The Learning and Training Framework
2010-2011

September 2010

https://bww.yrdsb.ca/learning/Pages/default.aspx

DESCRIPTION	Page #	P & VP	MANAGER	SOAA	ASAS	EOAA	EAA	TEACHER
		Required Sessions		Self-directed Sessions		Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs		
The Learning & Training Framework: A Continuum of Support for Support Staff	13			▨	▨	▨	▨	
The Learning & Training Framework for Support Staff	14			▨	▨	▨	▨	
The Learning & Training Framework: A Continuum of Support for Managers	28		▨					
The Learning & Training Framework: for First-time Managers	29		▨					
The Learning & Training Framework: for Experienced Managers	32		▨					
The Learning & Training Framework: A Continuum of Support for Principals and Vice-Principals	35	▨						▨
The Learning & Training Framework: for First-time Principals and Vice-Principals	36	▨	▨					
The Learning & Training Framework: for Experienced Principals and Vice-Principals	40	▨	▨					
SETTING DIRECTIONS								
Administrative Assistants: A Day in the Life of Running the School Office				🟥	🟥	🟥	🟥	
Data Informed School Planning		▨						
Equity & Diversity Overview				🟥	🟥	🟥	🟥	
Equity & Diversity - Introduction to Cultural Proficiency		🟥	🟥					
Equity & Diversity - Developing & Sustaining Inclusive Learning Environments		▨						

	Required Sessions		Self-directed Sessions			Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs

Description	Page #	P & VP	Manager	SOAA	ASAS	EOAA	EAA	Teacher
Getting Started 101 for Newly Appointed VP's and P's		▓						
Healthy Schools: Educating Today for Tomorrow		▓						
Leaders' Retreat (Annual)		▓	▓					
Organization in the Workplace				▓	▓	▓	▓	
Orientation to Site Leadership* New to the Board or Newly appointed Vice-Principal/Manager (by invitation)		▓	▓					
Quest Conference (Annual)		▓	▓	▓	▓	▓	▓	▓
Quest 2009 & 2010 Videos (Featured Speakers)		▓	▓	▓	▓	▓	▓	▓
Trillium Training: Secondary School Scheduling (new SS-VP)		▓						
BUILDING RELATIONSHIPS AND DEVELOPING PEOPLE								
Alternate Dispute Resolution (ADR)		▓	▓					
Behaviour Management (E-Learning Module)		▓						
Conflict Resolution				▓	▓	▓	▓	
Courageous Conversations		▓	▓					
Creating Opportunities Beyond the Classroom (On-line module)		▓						▓
Develop your Leadership Strengths				▓	▓	▓	▓	
Effective Communication Part 1		▓		▓	▓	▓	▓	▓
Effective Communication Part 2		▓	▓	▓	▓	▓	▓	▓

	Required Sessions		Self-directed Sessions		Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs			

DESCRIPTION	Page #	P & VP	MANAGER	SOAA	ASAS	EOAA	EAA	TEACHER
Emotional Intelligence								
Generational Differences: Understanding the Multi-Generational Workplace								
Leadership: A New Way of Being								
Leading & Managing in a Unionized Workplace^ (Collective Agreements)								
Media & Issues Management: An Introduction^								
Mental Health (On-line modules)								
Positive Climates for Learning Series								
Positive Climates for Learning: (On-line modules) • Culture, Inclusion & Marginalization • From Risk to Resiliency • Supporting Assets-Based Practice								
Public Speaking								
Resume/Interview Preparation								
Safe Schools (Bill 212) (On-line modules)								
The 7 Habits of Highly Effective People Signature Program								
The 7 Habits for Leaders								
Threat Assessment								
Transition Management: Managing the Human Side of Change								
Triple P in Education								

	Required Sessions		Self-directed Sessions		Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs

DESCRIPTION	Page #	P & VP	MANAGER	SOAA	ASAS	EOAA	EAA	TEACHER
DEVELOPING THE ORGANIZATION								
AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)		🟥	🟥	🟥	🟥	🟥	🟥	🟥
Administrative Assistants: Job Shadow Debrief				🟥	🟥	🟥	🟥	
Coaching – Establishing Coaching Relationships: Getting Started (On-line module)		▨	▨	▨	▨	▨	▨	▨
Coaching for Learning – C4L		▨	▨					
Coaching Refresher		▨	▨					
Coaching – Towards a Coaching Culture (On-line modules 1-8)		▨	▨					
Coaching –Towards a Coaching Culture: The Principal's Role (On-line modules 1-5)		▨						
Distributing Leadership (On-line module)		▨	▨					
Facilitation Skills		▨	🟥					
Health & Safety: Legislated Responsibilities (On-line modules 1-4) Biennial 2010-2011		🟥	🟥					
Health & Safety: Standard First Aid / CPR Training		▨	▨					
Health & Safety: WHMIS Initial Training (On-line module)		▨						
Legal Issues		▨						
Making Meetings Work		▨	▨					

		Required Sessions		Self-directed Sessions		Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs			

DESCRIPTION	Page #	P & VP	MANAGER	SOAA	ASAS	EOAA	EAA	TEACHER
Plant Services: Caretaking Operations for School Administrators (On-line)								
Plant Services: Fire Safety & Awareness 2009-2010*+ (On-line module 7) Biennial								
Plant Services: Legislative Responsibilities 2009-2010*+ (On-line modules 1-6) Biennial								
Principal Performance Appraisal (On-line module)								
Supporting Professional Learning (On-line module)								
Time Management & Other Workload Strategies								
ADMINISTERING CORE BUSINESS / LEADING AND MANAGING CORE BUSINESS / LEADING THE INSTRUCTIONAL PROGRAM								
ABEL: Digital Literacy Leadership Seminar Series								
Board Policies, Procedures & Processes: An Introduction								
Building Literacy Capacity (On-line module)								
Digital Literacy: Blueprints for Change – The administrator's perspective on digital literacy implementation at the school level								
Interviewing & Selection of Staff for Student Achievement								
Library Technicians Series								
Literacy Collaborative								
Math Literacy: What Does a 60 Minute Math Block Look Like?								

	Required Sessions (red)		Self-directed Sessions (light)		Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs (gold)			
DESCRIPTION	Page #	P & VP	MANAGER	SOAA	ASAS	EOAA	EAA	TEACHER
mVal: An Introduction		Self-directed						
MXWEB & the New School Administrator		Self-directed						
Special Education - Part 1*		Required First-time/refresher						
Special Education - Part 2*		Required First-time/refresher						
Special Education - Part 3*		Required First-time/refresher						
Special Education Resources (On-Line module)		Self-directed						
Teacher Performance Appraisals (TPA): An Introduction		Required First-time/refresher						
Teacher Performance Appraisals (TPA): Revised Process for Experienced Teachers		Required						
Teacher Performance Appraisals (TPA): Writing Effective Summative Reports		Self-directed						
Technology Skills - Microsoft Suite				Required	Required	Required	Required	
Technology Skills - Part 2 (Conferencing Equipment)		Required First-time/refresher		Self-directed	Self-directed	Self-directed	Required	
Technology Skills - Part 3 (Board Programs)				Required	Self-directed	Self-directed	Required	
The Early Learning Kindergarten Program (EL-K Program)		REQUIRED DURING YEAR OF IMPLEMENTATION						
Trillium (as needed for the position)				Self-directed	Self-directed	Required	Self-directed	
Trillium: An Introduction		Required First-time/refresher		Required	Required	Self-directed	Required	

	Required Sessions		Self-directed Sessions		Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs			
DESCRIPTION	Page #	P & VP	MANAGER	SOAA	ASAS	EOAA	EAA	TEACHER
SECURING ACCOUNTABILITY								
Budget: Managing School Budgets & School Funds		Refresher						
Data Quality Management				Required	Required	Required	Self-directed	
Information Access & Privacy (IAP)								
Lockdown Plans (On-line module)		Required						
Lockdown Procedures (On-line module)		Required	Required	Required	Required	Required	Required	Required
Safe Schools & Equity Inclusive Education Training (Bill 157) (On-line)		Required	Required	Required	Required	Required	Required	Required
Staffing Plus Training		Refresher						
Using Data Effectively (On-line module)		Self-directed						
ASPIRING LEADERSHIP								
Leadership & You - Part 1		Self-directed	Self-directed	Self-directed	Self-directed	Self-directed	Self-directed	Self-directed
Leadership & You - Part 2		Self-directed	Self-directed	Self-directed	Self-directed	Self-directed	Self-directed	Self-directed

Preparing for the Vice Principal Process
    Vice-Principal Process - Resume Writing
    Vice-Principal Process - The Practicum (E) / The Role Play (S)
    Vice-Principal Process - The Interview
								Self-directed

Principal Qualification Program (PQP): An Introduction								Self-directed

	Required Sessions		Self-directed Sessions		Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs			

DESCRIPTION	Page #	P & VP	MANAGER	SOAA	ASAS	EOAA	EAA	TEACHER
So You Want to be a Consultant!								▨
So You Want to be a School Principal!								▨
Subject Head & Lead Teacher Development Series								▨
The 7 Habits of Highly Effective People Signature Program		▨	▨	▨	▨	▨	▨	▨
WORKSHOP SESSIONS AVAILABLE TO YOUR SCHOOL OR DEPARTMENT								
Emotional Intelligence		▨	▨	▨	▨	▨	▨	▨
Generational Differences: Understanding the Multi-Generational Workplace		▨	▨	▨	▨	▨	▨	▨
Making Changes for School/Department Improvement - Overview		▨	▨	▨	▨	▨	▨	▨
The Fish Philosophy: Creating a Positive Workplace - Overview		▨	▨	▨	▨	▨	▨	▨
Time Management: "Staying Focused on Your Highest Priorities"		▨	▨	▨	▨	▨	▨	▨
True Colours: Understanding the People You Work With - Overview		▨	▨	▨	▨	▨	▨	▨
INTERNSHIP PROGRAMS								
Administrative Assistant Leadership Program				▨	▨	▨	▨	
Principal Internship Program		▨						
Vice-Principal Internship Program								▨
Supervisory Officer Internship Program 2010-2012		▨	▨					

				Required Sessions		Self-directed Sessions		Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs	

DESCRIPTION	Page #	EA							
EDUCATIONAL ASSISTANTS SELF-DIRECTED LEARNING									
15 Ways to Step Back									
7 Habits of Highly Effective People - Signature Program									
ADHD – Understanding and Supporting (Secondary)									
Adolescent Literacy Grades 7-12 : Part One – Oral Communication and Cooperative Learning									
Adolescent Literacy Grades 7-12 : Part Two – Reading and the Gradual Release of Responsibility Model									
An ABA Approach to Transition Planning for Children with an ASD									
Assistive Technology Sessions									
Bullying Prevention with A Special Education Focus									
Circles: Teaching Social Sexual Concepts Of Personal Space, Social Distance And Sexuality									
CIRCLES: Teaching Social/Sexual Concepts, Personal Space and Sexuality									
Classroom Management									
Current 2 Day Core Curriculum									
Developing Communication Skills for Verbal and Non-Verbal Individuals									

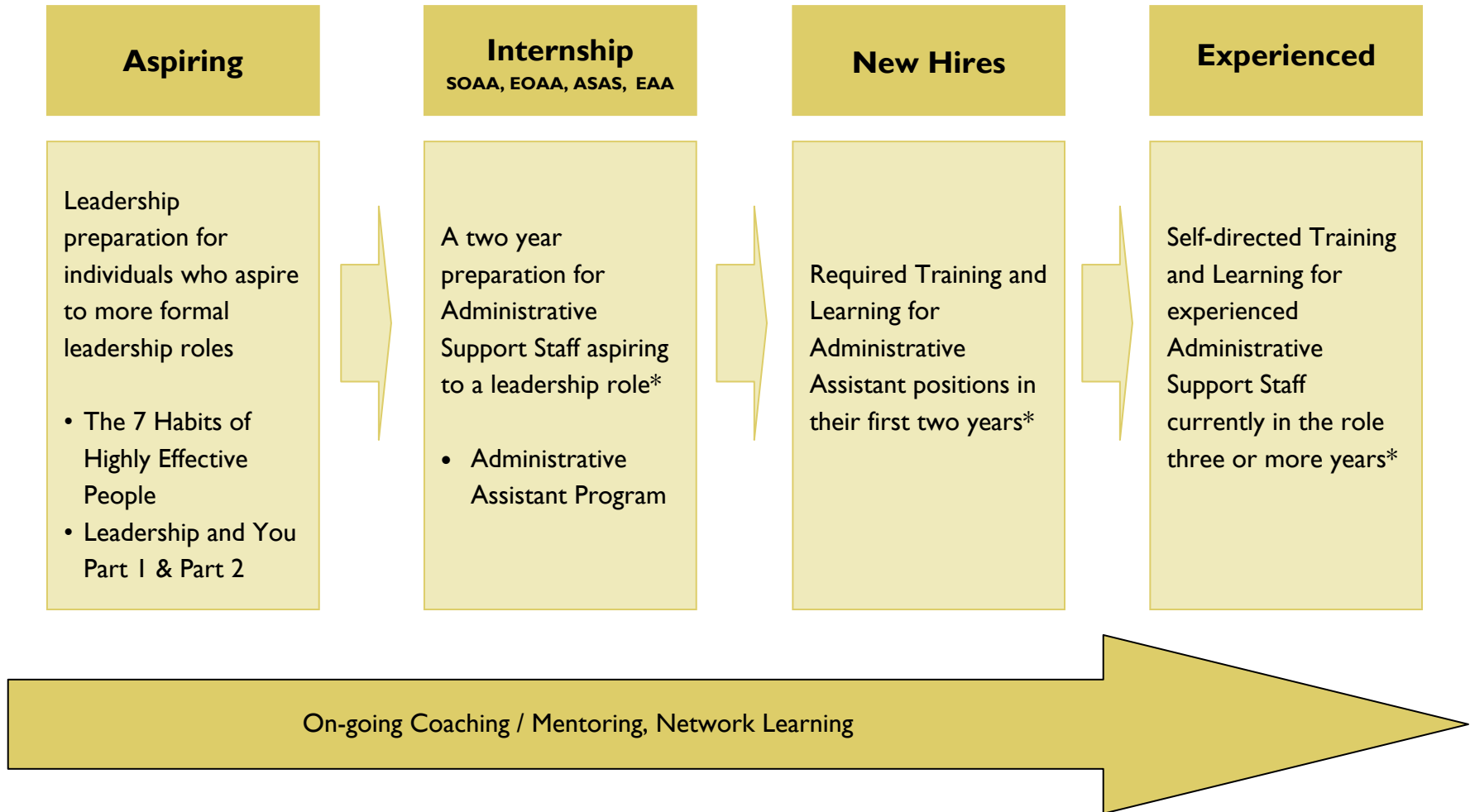|				
■ Required Sessions	Self-directed Sessions	Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs		

Description	Page #	EA						
Digital Literacy								
Effective Communication Part 1								
Effective Communication Part 2								
Emotional Intelligence								
Engaging Parents and/or Guardians (Secondary focus)								
Engaging Parents/Guardians (Elementary focus)								
Hearing Awareness and Noise Induced Hearing Loss								
Helping Individuals with ASD Develop Social Skills								
How to Get What You Want!								
Introduction to Working with Students with Cortical Visual Impairment								
Learning to Look; Looking to See								
Make and Take								
NTIP: Daily Physical Activity (DPA)								
NTIP: Developing Positive Learning Environments								
NTIP: Mathematical Literacy								
Organizational Tips and Strategies								
Pencils for ALL								
Research Skills								

Required Sessions	**Self-directed Sessions**	**Required for First-time Ps, VPs and as a refresher for Experienced Ps and VPs**		

DESCRIPTION	Page #	EA						
Sensory Processing								
Sensory Processing and Behaviours: Understanding the Links and Practical Strategies								
Student-led Conferencing								
Supporting First Nations, Métis and Inuit Learners								
Supporting Students who are English Language Learners								
Supporting Students with Special Educational Needs								
Supporting the Success of Students with ADHD								
TEACCH Fundamentals: Understanding the Basics of Structured Teaching to Support Students with Autism Spectrum Disorders								
The Art of Job Coaching								
Understanding and Helping Students with ADHD Succeed at Learning								
Understanding Kurzweil, WordQ and SpeakQ								
Understanding Social/Sexual Boundaries as they relate to ASD								
Unlocking the Mysteries of Physical Disabilities								
Visual Strategies: A Make and Take Workshop								

FOR ADMINISTRATIVE SUPPORT STAFF

Aspiring	Internship SOAA, EOAA, ASAS, EAA	New Hires	Experienced
Leadership preparation for individuals who aspire to more formal leadership roles • The 7 Habits of Highly Effective People • Leadership and You Part 1 & Part 2	A two year preparation for Administrative Support Staff aspiring to a leadership role* • Administrative Assistant Program	Required Training and Learning for Administrative Assistant positions in their first two years*	Self-directed Training and Learning for experienced Administrative Support Staff currently in the role three or more years*

On-going Coaching / Mentoring, Network Learning

* Note: There may be exceptions to the above time-lines

Legend: SOAA - Secondary Office Administrative Assistant; EOAA - Elementary Office Administrative Assistant; ASAS - Assistant Secondary Administrative Support; EAA – Executive Administrative Assistant (to SO)

NEW HIRES

LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity & Diversity Overview	Quest Conference
		Quest 2009 & 2010 Videos (Featured Speakers)
Building Relationships and Developing People	Effective Communication Part 1	Conflict Resolution
	Effective Communication Part 2	Mental Health (On-line modules)
	Emotional Intelligence	The 7 Habits of Highly Effective People Signature Program
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Health & Safety: Standard First Aid/CPR Training
	Data Quality Management	
	Lockdown Procedures (On-line module)	
	Safe Schools & Equity Inclusive Education Training (Bill 157) (On-line)	
	WHMIS 2010/2011 Modules 1-6 (On-line modules)	
Administering Core Business/ Leading and Managing Core	Information Access and Privacy (IAP)	
	NAV Training	
	School Cash.net	

Business/ Leading the Instructional Program	Technology Skills - Microsoft Suite (as needed)	
	Technology Skills - Part 2 (Conferencing Equipment)	
	Technology Skills - Part 3 (Board Programs)	
	Trillium (as needed for position)	

B GROUP		
LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity & Diversity Overview	Quest Conference
		Quest 2009 & 2010 Videos (Featured Speakers)
Building Relationships and Developing People	Conflict Resolution	Emotional Intelligence
	Effective Communication Part 1	Leadership & You Part 1 & Part 2
	Effective Communication Part 2	Resume/Interview Preparation
		The 7 Habits of Highly Effective People Signature Program
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Towards a Coaching Culture: Modules 1-8 (On-line modules)
	Health & Safety: Legislated Responsibilities (On-line) Biennial	Data Quality Management
	Lockdown Procedures (On-line module)	Health & Safety: Standard First Aid/CPR Training
	Safe Schools & Equity Inclusive Education Training (Bill 157) (On-line)	Time Management & Other Workload Strategies
	WHMIS 2010/2011 Modules 1-6 (On-line modules)	
Administering Core	Technology Skills - Microsoft Suite (Tips & Tech)	Information Access and Privacy (IAP)

Business/ Leading and Managing Core Business/ Leading the Instructional Program	Technology Skills - Part 2 (Conferencing Equipment)	NAV Training
	Technology Skills - Part 3 (Board Programs)	School Cash.net
		Trillium: An Introduction

EXECUTIVE ADMINISTRATIVE ASSISTANTS (EAA'S)

LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity & Diversity Overview	Quest Conference
		Quest 2009 & 2010 Videos (Featured Speakers)
Building Relationships and Developing People	Conflict Resolution	Emotional Intelligence
	Develop your Leadership Strengths	Generational Difference: Understanding the Multi-Generational Workplace
	Effective Communication Part 1	Leadership & You Part 1 & Part 2
	Effective Communication Part 2	Leadership: A New Way of Being
		Mental Health (On-line modules)
		Resume/Interview Preparation
		The 7 Habits of Highly Effective People Signature Program
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Towards a Coaching Culture: Modules 1-8 (On-line modules)
	Lockdown Procedures (On-line module)	Health & Safety: Standard First Aid/CPR Training
	Safe Schools & Equity Inclusive Education Training (Bill 157) (On-line)	Time Management & Other Workload Strategies

Administering Core Business/ Leading and Managing Core Business/ Leading the Instructional Program	Information Access and Privacy (IAP)	NAV Training
	Technology Skills - Microsoft Suite (Tips & Tech)	School Cash.net
	Technology Skills - Part 2 (Conferencing Equipment)	Trillium (as needed for the position)
	Technology Skills - Part 3 (Board Programs)	
	Trillium: An Introduction	

SECONDARY OFFICE ADMINISTRATIVE ASSISTANTS (SOAA'S)

LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity & Diversity Overview	Quest Conference
		Quest 2009 & 2010 Videos (Featured Speakers)
Building Relationships and Developing People	Conflict Resolution	Emotional Intelligence
	Develop your Leadership Strengths	Generational Difference: Understanding the Multi-Generational Workplace
	Effective Communication Part 1	Leadership & You Part 1 & Part 2
	Effective Communication Part 2	Leadership: A New Way of Being
		Mental Health (On-line modules)
		Resume/Interview Preparation
		The 7 Habits of Highly Effective People Signature Program
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Towards a Coaching Culture: Modules 1-8 (On-line modules)
	Data Quality Management	Health & Safety: Standard First Aid/CPR Training
	Lockdown Procedures (On-line module)	Time Management & Other Workload Strategies
	Safe Schools & Equity Inclusive Education Training (Bill	

	157) (On-line)	
Administering Core Business/ Leading and Managing Core Business/ Leading the Instructional Program	Information Access and Privacy (IAP)	School Cash.net
	NAV Training	Technology Skills - Part 2 (Conferencing Equipment)
	Technology Skills - Microsoft Suite (as needed)	Trillium (as needed for the position)
	Technology Skills - Part 3 (Board Programs)	
	Trillium: An Introduction	

ELEMENTARY OFFICE ADMINISTRATIVE ASSISTANTS (EOAA'S)

LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity & Diversity Overview	Quest Conference
	Organization in the Workplace	Quest 2009 & 2010 Videos (Featured Speakers)
Building Relationships and Developing People	Conflict Resolution	Emotional Intelligence
	Develop your Leadership Strengths	Generational Difference: Understanding the Multi-Generational Workplace
	Effective Communication Part 1	Leadership & You Part 1 & Part 2
	Effective Communication Part 2	Leadership: A New Way of Being
		Mental Health (On-line modules)
		Resume/Interview Preparation
		The 7 Habits of Highly Effective People Signature Program
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Towards a Coaching Culture: Modules 1-8 (On-line modules)
	Data Quality Management	Health & Safety: Standard First Aid/CPR Training
	Lockdown Procedures (On-line module)	Time Management & Other Workload Strategies
	Safe Schools & Equity Inclusive Education Training (Bill	

	I57) (On-line)	
Administering Core Business/ Leading and Managing Core Business/ Leading the Instructional Program	Information Access and Privacy (IAP)	Technology Skills - Part 2 (Conferencing Equipment
	NAV Training	Technology Skills - Part 3 (Board Programs)
	School Cash.net	Trillium: An Introduction
	Technology Skills - Microsoft Suite (as needed)	
	Trillium (as needed for the position)	

INTERNSHIP (EOAA, SOAA, ASAS)

LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity & Diversity Overview	
	Organization in the Workplace	
	Administrative Assistant: A Day in the Life of Running the School Office (EOAA/ASAS)	
Building Relationships and Developing People	Conflict Resolution	Generational Difference: Understanding the Multi-Generational Workplace
	Develop your Leadership Strengths	Mental Health (On-line modules)
	Effective Communication Part 1	Resume/Interview Preparation
	Effective Communication Part 2	The 7 Habits of Highly Effective People Signature Program
	Emotional Intelligence	
Developing the Organization	Administrative Assistants: Job Shadow Debrief	
	Data Quality Management	
Administering Core Business/ Leading and Managing Core	Information Access and Privacy (IAP)	
	Technology Skills - Microsoft Suite (Tips & Tech)	
	Technology Skills - Part 2 (Conferencing Equipment)	

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Business/ Leading the Instructional Program	Technology Skills - Part 3 (Board Programs)	
	Trillium: An Introduction	

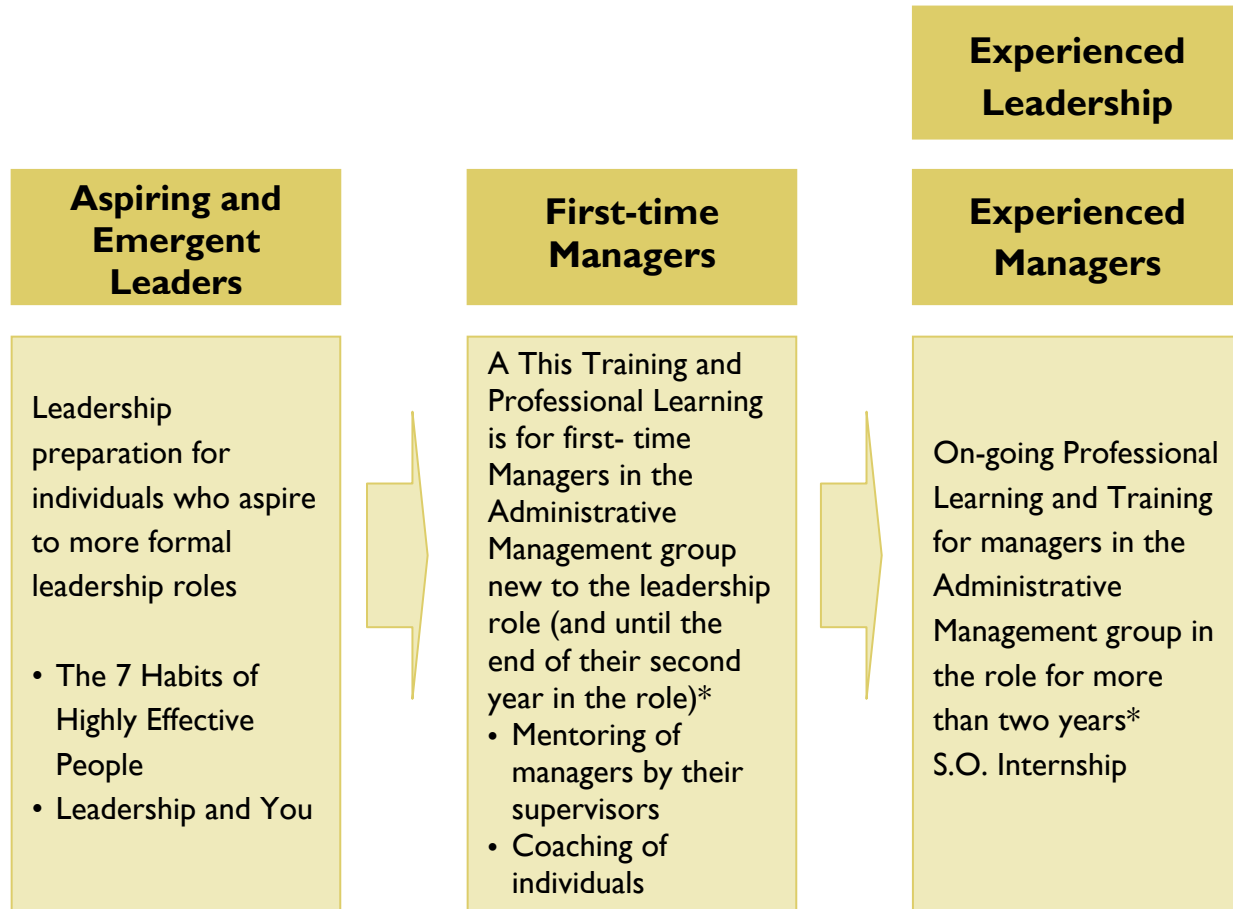## ASSISTANT SECONDARY ADMINISTRATIVE SUPPORTS (ASAS'S)

LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity & Diversity Overview	Quest Conference
		Quest 2009 & 2010 Videos (Featured Speakers)
Building Relationships and Developing People	Conflict Resolution	Emotional Intelligence
	Effective Communication Part 1	Generational Difference: Understanding the Multi-Generational Workplace
	Effective Communication Part 2	Leadership & You Part 1 & Part 2
		Leadership: A New Way of Being
		Mental Health (On-line modules)
		Resume/Interview Preparation
		The 7 Habits of Highly Effective People Signature Program
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Towards a Coaching Culture: Modules 1-8 (On-line modules)
	Data Quality Management	Health & Safety: Standard First Aid/CPR Training
	Lockdown Procedures (On-line module)	
	Safe Schools & Equity Inclusive Education Training (Bill	

	157) (On-line)	
Administering Core Business/ Leading and Managing Core Business/ Leading the Instructional Program	Information Access and Privacy (IAP)	NAV Training
	Technology Skills - Microsoft Suite (Tips & Tech)	School Cash.net
	Technology Skills - Part 3 (Board Programs)	Technology Skills - Part 2 (Conferencing Equipment)
	Trillium: An Introduction	Trillium (as needed for the position)

FOR MANAGERS

Experienced Leadership

Aspiring and Emergent Leaders

First-time Managers

Experienced Managers

Leadership preparation for individuals who aspire to more formal leadership roles

- The 7 Habits of Highly Effective People
- Leadership and You

A This Training and Professional Learning is for first- time Managers in the Administrative Management group new to the leadership role (and until the end of their second year in the role)*
- Mentoring of managers by their supervisors
- Coaching of individuals

On-going Professional Learning and Training for managers in the Administrative Management group in the role for more than two years*
S.O. Internship

On-going Coaching / Mentoring, Network Learning, Cross Panel, and Local CEC Learning Initiatives

* Note: There may be exceptions to the above time-lines

FIRST-TIME MANAGERS

LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity and Diversity - Introduction to Cultural Proficiency	Quest Conference (Annual)
	Leaders' Retreat (Annual)	Quest 2009 & 2010 Videos (Featured Speakers)
	Orientation to Site Leadership	
Building Relationships and Developing People	Emotional Intelligence	Alternate Dispute Resolution (ADR)
	Leading & Managing in a Unionized Workplace^ (Collective Agreements)	Courageous Conversations
	Mental Health (On-line module)	Effective Communication Part 1
		Effective Communication Part 2
		Generational Differences: Understanding the Multi-Generational Workplace
		Leadership: A New Way of Being
		Mental Health (On-line modules)
		Positive Climates for Learning: (On-line modules) • Culture, Inclusion & Marginalization • From Risk to Resiliency • Supporting Assets-Based Practice

		Public Speaking
		Resume/Interview Preparation
		The 7 Habits of Highly Effective People Signature Program
		The 7 Habits for Leaders
		Transition Management: The Human Side of Change
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Establishing coordinating relationships: Getting Started (On-line module)
	Facilitation Skills	Coaching for Learning – C4L Part 1
	Health & Safety: Legislated Responsibilities (On-line) Biennial	Coaching for Learning – C4L Part 2
		Coaching for Learning – C4L Part 3
		Coaching for Learning – C4L Part 4
		Coaching Refresher
		Coaching – Towards a Caring Culture (On-line modules 1-8)
		Distributing Leadership (On-line module)
		Health & Safety: Standard First Aid/CPR Training
		Making Meetings Work
		Supporting Professional Learning (On-line module)

		Time Management & Other Workload Strategies
Administering Core Business/ **Leading and Managing Core Business/** **Leading the Instructional Program**		Board Policies, Procedures & Processes: An Introduction
Securing Accountability	Lockdown Procedures (On-line module)	
	Safe Schools & Equity Inclusive Education Training (Bill 157) (On-line)	

MENTORING: Mentoring will be provided to Vice-Principals by their Principals.

COACHING: Coaching is provided to first-year principals, who will select their coach from a list if experienced principals provided to them by Leadership Development; a coach will be assigned to all first-year Vice-Principals.

ANNUAL LEADERSHIP PLANS: Leadership Goal Plan / Leadership Growth Plan: Required training includes all legislated compliance training, mandated Ministry training and required training as deemed by the Board. In dialogue with their Superintendent, Principals and Vice-Principals will develop their Leadership Action Plans / Leadership Growth Plan based on their own self-directed learning needs as well as required learning needs to support the School and Board Plans for Continuous Improvement.

+ Training that requires updates as needed
* Sessions designated as required training prior to being appointed as a Principal
^ Sessions designated as required training in first two years of being appointed a Principal

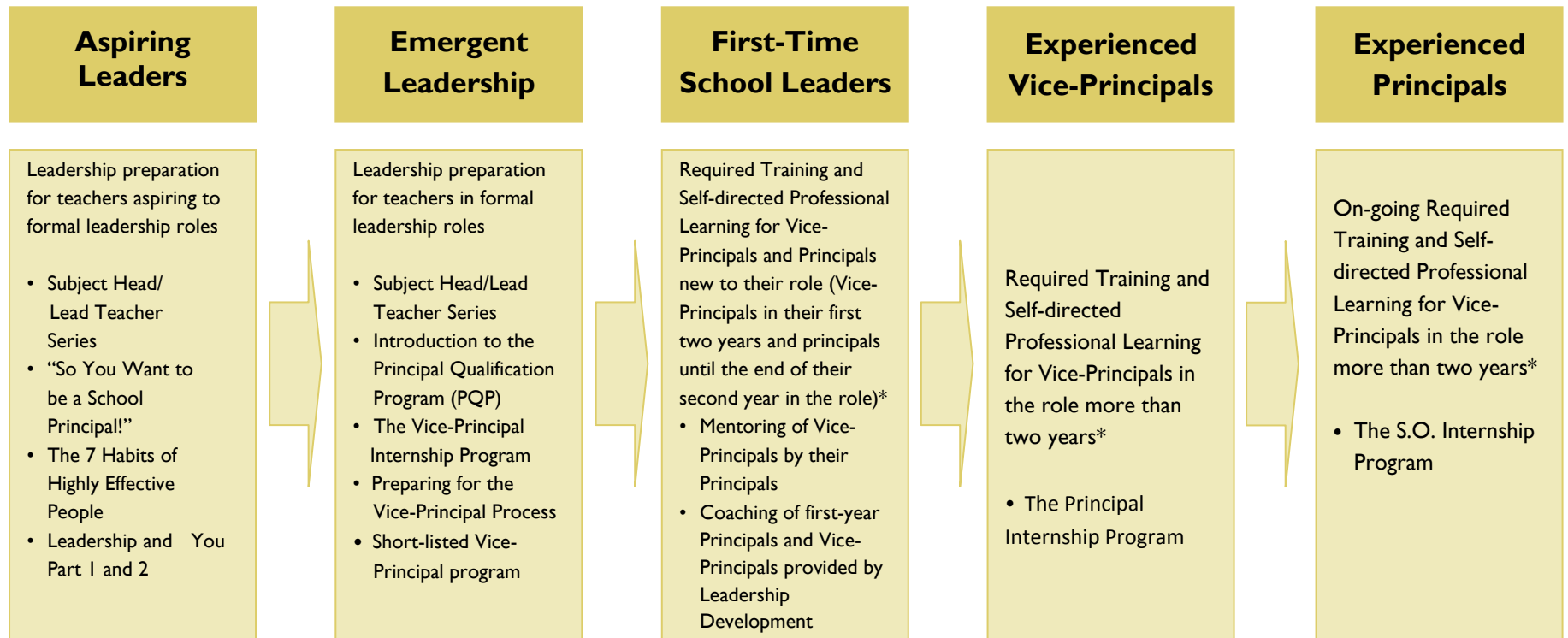| EXPERIENCED MANAGERS		
LEADERSHIP COMPETENCIES	**REQUIRED TRAINING**	**SELF-DIRECTED LEARNING**
Setting Directions	Equity and Diversity - Introduction to Cultural Proficiency	Quest Conference (Annual)
	Leaders' Retreat (Annual)	Quest 2009 & 2010 Videos (Featured Speakers)
Building Relationships and Developing People	Emotional Intelligence	Alternate Dispute Resolution (ADR)
	Leading & Managing in a Unionized Workplace^ (Collective Agreements)	Courageous Conversations
		Effective Communication Part 1
		Effective Communication Part 2
		Generational Differences: Understanding the Multi-Generational Workplace
		Leadership: A New Way of Being
		Mental Health (On-line modules)
		Positive Climates for Learning: (On-line modules) • Culture, Inclusion & Marginalization • From Risk to Resiliency • Supporting Assets-Based Practice
		Public Speaking

		Resume/Interview Preparation
		The 7 Habits of Highly Effective People Signature Program
		The 7 Habits for Leaders
		Transition Management: Managing the Human Side of Change
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Establishing coordinating relationships: Getting Started (On-line module)
	Facilitation Skills	Coaching for Learning – C4L Part 1
	Health & Safety: Legislated Responsibilities (On-line) Biennial	Coaching for Learning – C4L Part 2
		Coaching for Learning – C4L Part 3
		Coaching for Learning – C4L Part 4
		Coaching Refresher
		Coaching – Towards a Caring Culture (On-line modules 1-8)
		Distributing Leadership (On-line module)
		Health & Safety: Standard First Aid/CPR Training
		Making Meetings Work
		Supporting Professional Learning (On-line module)
		Time Management & Other Workload Strategies

Administering Core Business/ **Leading and Managing Core Business/** **Leading the Instructional Program**		Board Policies, Procedures & Processes: An Introduction
Securing Accountability	Safe Schools & Equity Inclusive Education Training (Bill 157) (On-line)	
	Lockdown Procedures (On-line module)	

FOR PRINCIPALS AND VICE-PRINCIPALS

Aspiring Leaders	Emergent Leadership	First-Time School Leaders	Experienced Vice-Principals	Experienced Principals
Leadership preparation for teachers aspiring to formal leadership roles • Subject Head/ Lead Teacher Series • "So You Want to be a School Principal!" • The 7 Habits of Highly Effective People • Leadership and You Part 1 and 2	Leadership preparation for teachers in formal leadership roles • Subject Head/Lead Teacher Series • Introduction to the Principal Qualification Program (PQP) • The Vice-Principal Internship Program • Preparing for the Vice-Principal Process • Short-listed Vice-Principal program	Required Training and Self-directed Professional Learning for Vice-Principals and Principals new to their role (Vice-Principals in their first two years and principals until the end of their second year in the role)* • Mentoring of Vice-Principals by their Principals • Coaching of first-year Principals and Vice-Principals provided by Leadership Development	Required Training and Self-directed Professional Learning for Vice-Principals in the role more than two years* • The Principal Internship Program	On-going Required Training and Self-directed Professional Learning for Vice-Principals in the role more than two years* • The S.O. Internship Program

Continuum of support to build knowledgeable, skilled and passionate leaders to ensure sustainable leadership for the future.

* Note: There may be exceptions to the above time-lines

THE LEARNING & TRAINING FRAMEWORK FOR FIRST TIME P'S & VP'S

FIRST-TIME P'S & VP'S		
LEADERSHIP COMPETENCIES	REQUIRED TRAINING	SELF-DIRECTED LEARNING
Setting Directions	Equity and Diversity - Introduction to Cultural Proficiency	Data Informed School Planning
	Getting Started 101 for Newly Appointed VP's and P's	Equity and Diversity - Developing and Sustaining Inclusive Learning Environments
	Leaders' Retreat (Annual)	Healthy Schools: Educating Today for Tomorrow
	Orientation to Site Leadership	Quest Conference (Annual)
	Trillium Training: Secondary School Scheduling (regional new SS-VP)	Quest 2009 and 2010 Videos (Featured Speakers)
Building Relationships and Developing People	Leading & Managing in a Unionized Workplace^ (Collective Agreements)	Alternate Dispute Resolution (ADR)
	Media & Issues Management: An Introduction^	Behaviour Management (E-Learning Module)
	Mental Health (On-line modules)	Courageous Conversations
	Positive Climates for Learning Series	Creating Opportunities Beyond the Classroom (On-line module)
	Safe Schools (Bill 212) (On-line modules)	Effective Communication Part 1
		Effective Communication Part 2
		Emotional Intelligence

		Generational Differences: Understanding the Multi-Generational Workplace
		Leadership: A New Way of Being
		Positive Climates for Learning Series
		Positive Climates for Learning: (On-line Modules) • Culture, Inclusion & Marginalization • From Risk to Resiliency • Supporting Assets-Based Practice
		Public Speaking
		The 7 Habits of Highly Effective People Signature Program
		The 7 Habits for Leaders
		Threat Assessment
		Transition Management: The Human Side of Change
		Triple P in Education
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Establishing coordinating relationships: Getting Started (On-line module)
	Health & Safety: Legislated Responsibilities (On-line Modules 1-4) Biennial	Coaching for Learning – C4L Part1
	Health & Safety: WHMIS Initial Training (On-line module)	Coaching for Learning – C4L Part 2
	Legal Issues	Coaching for Learning – C4L Part 3

	Plant Services: Fire Safety and Awareness*+ (On-line module 7) Biennial	Coaching for Learning – C4L Part 4
	Plant Services: Legislated Responsibilities*+ (On-line modules 1-6) Biennial	Coaching Refresher
	Principal Performance Appraisal (On-line modules)	Coaching – Towards a Caring Culture (On-line modules 1-8)
		Coaching –Towards a Coaching Culture: The Principal's Role (On-line modules 1-5)
		Distributing Leadership (On-line module)
		Facilitation Skills
		Health & Safety: Standard First Aid/CPR Training
		International Study Tours
		Making Meetings Work
		Plant Services: Caretaking Operations for School Administrators (On-line module)
		Supporting Professional Learning (On-line module)
		Time Management & Other Workload Strategies
Administering Core Business/ Leading and Managing Core Business/	Board Policies, Procedures & Processes: An Introduction	ABEL: Digital Literacy Leadership Seminar Series
	Interviewing & Selection of Staff for Student Achievement	Budget: Managing School Budgets and School Funds
	Literacy Collaborative: Continuous Improvement	Building Literacy Capacity (On-line module)

Leading the Instructional Program	Special Education - Part 1*	Digital Literacy – Blueprints for Change – the Administrative Perspective on D.L. Implementation at the school
	Special Education - Part 2*	Math Literacy: What Does a 60 Minute Math Block Look Like?
	Special Education - Part 3*	mVal: An Introduction
	Teacher Performance Appraisals (TPA): An Introduction	MXWEB and the New School Administrator
	The Early Learning Kindergarten Program (EL-K Program) (Required during year of implementation)	Special Education Resources (On-line modules)
	Threat Assessment	Teacher Performance Appraisal (TPA): Writing Effective Summative Reports
Securing Accountability	Budget: Managing School Budgets and School Funds	Using Data Effectively (On-line module)
	Lockdown Procedures (On-line module)	
	Lockdown Plan (On-line module)	
	Safe Schools & Equity Inclusive Education Training (Bill 157) (On-line)	
	Staffing Plus Training	

THE LEARNING & TRAINING FRAMEWORK FOR EXPERIENCED P'S & VP'S

EXPERIENCED P'S & VP'S		
LEADERSHIP COMPETENCIES	**REQUIRED TRAINING**	**SELF-DIRECTED LEARNING**
Setting Directions	Equity and Diversity - Introduction to Cultural Proficiency	Data Informed School Planning
	Leaders' Retreat (Annual)	Equity and Diversity - Developing and Sustaining Inclusive Learning Environments
		Getting Started 101 for Newly Appointed VP's and P's
		Healthy Schools: Educating Today for Tomorrow
		Quest Conference (Annual)
		Quest 2009 & 2010 Videos (Featured Speakers)
		Using Data Effectively (On-line module)
Building Relationships and Developing People	Media & Issues Management: An Introduction^	Alternate Dispute Resolution (ADR)
	Mental Health (On-line modules)	Behaviour Management (E-Learning Module)
	Safe Schools (Bill 212) (On-line modules)	Courageous Conversations
		Creating Opportunities Beyond the Classroom (On-line module)
		Effective Communication Part 1
		Effective Communication Part 2

		Emotional Intelligence
		Generational Differences: Understanding the Multi-Generational Workplace
		Leadership: A New Way of Being
		Leading & Managing in a Unionized Workplace^ (Collective Agreements)
		Media & Issues Management: An Introduction^
		Positive Climates for Learning Series
		Positive Climates for Learning: (On-line modules) • Culture, Inclusion & Marginalization • From Risk to Resiliency • Supporting Assets-Based Practice
		The 7 Habits of Highly Effective People Signature Program
		The 7 Habits for Leaders
		Threat Assessment
		Transition Management: Managing the Human Side of Change
		Transitioning into a New Context
		Triple P in Education
Developing the Organization	AODA (Accessibility for Ontarians with Disabilities Act) - Accessibility Standards for Customer Service 2009-2010 (On-line module)	Coaching – Establishing coordinating relationships: Getting Started (On-line module)

Health & Safety: Legislated Responsibilities (On-line modules 1-4) Biennial	Coaching for Learning – C4L Part 1
Plant Services: Fire Safety and Awareness*+ (On-line module 7) Biennial	Coaching for Learning – C4L Part 2
Plant Services: Legislated Responsibilities*+ (On-line modules 1-6) Biennial	Coaching for Learning – C4L Part 3
Principal Performance Appraisal (On-line modules)	Coaching for Learning – C4L Part 4
	Coaching Refresher
	Coaching – Towards a Caring Culture (On-line modules 1-8)
	Coaching –Towards a Coaching Culture: The Principal's Role (On-line modules 1-5)
	Distributing Leadership (On-line module)
	Facilitation Skills
	Health & Safety: Standard First Aid/CPR Training
	Health & Safety: WHMIS Initial Training (On-line module)
	International Study Tours
	Legal Issues
	Making Meetings Work
	Plant: Caretaking Operations for School Administrators (On-line module)

		Supporting Professional Learning (On-line module)
		Time Management & Other Workload Strategies
Administering Core Business/ Leading and Managing Core Business/ Leading the Instructional Program	Literacy Collaborative: Continuous Improvement	ABEL: Digital Literacy Leadership Seminar Series
	Revised TPA Process for Experienced Teachers	Board Policies, Procedures & Processes: An Introduction
	The Early Learning Kindergarten Program (EL-K Program) (Required during year of implementation)	Budget: Managing School Budgets and School Funds
		Building Literacy Capacity (On-line module)
		EcoSchools Certification In-service
		ICT & the Learner: Blueprints for Change
		Interviewing and Selection of Staff for Student Achievement
		Introduction to the Board: Policies, Procedures and Processes
		Introduction to Teacher Performance Appraisals (TPA)
		Math Literacy: What Does a 60 Minute Math Block Look Like?
		mVal: An Introduction
		MXWEB and the New School Administrator
		Math Literacy: What Does a 60 Minute Math Block Look Like?
		Special Education - Part 1*

		Special Education - Part 2*
		Special Education - Part 3*
		Special Education Resources (On-line modules)
		Teacher Performance Appraisal (TPA): Writing Effective Summative Reports
Securing Accountability	Lockdown Procedures (On-line module)	Budget: Managing School Budgets and School Funds
	Lockdown Plan (On-line module)	Staffing Plus Training
	Safe Schools & Equity Inclusive Education Training (Bill 157) (On-line)	Using Data Effectively (On-line module)

MENTORING: Mentoring will be provided to Vice-Principals by their Principals.

COACHING: Coaching is provided to first-year principals, who will select their coach from a list if experienced principals provided to them by Leadership Development; a coach will be assigned to all first-year Vice-Principals.

ANNUAL LEADERSHIP PLANS: Leadership Goal Plan / Leadership Growth Plan: Required training includes all legislated compliance training, mandated Ministry training and required training as deemed by the Board. In dialogue with their Superintendent, Principals and Vice-Principals will develop their Leadership Action Plans / Leadership Growth Plan based on their own self-directed professional learning needs as well as required learning needs to support the School and Board Plans for Continuous Improvement.

+ Training that requires updates as needed

* Sessions designated as required training prior to being appointed as a Principal

^ Sessions designated as required training in first two years of being appointed a Principal

OUR COMMITMENT

To support the development of leadership capacity within our learning organization that
cultivates excellence, innovation, creativity and commitment through quality professional learning that is:

- ✓ informed by research
- ✓ aligned with our Board Plan for Continuous Improvement
- ✓ culturally proficient
- ✓ engaging and promotes collaboration
- ✓ inspiring and forward thinking
- ✓ technologically integrated
- ✓ focused on building knowledge and skills
- ✓ responsive and connected to our changing local and global community

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Toronto/Markham/Richmond Hill/	416-969-8131	416-969-7170
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