambuilding

- Use Situational Leadership Styles.
- Know team development stages.
- Examine characteristics of a positive team climate.

Effective Motivation

- Increase your knowledge of motivation theory.
- Apply motivation theories in your workplace.

Communication

- Apply active listening "PROPOSAL".
- Learn techniques for giving/receiving feedback.

Decision-Making & Problem-Solving

- Learn key factors of quality and acceptance in decision-making.
- Distinguish differences between symptoms and causes of problems.
- Use brainstorming to generate alternative solutions.
- Apply problem-solving model.

Resolving Conflicts

- Assess various styles of conflict resolution.
- Apply a win-win model.

Managing Stress

- Understand stress in self and others.
- Apply coping strategies.

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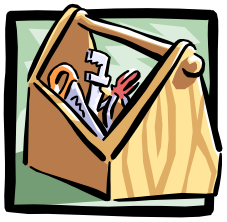
PETL presents …
THE LEADERSHIP TOOLKIT FOR TEACHERS



THE LEADERSHIP TOOLKIT FOR TEACHERS 2011 APPLICATION

February 1, 2011: 4:15 – 8:30 pm **March 1, 2011: 4:15 pm – 8:30 pm** **April 16, 2011: 8:45 am – 3:45 pm**

April 20, 2011: 8:45 am – 3:45 pm

April 21, 2011: 8:45 am – 3:45 pm**

Name: _____

Board E-Mail: _____

School: _____

Current Position: _____

Years Teaching: _____

I am submitting a completed application package* which includes (please check):

- ☐ ***this Leadership Toolkit for Teachers Application Form, and***
- ☐ ***the PETL Professional Development Fund Application Form with supervisor's signature.***

_____ _____

Signature ***Date***

****Incomplete packages will be returned.***
*****Attendance to all sessions is mandatory.***

Send your completed application via board courier to:

PETL
THE EDUCATORS' CENTRE
6435 Edwards Boulevard
Attn: Professional Development Committee
Re: The Leadership Toolkit for Teachers

Peel Elementary Teachers' Local

Proudly sponsored by
Peel Elementary Teachers' Local
Professional Development Committee

** *Membership is limited to 30 participants* **

Registration closes effective January 21, 2011

Applicants will be contacted by January 25, 2011

Peel Elementary Teachers' Local

Leadership Toolkit Application #	Date Received

Peel Elementary Teachers' Local
PROFESSIONAL DEVELOPMENT FUND APPLICATION FORM 2010-2011

*Please complete the sections

*Name:	*School Location:	*Date of Application:

Dates of Activity:	Name of Activity:	Location of Activity:
Feb. 1, Mar. 1, Apr. 16, Apr. 20, Apr. 21	LEADERSHIP TOOLKIT FOR TEACHERS 2011	PETL, EDUCATORS' CENTRE

Funds requested:

No cost

Supply teacher requested: (circle one) Yes No

*Number of days ____ x $240.00 = $_____

*Portion of full day required for release coverage (*e.g. 0.8, 0.3*)
(circle one): **1.0 - 0.5 - other** _____

20 / April / 2011 to 21 / April / 2011 Use PAM Code 69
day / month / year to day / month / year

*Signature of Member:
X

*Signature of Principal/Supervisor:
X

INSTRUCTIONS:

1. Member must fill out this application form and submit, along with their Leadership Toolkit Application Form, to the Peel Elementary Teachers' Local, The Educators' Centre.

2. If accepted to attend the Leadership Toolkit program, the PETL Office will send an approved copy of this PD form to the member. Please inform the PETL Office (905-564-7233) if you no longer plan to attend the program so that a place can be offered to another member.

3. If approved, the member will do the following before attending the program:
   (1) **Call in the supply day(s)** using PAM Code #69.

The following shaded sections to be completed by the Secretary-Treasurer or Designate.

Number of supply days approved and to be paid to the Board:

_____ days @ $240.00 = $ _____ Date Approved: _____/_____/_____
day / month / year

Signature of Secretary-Treasurer or Designate:

X

OT Days $ _____	OT Days $ _____	OT Days $ _____
Cheque Number _____	Cheque Number _____	Cheque Number _____
Allocation PD: Leadership Toolkit	Allocation _____	Allocation _____
Date Issued _____	Date Issued _____	Date Issued _____
Treasure's Signature _____	Treasure's Signature _____	Treasure's Signature _____