

BUILDING A FOUNDATION FOR SUCCESS: For Principal Interns, Principals and Assistant Principals

Reducing Risk and Liability, Student and Staff Procedural Rights, Social Media, and Dealing with Difficult People

Register for one, two, or all three workshops

Each of the three workshops in the “Building a Foundation for Success” series begins with a 1.5 hour session on Strengthening Your Internship and Marketing Yourself, where interns will share, learn and grow from a facilitated conversation led by Don Rash of AWSP. The remaining 4.5 hours of each session are led by Sue Corey, Dr. Pauline Cline and Charlie Schreck of **Canfield**.

Dates/Locations: Three workshops are offered in both **Renton** and **Spokane**. See reverse for dates and exact locations.

Time: 9:00 a.m. – 3:00 p.m. Lunch is included with registration.

Price: \$25 each for AWSP intern members, and \$50 each for non-member interns and all other educational leaders.

Clock Hours: Each workshop includes 6 clock hours.



1	A.) Strengthening Your Internship <ul style="list-style-type: none"> • What do I need to be sure to do? • What are the pitfalls to be avoided? • What valuable experiences have I had, and what opportunities have been shut off? • What can I do now? • Questions about my internship or preparation program. • Time management issues and strategies. 	C.) Reducing Risk and Liability <ul style="list-style-type: none"> • How is liability determined? • Understand terms such as reasonable cause, put on notice, deliberate indifference, known or should have known, etc., as they relate to the principal intern experience. • Student discipline, short- and long-term suspension, and expulsion: what they are and when they can be used. • “What went wrong?”, “Could anything have been done to prevent this?” and “What did we learn from this unfortunate situation?” • Hiring smart and legal. • Employee discipline dos and don’ts. • ASB and PTA finance issues.
	B.) Marketing Yourself <ul style="list-style-type: none"> • Preparing NOW to market myself this spring. • Who gets hired? What are supts. looking for? Make sure I am that type of intern. 	
2	A.) Strengthening Your Internship <ul style="list-style-type: none"> • Half-time adjustments I <i>need</i> to make! • Have I experienced as much as I thought I would? • What do I need to do in the second half of the year? 	C.) Student Procedural Rights, Social Media, Texting, etc. <ul style="list-style-type: none"> • Student procedural rights, investigations, searches, law enforcement interviewing students at school, etc. • Harassment, intimidation and bullying: What you can and should do. • FERPA and confidentiality: What you need to know. • Rewards and risks of social media. • Maintaining professional staff and student boundaries.
	B.) Marketing Yourself <ul style="list-style-type: none"> • Résumé, cover letter, application and letters of recommendation. • What are districts looking for? 	
3	A.) Strengthening Your Internship <ul style="list-style-type: none"> • This is the homestretch – any questions/concerns? • What do I still need/want to experience? • How do I get my certificate? 	C.) Managing Conflict, Dealing with Difficult People and De-escalation Skills <ul style="list-style-type: none"> • Understanding and managing conflict. • Defusing anger, de-escalation skills, and dealing with difficult people. • Effectively dealing with anger in others. • Addressing the “He said, she said.” • Addressing staff ethical and professional issues.
	B.) Marketing Yourself <ul style="list-style-type: none"> • Getting hired: How to get and succeed in an interview. • I have signed my teaching contract for next year: How late into the summer can I still apply? • What if I don’t get hired? 	

Building a Foundation for Success: Workshop Registration Form

Time: 9:00 a.m. – 3:00 p.m. Lunch is included with registration. | **Clock hours:** Each workshop includes 6 clock hours.
Below, please select which workshop(s) would you like to attend:

WORKSHOPS	CITY UNIVERSITY – RENTON 555 South Renton Village Place, Ste. 300 Renton, WA 98057 888.426.5596	RED LION HOTEL AT THE PARK 303 W. North River Drive Spokane, WA 99201 800.733.5466
Workshop 1: Reducing Risk and Liability	October 7, 2014 <input type="checkbox"/> Register me	October 8, 2014 <input type="checkbox"/> Register me
Workshop 2: Student Procedural Rights, Social Media, Texting, etc.	January 20, 2015 <input type="checkbox"/> Register me	January 21, 2015 <input type="checkbox"/> Register me
Workshop 3: Managing Conflict, Dealing w/ Difficult People, and De-escalation Skills	March 10, 2015 <input type="checkbox"/> Register me	March 11, 2015 <input type="checkbox"/> Register me

Price: Workshops are \$25 each for AWSP intern members, and \$50 each for non-member interns and all other educational leaders.

Grand total for all workshops: \$ _____

REGISTRANT INFORMATION

Registrant Name _____
 Title _____
 School _____
 E-mail _____
 District _____
 Contact Name _____
 Contact Business Phone _____
 Fax _____

PAYMENT INFORMATION

Payment Method:
 Check Purchase Order (Must be attached)
 Credit Card (Visa, Mastercard, AMEX)
 Personal Card School Card District Card

16-Digit Card # _____
 Exp. Date _____
 Name on Card _____
 Address _____
 City/State/ZIP _____
 Signature _____

SUBMIT YOUR REGISTRATION FORM

Three Easy Ways to Register:

BY MAIL: Complete and mail to:
 AWSP | 1021 8th Ave. SE | Olympia, WA 98501

BY FAX: Complete and fax to: 360.357.7966

ONLINE: www.awsp.org/professionaldevelopment
 (AWSP member log-in required)

QUESTIONS? Call AWSP at 800.562.6100.

This workshop is sponsored by Canfield in partnership with the Association of Washington School Principals.



Canfield offers risk control programs, educational services, pre-litigation programs and claims/litigation management.

REFUND POLICY: Full refund requests must be received in writing at the AWSP office by 4:30 pm 10 business days prior to the day of the workshop. Refund requests received in writing between 10 and 3 business days prior to the first day of the workshop will be granted at 50% of the registration fee. There are no refunds for no-shows or cancellations received within 3 business days of the workshop.