

Holding Staff Accountable for Performance



Supervising staff in public schools carries a central challenge:

- ✓ how do we hold individuals accountable when they are not producing the way we know they can, within the complex web of legal rights and issues that exist in the school environment?
- ✓ how do we protect ourselves and our organizations if efforts to get staff back on track do not succeed?

This workshop shows participants how to:

- ✓ maintain a positive climate while addressing the weak performance of some staff
- ✓ constructively manage defense reactions, and
- ✓ help employees develop and assume ownership of their own corrective action plans.

Jeff Olefson has designed and implemented human resources training programs for hundreds of Fortune 500 companies, not-for-profit organizations, governmental units, and school districts in fifteen states.



Mr. Olefson is a frequent speaker at state-wide educational conferences. As a consultant to school districts, he has conducted organizational studies with the aim of improving efficiency, service, delivery, and client satisfaction. He also functions as a curriculum consultant for building-based initiatives in literacy, interdisciplinary instruction, differentiation of instruction, inclusion, and building partnerships between teachers and parents. He has facilitated workshops for boards of education on topics such as: self-evaluation, dealing with critics, conflict resolution, running effective public meetings, and building public trust.

Date: Thursday, October 15, 2009
Time: 8:30 am - 2:30 pm
Audience: Superintendents, Asst Superintendents
Building Principals & Department Chairs
Location: Western Suffolk BOCES
Division of Instructional Support Svcs
31 Lee Avenue, Wheatley Heights, NY 11798
Cost: \$150pp

*Please make/mail payment to:
Western Suffolk BOCES A506
31 Lee Ave.
Wheatley Heights, NY 11798
Att: Debbi Maxwell*

For registration instructions using

My Learning Plan/WebReg, please copy this link into your browser:

<http://www.wsbores.org/webreg> and please see the reverse side (pg 2) of this flyer.

Need Information?

dmaxwell@wsbores.org or 631-595-6829



Western Suffolk BOCES Professional Development Web Registration Directions

*Check with your district to see if you are a member of My Learning Plan
Workshop flyer maps for directions can be found on MLP*

For My Learning Plan Member Districts

If you are a member of My Learning Plan, you will be given a user name and password by your district. To see courses and to register, please do the following:

- ⇒ Log onto www.mylearningplan.com
- ⇒ Click on the Western Suffolk BOCES Catalog link

*If your district does NOT have a link to the WS BOCES catalog,
please copy this link into your web browser*

<http://www.wsboces.org/WebReg>

- ⇒ Select the course you'd like to enroll in
- ⇒ When ready, click the "Click to Enroll" button
- ⇒ Click MLP Users (Enter User Name & Password - Log in)
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "Next" button
- ⇒ Click Terms and Conditions button
- ⇒ Print the confirming enrollment form
- ⇒ Scroll down and read the rest of the information on the final screen
- ⇒ You will receive an email when you are registered

For Non-My Learning Plan Districts

Please click on this link to see the WS BOCES catalog.

<http://www.wsboces.org/WebReg>

At the top of the page will be a purple box. The workshops are divided up into programs.

- ⇒ Highlight the program you'd like to search workshops in and "search catalog"
- ⇒ Workshops will be listed in date order
- ⇒ Select the course you would like to enroll in
- ⇒ Click the "click to enroll" button
- ⇒ **Registered Users:** click "I'm a Registered User", then enter your email address and password to log in. Click "update and continue".
- ⇒ **New Users:** Click on "I'm a New User" and complete the form. When finished, click the "Create Account" button.
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "next" button
- ⇒ Click Terms and Conditions button
- ⇒ **PRINT THE CONFIRMING ENROLLMENT FORM. ONCE YOU RECEIVE ADMINISTRATIVE SIGNATURE, Please fax (631-623-4915) to Western Suffolk BOCES**
- ⇒ Click return to main
- ⇒ Click "logout" button to finish the process
- ⇒ You will receive an email when you are registered.