



## HEADS UP I: PREPARING FOR A DEPARTMENT HEADSHIP

### Expectations:

- understanding of a leadership role
- understanding of leadership skills and Leadership Framework
- understanding of the role of a Department Head
- understanding of resources and supports

AGENDA/CONTENT	PROCESS	APPLICATIONS
Introductions	Personal Greetings	
Protocols	Norms Content/Process/Applicat ion Chart	
Diagnostic	Think/Write/Share Parking Lot	
Your Leadership	Prompts Pair/Share Whole Group Sharing Link to Interview Skills	
Leadership Styles and Situational	Survey Case Studies Link to Interview Skills	
Role and Responsibilities	Sticky Notes	
Operations	4 Corners Calendar of School Year	
Interviews	Socratic List of questions	

Resources	List of people, supports, acronyms	
Rewards	Dialogue	
Reflection	Reflection Sheets	
Recognition and Debrief	Certificates	



## HEADS UP I: PREPARING FOR A DEPARTMENT HEADSHIP

### Expectations for Day 2:

- understanding of a leadership role
- continued development of leadership skills and an understanding of the Leadership Framework
- understanding of the role of a Department Head
- practice the art of collaborative planning and problem solving

AGENDA/CONTENT	PROCESS	APPLICATIONS
Introductions	Personal Greetings	
Protocols	Review Norms Content/Process/Application Introduction of Parking Lot Introduction to "Open Space"	
Leadership Learning	Whole Group Sharing Review of Day 1	
Your Leadership Learning Plan	Model: Self-promise and Process to Goal, using the "WHY" model Think/Write/Share	
Dealing with Issues	Collaborative Problem Solving Protocols for Focussed Conversations	
Discussion Items	Sticky Notes	
Decision Making, Time Management	Use of "Open Sort" for Tasks Stay and Stray	
Art of Delegation	Tasks and Skills and the Leadership Framework	
Address Questions	Parking Lot Open Space	
Reflection	Reflection Sheets	
Recognition	Certificates	

## HEADS UP I, Day 3

### Expectations:

- understanding of collaborations skills as involved in leadership
- understanding the role of a Department Head as a leader and its possibilities/limits
- understanding how to design and implement a successful Department Improvement Plan as a living document
- consolidate your learning about leadership

AGENDA	PROCESS	APPLICATIONS
Introductions	Greetings	
Protocols	Norms Content/Process/Application Parking Lot	
Collaboration Skills	Anchor Chart and Identification Observation of Roles Naming Resistors Group Work - Create Statements and Question - Present	
DIP's	Dialogue	
The Grey Area	Panel - Questions/Answers: Mike Sereda, Executive Superintendent H.R. and Business Colleen Canon, President OSSTF11	
DIP's	Group Work (home group) through Guiding Questions	
DIP's	Group Work (subject group) through Guiding Questions	
Consolidation	Highlight your Learning	
Next Steps	Self-Assessment Tool PD Suggestions	
Parking Lot	Answer Questions	
Reflections	Self-Reflection Certificates	