



**2008 – 2009
Leadership Program**



Ottawa
Catholic
School Board




Kathy Ablett, R.N.
Chairperson

James G. McCracken
Director of Education

The Leadership Journey








The Leadership Journey: Called to Serve is an exemplary Catholic leadership development program sponsored, in part by the OESC – Support Staff Training and Development Project. The program reflects in content and approach, the Gospel values outlined in the Board’s document: *Believing, Discovering, Achieving* with a central focus on success for staff to ensure success for students.

All programs and sessions will be held at either the Catholic Education Center or Derry Byrne Teacher Resource Center. However, changes may occur to the present locations based on enrolment. Participants will be notified of any changes before the sessions begin.

All sessions run from 4:30 to 6:30 p.m. unless otherwise specified by a red arrow  in this registration booklet.

Certificates of Completion will be presented to those participants who attend all sessions of their specific program including the Wrap-Up celebration.

In its pursuit of excellence in the development and selection of leaders within all employee groups, the Ottawa Catholic School Board recognizes and values The Leadership Journey program and the important role it plays in succession planning.

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PLEASE FOLLOW THESE STEPS TO REGISTER

Please consider printing this document

1. PRINT THIS ENTIRE DOCUMENT. ~~double-sided and sharing with your colleagues.~~
 2. USING THIS DOCUMENT, SELECT THE PROGRAM THAT YOU ARE INTERESTED IN.
 3. IN ORDER TO REGISTER FOR THE PROGRAM YOU NEED TO CREATE AN ePLC ACCOUNT, GO TO PAGES 18 AND 19 FOR INSTRUCTIONS.
- * YOU MUST REGISTER FOR ALL SESSIONS WITHIN A PROGRAM**
4. REGISTRATION MUST BE COMPLETED EXCLUSIVELY ON-LINE.

Hand written, faxed, or telephone registrations will not be accepted.

Once registered, you will receive confirmation e-mail for each session in the program you selected.

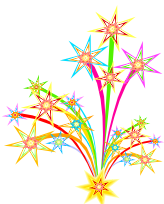
REGISTRATION DEADLINE IS FRIDAY, OCTOBER 3RD, 2008

NEED HELP?

If you require further assistance with the registration software, please contact the IT department at eplcsupport@ottawacatholicschools.ca

If you have any questions about “The Leadership Journey” programs, please contact Phyllis Beelen at Phyllis.Beelen@ottawacatholicschools.ca

Casual employees can register through Phyllis Beelen at Phyllis.Beelen@ottawacatholicschools.ca



***The Wrap-up Session will be held
on May 27th, 2009 location TBD***



INTRODUCTION TO LEADERSHIP PART 1



Where: Derry Byrne Teacher Resource Center

Participant Profile: Open to all Ottawa Catholic School Board Employees

What: Sessions are designed to provide individuals with an opportunity to explore leadership styles and to identify, develop, refine and extend skills and competencies needed for effective leadership in various roles.

When:	Session:	Presenter:
Wednesday Oct. 8, 2008	Success for Students, Success for Staff, Stewardship of Resources The Importance of Developing Leaders in our Catholic System	<i>Julian Hanlon, Deputy Director of Education</i>
Wednesday Nov. 12, 2008	What is Your Leadership Potential?	<i>Diane Jackson, Superintendent of Student Success, Elementary</i>
Wednesday Jan. 7, 2009	The Importance of Professional Learning for All	<i>Fred Chrystal, Superintendent of Planning and Facilities David Leach, Superintendent of Finance and Administration</i>
Wednesday Feb. 11, 2009	The Moral Purpose of Leadership	<i>Simone Oliver, Superintendent of Special Education and Student Services</i>
Wednesday April 1, 2009	What is Effective Leadership? A Research Point of View.	<i>Donna Mailloux, Research Officer</i>
Wednesday April 29, 2009	The Sacred in Your Work	<i>Jan Bentham, Coordinator Religious Education and Family Life Education</i>
Wednesday May 27, 2009	Wrap-up Celebration Compulsory for <u>all</u> participants	

INTRODUCTION TO LEADERSHIP PART 2 (NEW)



Where: CEC Meeting Rooms 8, 9, 10 - 4:30 p.m. – 6:30 p.m. (*see exception below*)

Participant Profile: Open to all Ottawa Catholic School Board Employees who:

1. Have completed Introduction to Leadership Part 1 **or**
2. Hold a formal leadership position **or**
3. Are serious about the further development of leadership skills and are looking for a more intensive experience.

Due to the nature of this program, registration is limited to 20 participants.

What: This program will build on the current “Introduction to Leadership” Part 1. Sessions are designed to provide individuals with an opportunity to identify leadership styles and to further develop, refine and extend skills and competencies needed for effective leadership in various roles

Expectations: Before the program begins, participants will be required to complete the Myers Briggs Type Indicator (MBTI), which will be sent after registration. The MBTI will be used as a foundation for understanding how leadership styles are impacted by personality preferences.

Before each session they may be required to complete 1 to 2 hours of pre-work. Examples may include:

- Reading an article, completing a task, or visiting a website related to a topic area
- Practical application of a skill in the workplace

About the Presenters:

The presenters have very successfully implemented a number of leadership training programs in private and public organizations. Of special note, the presenting team has worked with MINDTRUST, a group of highly successful business leaders in the Ottawa area, who have developed a Leadership Training Program for top achieving 4th year business students at Ottawa and Carleton Universities.

Rebecca Lever, PhD integrates a background in organization development, depth psychology and adult learning. She is a human resources specialist with over 20 years experience.

Judy Laws, PhD provides consulting services in the areas of building innovative capacity, group facilitation, Human Resources, Information Technology Management, Outsourcing and Organizational Development.

Joe Steliga has training experience in the areas of leadership and management development, communication, conflict resolution, performance management, and employee excellence. Joe has had experience as a small business owner and is passionate about the link between employees, productivity and the meeting of organization objectives in any organization including education.

Continued on next page...





When:

**Wednesday
Oct. 22, 2008**

*Note: Room change
to Board Room for
this one date.*

Session:

**Finding the Leadership Potential From
Within**

Before you lead, you need to be aware of, accept and acknowledge your own behavior and skills and how they will contribute to your leadership effectiveness. In this session you will gain a better understanding of your leadership style and its contribution to your success as a leader.

Presenter:

Judy Laws

**Wednesday
Nov. 5, 2008**

**Effective Communication and Dealing with
Difficult People**

The ability to communicate is vital for providing feedback, managing conflict and establishing positive relationships. The twin skills of active listening and assertive speaking provide the tools for these essential tasks. This session will cover the basic skills of communicating in difficult situations.

Rebecca Leaver

**Wednesday
Nov. 19, 2008**

**Time Management and Dealing with
Priority Conflicts**

The emphasis in this session will be on creating self-awareness around your life balance. This session will focus on tips and strategies to consider in balancing your personal and professional life.

Joe Steliga

**Wednesday
Dec. 3, 2008**

Change Leadership

By understanding what people need in times of organizational change and personal transition, you can bring about change in a way that others become engaged and motivated. This session speaks to the human side of change and will provide you with a practical model and some tools for understanding transition and leading change.

Joe Steliga

**Wednesday
Dec. 17, 2008**

**Group Process Skills – Getting People
Working Together**

To get the most from people today, leaders have to know how to create buy-in, generate active participation and empower people to take charge. This workshop will assist you in improving your group process skills.

Judy Laws

**Wednesday
May 27, 2009**

Wrap-up Celebration
Compulsory for all participants



LEADERSHIP TRAINING FOR PROSPECTIVE PRINCIPALS / VICE-PRINCIPALS & NEWLY APPOINTED VICE-PRINCIPALS

Where: CEC Meeting Rooms 8, 9, 10 - 4:30 p.m. – 6:30 p.m.

Participant Profile: Qualified individuals who have PQP Part 1 or Part 2 or who are on the eligibility list for Vice-Principals and Principals. This course is **highly recommended** for newly appointed Vice-Principals.

What: This course involves in-class instruction and professional reading. Participants will be required to demonstrate accomplishments directly related to student success.

When:	Session:	Presenter:
Wednesday Oct. 29, 2008	What does it mean to be a Catholic Vice-Principal or Principal? Effective Communication / Mediation Skills	<i>Julian Hanlon, Deputy Director of Education Gerry Clarke, Deputy Director (retired)</i>
Wednesday Nov. 26, 2008	Dealing with the Media Introduction of Book: 10 Traits of Highly Effective Principals, by Linda McEwan ISBN: 9780761946199	<i>Tom D'Amico, Principal Immaculata HS Mary Anne Cowan, Principal St. Stephen and Don Murphy, Vice-Principal St. Matthew HS</i>
Wednesday Feb. 25, 2009	Interview Blitz Policy and Procedures	<i>Greg Mullen, Superintendent of Human Resources Mars Bottiglia, Superintendent of Continuing and Community</i>
Wednesday Apr. 22, 2009	Effective Time-Management Safe Schools	<i>Joe Veryard, Principal St. Mark H.S. Mary-Ellen Agnel</i>
Wednesday May 27, 2009	Wrap-up Celebration <i>Compulsory for <u>all</u> participants</i>	



MENTORSHIP – CURRICULUM LEADERS AND DEPARTMENT HEADS

Where: CEC Meeting Room 2 - 4:30 p.m. – 6:30 p.m. (*see exception below*)

Participant Profile: Open to all Ottawa Catholic School Board Curriculum Leaders and Department Heads

What: The sessions consist of brief presentations lead by a number of knowledgeable and experienced leaders, followed by a Q&A and a sharing of effective practices that are being used by the members of the group. The intention is to form an effective learning community in which everyone both shares and learns excellent ideas and practices that can be integrated into their personal leadership and department management.

When:

Session:

Presenter:



Wednesday
Oct. 22, 2008
Meeting Room 7 for
this date only

Roles and Responsibilities of the
Curriculum Leader and Department
Head: Departmental, School and
Board-wide

Steve McCabe

Wednesday
Jan. 14, 2009

Dealing Effectively with Conflict as a
DH or CL

Christine Khan-Taylor

Wednesday
Mar. 4, 2009

The Curriculum Leader and
Department Head and Assessment
and Evaluation

Liliana Bastinelli

Wednesday
Apr. 15, 2009

Departmental Leadership and
Student Success Planning and
Implementation Building Capacity in
the Departmental Professional
Learning Community

Mentor Team

Wednesday
May 27, 2009

Wrap-up Celebration
Compulsory for all participants



MENTORSHIP – ADMINISTRATIVE ASSISTANTS AND OFFICE ADMINISTRATORS



Where: CEC Meeting Rooms 8, 9, 10 - 4:15 p.m. – 6:15 p.m.

Participant Profile: Open to all Ottawa Catholic School Board Administrative Assistants and Office Administrators

What: This course will provide an opportunity for new and experienced Administrative Assistants and Office Administrators to develop collegial relationships of growth and support.

When:	Session:	Presenter:
Wednesday Oct. 22, 2008	Topic - Meet and Greet & Who We Are A confidence-building session of interacting with people we do not know. The session will include a variety of activities with participants interacting and gaining knowledge about each other.	<i>Mentor Team</i>
Wednesday Nov. 26, 2008	1. Records Retention or 2. How does the interview process work?	<i>Kelly McKibbin, Records Management/Web Administrator Denis Charette, Manager, Human Resources</i>
Wednesday Jan. 21, 2009	How to Deal with Difficult People	<i>Julian Hanlon, Deputy Director of Education</i>
Wednesday Apr. 8, 2009	Servant Leadership What is servant leadership and how does it work in the workplace?	<i>Jamie McCracken, Director of Education</i>
Wednesday May 27, 2009	Wrap-up Celebration <i>Compulsory for <u>all</u> participants</i>	



COACHING FOR LEARNING: A PILOT PROJECT (NEW)



The Project: Coaching for Learning, a pilot project funded by the Ontario Education Services Corporation, and delivered in conjunction with the Leadership Journey Program, is being launched to provide **Administrative Assistants and School Office Administrators** an opportunity to work with a Coach.

The Coaches Employees who are interested in becoming coaches, sharing their expertise and developing leadership skills are encouraged to complete the attached application.

The deadline for the application is October 3rd, 2008.

Coaches will be selected to participate in the pilot year.

The Learning Partners **Priority will be given to Administrative Assistants and School Office Administrators new to a position in the board.** However, employees who feel they would benefit from this learning opportunity will be considered on an individual basis.

The deadline for the application is October 3rd, 2008.

The Learning Sessions: Opportunities for the Learning Partner and Coach to work together will be provided during the workday throughout the year. These learning sessions will be scheduled by the Learning Partner and his/her Coach.

Interested? Print the appropriate forms and send a paper copy to Phyllis Beelen at the Catholic Education Center as instructed.

The forms can be found attached to this e-mail and this posting.



MENTORSHIP – PRINCIPALS/VICE-PRINCIPALS

Where: CEC Meeting Rooms 8, 9, 10 – 9:00 a.m. – 11:00 a.m.

Participant Profile: Open to all Principals/Vice-Principals (Elementary and Intermediate / Secondary)

What: This course will provide an opportunity for new and experienced Principals/ Vice-Principals to lead student achievement in their schools by building capacity in themselves as Catholic instructional leaders. Participants will have the opportunity to participate in presentations and activities that promote professional growth using the Catholic Leadership Framework as a basis for reflection.

When:	Session:	Presenter:
Tuesday Oct. 21, 2008	Literacy Elementary - Comprehensive Literacy Secondary Consultant	<i>Colleen MacDonald, Consultant Tom Conklin, Consultant</i>
Tuesday Nov. 18, 2008	Leading Student Achievement Elementary - School Effectiveness Frameworks – Year Two Secondary – Transitioning Data Management	<i>Sonja Karsh, Principal School Effectiveness Framework Norma McDonald, Principal Mother Teresa HS Lauren Figueredo, Research Officer</i>
Tuesday Jan. 20, 2009	Numeracy Elementary - Numeracy and Smart Goals Secondary – Prime Initiative	<i>Paul Gautreau, Consultant Christine Adam-Carr, Consultant</i>
Tuesday Feb. 24, 2009	Education for All – Differentiated Learning (Elementary & Secondary sessions are combined for this topic)	<i>Hélène Coulombe, Consultant</i>
Tuesday April. 21, 2009	Student Success Elementary – School Improvement Planning Secondary – Staffing/Scheduling	<i>Brenda Wilson, Principal, Student Success Elem. Joan Clark, Human Resources</i>
Wednesday May 27, 2009	Wrap-up Celebration <i>Compulsory for <u>all</u> participants</i>	



MENTORSHIP – EDUCATIONAL ASSISTANTS



Where: CEC Meeting Room 7 - 4:30 p.m. – 6:30 p.m.

Participant Profile: Open to all Ottawa Catholic School Board Educational Support Workers (E.T.A., S.A.A., D.A., D.S., Interveners, Itinerant E.A., etc.)

What: This program will provide the opportunity for all new and experienced educational support staff to develop relationships of support, to explore and exchange resources, information and wisdom, and to explore opportunities for growth and other career paths.

When:	Session:	Presenter:
Wednesday Oct. 29, 2008	Confidentiality Guidelines and working with mental health providers	<i>Patricia Yaternick - Senior Social Worker Dr. Elizabeth Paquette - Chief Psychologist</i>
Wednesday Jan. 28, 2009	Supporting the learning and integration of High Needs students through best practices, interventions, strategies and team collaboration	<i>Michael Whelan, High Needs Coordinator and Team of Educational Assistants, Sacred Heart High School (Recipients of the 2008 Premier's Awards for Teaching Excellence)</i>
Wednesday Apr. 22, 2009	First Presentation: "SEF - High Yield Strategies for Special Need Students": Adaptive technology, Making Connections & Integrated Learning Styles Second Presentation: "Hand in Hand We All Belong": Creating, fostering and sustaining various inclusionary practices in the school environment.	<i>Leah Taylor and Maggie Malfara (St. Rita Elementary School) Chantal Nicholson and MaryBeth McGowan (Blessed Kateri Tekakwitha Elementary School)</i>
Wednesday May 27, 2009	Wrap-up Celebration <i>Compulsory for <u>all</u> participants</i>	



MENTORSHIP – CARETAKING STAFF (NEW)



Where: CEC Meeting Rooms 8, 9, 10 – 2:00 p.m. – 4:00 p.m.

Participant Profile: Open to Day and Evening Caretakers

What: This program will provide an opportunity for new and seasoned caretakers to learn or further develop practical leadership skills. These skills will be useful in all aspects of caretaking. Further and equally important, it is an opportunity to network with colleagues who share the same goal of being the best you can be.

When:	Session:	Presenter:
Wednesday Oct. 15, 2008	The Big Picture – Staff Success = Student Success	<i>Jamie McCracken, Director of Education</i>
Wednesday Dec. 10, 2008	A Year at a Glance – Planning and Scheduling	<i>Jeff Dunn, Coordinator of Operations Brian Orser, Head Caretaker, St. Paul HS David Latimer, Head Caretaker, Holy Trinity HS</i>
Wednesday Jan. 28, 2009	Communication – Write and Speak with Confidence	<i>Bob Santos, Principal St. Michael Michael Corkery Jeff Dunn, Coordinator of Operations</i>
Wednesday Mar. 4, 2009	Interview Skill – Project Your Best Qualities with Confidence	<i>Chris Murphy, Manager Maintenance and Operations, Denis Charette, Manager, Human Resources, Jeff Dunn, Coordinator of Operations</i>
Wednesday May 27, 2009	Wrap-up Celebration <i>Compulsory for <u>all</u> participants</i>	





PROFESSIONAL READING

Where: CEC Meeting Rooms 8, 9, 10 – 4:30 p.m. – 6:30 p.m.

Participant Profile: Open to all Ottawa Catholic School Board employees

What: NEW: This is a new approach for this program this year. The group will have an in-depth look at one resource rather than multiple resources and focus on the topic of leadership. Books will be purchased for participants through the OESC funding. The resource this year is *The 8th Habit: From Effectiveness to Greatness* by the #1 bestselling author Stephen R. Covey. This empowering book on the principles of personal and professional leadership will inspire us to find our voice. Our innovative group discussions will encompass how we think about ourselves and our purpose in life, and how this translates to the workplace and our global community.

Facilitators: Karen Wheeler, Administrative Assistant Student Success Int./Sec.
Stephanie Dunne, Executive Assistant, Student Success Int./Sec.

When:	Session:	Facilitators:
Wednesday Nov. 19, 2008	The 8 th Habit: From Effectiveness to Greatness Chapters 1 through 5	<i>Karen Wheeler Stephanie Dunne</i>
Wednesday March 11, 2009	The 8 th Habit: From Effectiveness to Greatness Chapters 6 through 11	<i>Karen Wheeler Stephanie Dunne</i>
Wednesday May 20, 2009	The 8 th Habit: From Effectiveness to Greatness Chapters 12 through 15	<i>Karen Wheeler Stephanie Dunne</i>
Wednesday May 27, 2009	Wrap-up Celebration <i>Compulsory for <u>all</u> participants</i>	



TEACHER MENTORING PART 1

Where: CEC Meeting Room 5 – 4:30 p.m. – 6:30 p.m.

Participant Profile: This program is for all Ottawa Catholic School Board teachers interested in becoming formal mentors to beginning teachers.

What: Sessions will provide participants with an opportunity to network with potential teacher mentors and to share ideas and to learn more about what it means to be an effective mentor.

When:	Session:	Presenter:
Wednesday Oct. 29, 2008	<i>Establishing the Relationship:</i> The Roles and Responsibilities of a formal teacher mentor.	<i>Mentor Team</i>
Wednesday Dec. 3, 2008	<i>Be Successful in the Role of Mentor – Part 1</i> Develop and enhance the skills of active listening, and providing feedback to effectively support the beginning teacher.	<i>Mentor Team</i>
Wednesday Feb. 25, 2009	<i>Be Successful in the Role of Mentor – Part 2</i> Move along the continuum of mentoring – consultant, collaborator, coach with a focus on addressing the needs of the beginning teachers along the stages of first year development.	<i>Mentor Team</i>
Wednesday May 27, 2009	Wrap-up Celebration <i>Compulsory for <u>all</u> participants</i>	



TEACHER MENTORING PART 2

Where: CEC Meeting Room 6 – 4:30 p.m. – 6:30 p.m. (*see exception below*)

Participant Profile: This program is for all Ottawa Catholic School Board teachers who have completed Teacher Mentoring Part I or have been NTIP mentors and are interested in further developing the leadership skills of mentoring.

What: Sessions will provide participants with an opportunity to network with potential teacher mentors and to share ideas and to learn more about what it means to be an effective mentor.

When:

Session:

Presenter:



**Wednesday
Oct. 29, 2008**
Meeting Room 2 for
this date only

***Establishing a Learning Focused
Relationship***
The role of a formal teacher mentor
as a consultant, collaborator or
coach.

Mentor Team

**Wednesday
Dec. 3, 2008**

Mentor as Coach
Develop and enhance coaching
skills to effectively support the
beginning teacher along the
continuum of learning.

Mentor Team

**Wednesday
Feb. 25, 2009**

Extend the Culture of Mentoring
Examine and explore different
models of mentoring to support the
culture of mentoring at the school
level.

Mentor Team

**Wednesday
May 27, 2009**

Wrap-up Celebration
Compulsory for all participants



BUILDING TEACHER LEADERSHIP (NEW)

Where: Derry Byrne Teacher Resource Center – 4:30 p.m. – 6:30 p.m.

Participant Profile: Teachers K-12 interested in pursuing and/or who are already school leaders within their schools in the area of instructional leadership. It is highly recommended that pairs or teams of teachers attend these sessions together.

When: First session is on Wednesday October 15th, 2008 The first session has been planned in advance. The group will co-construct their learning by developing a plan for upcoming sessions including dates and locations. No more than 4 sessions will be required for the year.

Facilitators: Central Services Interdepartmental Staff (coordinators, consultants, principals, teachers)

What: These sessions are for teachers who do not necessarily wish to obtain a position of formal leadership in the board. Instead, the focus will be on developing skills to be effective leaders in schools by accessing current research on distributed/shared leadership and sharing practical strategies to build professional learning communities. The participants, with central staff, will co-construct this program to reflect the needs of the group and to differentiate the experience to maximize learning.

When:	Session:	Presenter:
Wednesday Oct. 15, 2008	What is Teacher Leadership?	<i>Deb Robinson – Principal of Leadership Development</i>
Wednesday Jan. 14, 2009	Building Lateral Capacity	<i>Brenda Wilson – Principal of Student Success Elem. Barb Arnold – Itinerant Teacher Student Success Int./Sec., Student Teachers from St. Elizabeth Elem. & St. Mark HS)</i>
Wednesday Feb. 18, 2009	Teacher Leadership and the Role of Coach	<i>Sue Dauncy, Jennifer Truchon, Nadine Vignault, Student Success Learning Partners</i>
Wednesday Mar. 31, 2009	Instructional Coaching	<i>Jim Knight</i>
Wednesday May 27, 2009	Wrap-up Celebration <i>Compulsory for <u>all</u> participants</i>	

