HOUSTON INDEPENDENT SCHOOL DISTRICT

SPRING 2014
LEADERSHIP DEVELOPMENT

SCHOOL LEADERS AND CENTRAL OFFICE

PROFESSIONAL LEARNING OPPORTUNITIES

Becoming #GreatAllOver

LEADERSHIP DEVELOPMENT

The Intersection between School-Based and Central Office Training and Development

> *In today's global economy there is little room to be a follower, and knowledge is the power that enables leadership. As a result, we must regain our leadership in education and training.*
>
> **— Greg Capelli**

www.houstonisd.org//Domain/8012

A MESSAGE FROM ALAN HOOKER

Dear Friends,

As a school district, the most powerful and promising thing we can do for our students is to ensure that we have a skilled, educated workforce. An educated workforce guarantees that we remain innovative and productive and that we are providing students with a high-quality education that will prepare them for the 21st century.

This training booklet is a joint effort between HISD Talent Acquisition and Leadership Development. This combined effort is evidence of the commitment and collaboration required to meet the needs of the entire HISD workforce. With the full support of Dr. Andrew Houlihan, Chief of School and Dr. Rodney Watson, Chief Human Resources Officer, the Leadership Development and Talent Acquisition Teams are actively working to meet the growth and development needs of all employees. This booklet combines high-impact approaches to training and development, new streams of work and new opportunities for learning. Our hope is that this training will propel us to increased accountability for growth and development, organizational excellence, and evidence-driven outcomes.

We hope you will join us for this training experience in the spring of 2014. Professional development opportunities are organized by the following themes: 1) Instructional Leadership, 2) Hiring Managers' Toolkit, 3) Climate, Culture and Community, 4) Business Processes, and 5) Safety. We have also included a Course Planning Tool to assist you in tracking your formative professional development. These exciting new opportunities include face-to-face training and just-in-time online support for leaders across the district. Access our online brochure at **http://www.houstonisd.org//Domain/8012.** You may also call Josephine Rice, Leadership Development (713) 696-0600 or Patra Brannon, Human Capital Acquisition (713) 556-7400 if you have questions or need additional information.

Sincerely,

Alan Hooker
Officer, Leadership Development

SPRING 2014 LEADERSHIP DEVELOPMENT
PROFESSIONAL LEARNING OPPORTUNITIES

The Leadership Development Department has designed a comprehensive selection of on-line and face-to-face trainings to support the professional development of school-based leaders and central office staff. Designed to offer a diverse array of high-impact elective courses, this 2014 Spring Course catalog is thematically organized with opportunities to impact Instructional Leadership, the Hiring Managers' Toolkit, Climate, Culture and Community, Business Processes and Safety.

For school-based leaders in their first and second year, these courses offer an individualized learning path with which to meet the state-mandated year-long induction period. The choice sessions reflect a balance between managerial skills and instructional leadership. First-time school leaders are expected to complete 12-15 hours of choice learning, and second-year principals and assistant principals are expected to complete 30 hours of their choice by May 30, 2014.

Visit our website below to find an electronic version of course listings that will appear in the 2014 Spring Course Catalog. Online courses listed as "on-going" are open and available without time restrictions or completion dates. (These courses may be completed at any time.)

Leadership Development Website:
http://www.houstonisd.org//Domain/8012

INSTRUCTIONAL LEADERSHIP

Leaders set the tone of success. Management is doing things right; leadership is doing the right things.

— Peter Drucker

www.houstonisd.org//Domain/8012

INSTRUCTIONAL LEADERSHIP

January 2014

9th or 23rd   **Coaching: Focusing on Giving and Receiving Feedback**
e-TRAIN#: LD0304
Participants will develop skills in "giving and receiving" feedback within a collaborative, continuous improvement context.

15th – 31st   **PK-12 SDMC Resources**
e-TRAIN#: LD0215
(Online Learning)

Participants will review the district's educational goals, objectives, and major district-wide classroom instructional programs to ensure they meet the standards set forth by the Texas Education Code.

15th – 31st   **SMART Goals**
e-TRAIN#: LD0299
(Online Learning)

Participants will understand the rationale behind SMART goals and impact statements. Participants will learn how to craft SMART goals based on data.

16th   **Special Education Roundtable**
e-TRAIN#: LD0314

Participants will discuss how to develop and lead a successful systems-based Special Education Department at their campuses.

16th or 27th   **Increasing the Graduation Rate**
e-TRAIN#: LD0297

Participants will develop effective communication strategies that can help build bridges of understanding, respect and engagement to reach out to their students. School personnel will share effective practices on behalf of the Dropout Prevention Department.

16th or 30th   **Data and School Improvement**
e-TRAIN#: LD0303

Participants will analyze "real-time" student progress and achievement data to drive the development of school goals and the school improvement plan.

February 2014

1st – 28th   **PK-12 SDMC Resources**
e-TRAIN#: LD0215
(Online Learning)

Participants will review the district's educational goals, objectives, and major district-wide classroom instructional programs to ensure they meet the standards set forth by the Texas Education Code.

(continued)

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INSTRUCTIONAL LEADERSHIP *(continued)*

February 2014 *(continued)*

1st – 28th **SMART Goals**
e-TRAIN#: LD0299
(Online Learning)

Participants will understand the rationale behind SMART goals and impact statements. Participants will learn how to craft SMART goals based on data.

3rd **Special Education Roundtable**
e-TRAIN#: LD0314

Participants will discuss how to develop and lead a successful systems-based Special Education Department at their campuses.

6th or 20th **Sharing Instructional Best Practices**
e-TRAIN#: LD0305

Participants will engage in a self-selected Open Space process designed to highlight instructional best practices used to improve progress and achievement. K-12 Instructional best practices will be examined across core content areas.

10th or 13th **Increasing the Graduation Rate**
e-TRAIN#: LD0297

Participants will develop effective communication strategies that can help build bridges of understanding, respect and engagement to reach out to their students. School personnel will share effective practices on behalf of the Dropout Prevention Department.

13th and 27th **Special Education Administrator**
e-TRAIN#: LD0306

Participants will develop instructional leadership skills designed to increase rigor for students in self-contained classroom environments.

March 2014

1st – 31st **PK-12 SDMC Resources**
e-TRAIN#: LD0215
(Online Learning)

Participants will review the district's educational goals, objectives, and major district-wide classroom instructional programs to ensure they meet the standards set forth by the Texas Education Code.

1st – 31st **SMART Goals**
e-TRAIN#: LD0299
(Online Learning)

Participants will understand the rationale behind SMART goals and impact statements. Participants will learn how to craft SMART goals based on data.

March 2014 *(continued)*

3rd   **Monitoring Data Files**
e-TRAIN#: LD0298
(Online Learning)

Participants will learn techniques to manage files associated with discipline tracking, student withdrawals, leavers and other related student documentation in accordance with TEA and district policies and procedures.

April 2014

1st – 30th   **PK-12 SDMC Resources**
e-TRAIN#: LD0215
(Online Learning)

Participants will review the district's educational goals, objectives, and major district-wide classroom instructional programs to ensure they meet the standards set forth by the Texas Education Code.

1st – 30th   **SMART Goals**
e-TRAIN#: LD0299
(Online Learning)

Participants will understand the rationale behind SMART goals and impact statements. Participants will learn how to craft SMART goals based on data.

May 2014

1st – 31st   **PK-12 SDMC Resources**
e-TRAIN#: LD0215
(Online Learning)

Participants will review the district's educational goals, objectives, and major district-wide classroom instructional programs to ensure they meet the standards set forth by the Texas Education Code.

1st – 31st   **SMART Goals**
e-TRAIN#: LD0299
(Online Learning)

Participants will understand the rationale behind SMART goals and impact statements. Participants will learn how to craft SMART goals based on data.

12th or 15th   **Increasing the Graduation Rate**
e-TRAIN#: LD0297

Participants will develop effective communication strategies that can help build bridges of understanding, respect and engagement to reach out to their students. School personnel will share effective practices on behalf of the Dropout Prevention Department.

HIRING MANAGERS' TOOLKIT

" *It's important to know how to balance leadership and management. Both are necessary and take work and development.* "

– Dr. Theresa Campos

HIRING MANAGERS' TOOLKIT

January 2014

9th & 23rd

Toastmasters International
e-TRAIN#: LD0318

Participants will hone public speaking and facilitative leadership skills in a no-pressure, learn-by-doing session. Participants will deliver impromptu talks on assigned topics, conduct meetings and develop skills in Parliamentary Procedure.

13th, 24th, or 30th

PPA
e-TRAIN#: EA0026

Participants will leave the presentation with a solid knowledge base of the guidelines of the Prescriptive Plan for Assistance (PPA) process, detailed description of the interrelated parts of the PPA, and the documentation requirements of the PPA.

13th or 17th

Managing Conflict
e-TRAIN#: LD0272

Participants will learn strategies and develop skills to effectively manage conflict in the workplace. Learn how to resolve conflicts and create a positive work environment.

13th,14th, 24th & 27th

Critical Friends Group - Facilitative Leadership
e-TRAIN#: LD0300
Must attend ALL 4 days to receive credit.

Participants will engage in a series of learning designed to assist leaders in sharing best practices in the areas of analyzing data, learning from dilemmas, and student work. Participants will develop skills to become highly effective team leaders that build trust and cohesiveness for leading people and managing work.

15th – 31st

Time Management
e-TRAIN#: LD0175
(Online Learning)

Participants will explore the basis of time management through experiencing a self-assessment piece, identifying barriers, and proven techniques to regain control of time in workplace or environment.

27th, 28th, 29th, 30th & 31st

Teacher Appraiser Certification
e-TRAIN#: EA0029

Participants will receive a comprehensive training course for certifying teacher appraisers. This five day course includes training over the policies and procedures that guide the appraisal process, the appraisal system and content, conferencing skills, and the documentation and investigation processes. Certification requirements include meeting the expected passing rate for review exams and full attendance during the five day course.

(continued)

February 2014

1st – 28th

Time Management
e-TRAIN#: LD0175
(Online Learning)

Participants will explore the basis of time management through experiencing a self-assessment piece, identifying barriers, and proven techniques to regain control of time in workplace or environment.

6th & 20th

Toastmasters International
e-TRAIN#: LD0318

Participants will hone public speaking and facilitative leadership skills in a no-pressure, learn-by-doing session. Participants will deliver impromptu talks on assigned topics, conduct meetings and develop skills in Parliamentary Procedure.

6th, 7th, 10th, 11th & 12th

Teacher Appraiser Certification
e-TRAIN#: EA0029

Participants will receive a comprehensive training course for certifying teacher appraisers. This five day course includes training over the policies and procedures that guide the appraisal process, the appraisal system and content, conferencing skills, and the documentation and investigation processes. Certification requirements include meeting the expected passing rate for review exams and full attendance during the five day course.

7th

Response to Crises in the Workplace
e-TRAIN#: LD0277

Participants will learn how to create and discuss ways to manage a crises management plan based on the needs of the workplace.

10th & 12th

Difficult Parent Conversations
e-TRAIN#: LD0278

Participants will actively engage in difficult parent conversation scenarios and practice skills to resolve issues arising between parents and campus-based staff.

14th

Supervisions Series: Effective Feedback - Part I
e-TRAIN#: LD0279
Part I is required. Participants must attend all 3 sessions to receive credit.

Participants will learn supervisory techniques to develop staff and improve performance. This session is Part I of a supervision series.

14th

Supervision Series: On the Spot Coaching – Part II
e-TRAIN#: LD0280
Part I is a prerequisite for this course. Participants must attend all 3 sessions to receive credit.

Participants will learn supervisory techniques to develop staff and improve performance. This session is Part II of a supervision series.

(continued)

HIRING MANAGERS' TOOLKIT *(continued)*

February 2014 *(continued)*

17th,18th, 24th & 25th
Critical Friends Group - Facilitative Leadership
e-TRAIN#: LD0301
Must attend ALL 4 days to receive credit.

Participants will engage in a series of learning designed to assist leaders in sharing best practices in the areas of analyzing data, learning from dilemmas, and student work. Participants will develop skills to become highly effective team leaders that build trust and cohesiveness for leading people and managing work.

18th or 26th
PPA
e-TRAIN#: EA0026

Participants will leave the presentation with a solid knowledge base of the guidelines of the Prescriptive Plan for Assistance (PPA) process, detailed description of the interrelated parts of the PPA, and the documentation requirements of the PPA.

28th
Ethical Leadership
e-TRAIN#: LD0260

Participants will explore resolutions for sticky situations that require ethical responsibility. Participants will discuss what you would do as the leader.

March 2014

1st – 31st
Time Management
e-TRAIN#: LD0175
(Online Learning)

Participants will explore the basis of time management through experiencing a self-assessment piece, identifying barriers, and proven techniques to regain control of time in workplace or environment.

3rd
Understanding Disability Management and Workman's Compensation
e-TRAIN#: LD0296

Participants will learn to manage the responsibilities of disability management, and Workman's Compensation.

3rd
Supervision Series: Coaching for Improvement – Part III
e-TRAIN#: LD0276
Part I is a prerequisite for this course. Participants must attend all 3 sessions to receive credit

Participants will learn supervisory techniques to develop staff and improve performance. This session is Part III of a supervision series.

7th
Effective Coaching Strategies
e-TRAIN#: LD0273

Participants will engage in effective coaching strategies to assist with developing new teachers, new staff members, and staff in need of assistance.

(continued)

March 2014 *(continued)*

13th & 27th   **Toastmasters International**
e-TRAIN#: LD0318

Participants will hone public speaking and facilitative leadership skills in a no-pressure, learn-by-doing session. Participants will deliver impromptu talks on assigned topics, conduct meetings and develop skills in Parliamentary Procedure.

25th & 26th   **SIS-Master Scheduling (Condensed)**
e-TRAIN#: SP2333 - (14 hours)

Participants will be provided with the setup and maintenance practices for responsible campus staff. It is required that the participant attend a complete session before the Scheduler role can be assigned.

April 2014

1st – 30th   **Time Management**
e-TRAIN#: LD0175
(Online Learning)

Participants will explore the basis of time management through experiencing a self-assessment piece, identifying barriers, and proven techniques to regain control of time in workplace or environment.

17th   **Toastmasters International**
e-TRAIN#: LD0318

Participants will hone public speaking and facilitative leadership skills in a no-pressure, learn-by-doing session. Participants will deliver impromptu talks on assigned topics, conduct meetings and develop skills in Parliamentary Procedure.

May 2014

1st – 31st   **Time Management**
e-TRAIN#: LD0175
(Online Learning)

Participants will explore the basis of time management through experiencing a self-assessment piece, identifying barriers, and proven techniques to regain control of time in workplace or environment.

1st   **Toastmasters International**
e-TRAIN#: LD0318

Participants will hone public speaking and facilitative leadership skills in a no-pressure, learn-by-doing session. Participants will deliver impromptu talks on assigned topics, conduct meetings and develop skills in Parliamentary Procedure.

12th   **Managing Difficult and Resistant Staff**
e-TRAIN#: LD0281

Participants will learn the characteristics of difficult and resistant staff and their impact on school or workplace culture. Participants will also learn leader behaviors that contribute to resistance and ways to positively promote a good working relationship.

CLIMATE, CULTURE & COMMUNITY

> *We have inherited a culture that must be redefined in order to create a desired culture.*
>
> **— Dr. S. Lachlin Verrett**

CLIMATE, CULTURE & COMMUNITY

January 2014

10th or 28th

Developing Parent Engagement Centered on Student Achievement: Part I of II
e-TRAIN#: LD0317

Participants will attend a series of parent engagement sessions to develop an organizational framework to address: How does a parent organization run? What is the difference and purpose of a PTO/PTA/PAC? How can parents strategically connect to student learning at school? How do you involve parents as a support for their child's academic achievement and develop a parent-centered engagement system at a campus?

15th – 31st

Appreciating Diversity in the Workplace
e-TRAIN#: LD0307
(Online Learning)

Participants will explore the benefits, challenges, and strategies surrounding workplace diversity and how to improve employee relationships with feedback, assistance, inclusion, and respect.

16th

The 8 Essentials: Creating Culturally Responsive Environments
e-TRAIN#: LD0257

Participants will explore the 8 essential research based components to creating environments that are culturally responsive and promote student achievement for all students.

21st

No Rigor without Relationships
e-TRAIN#: LD0248

Participants will explore the importance of building relational capacity campus-wide to promote instructional rigor and increase student achievement.

27th

Communities of Practice (C.O.P.)
e-TRAIN#: LD0271

Principals will participate in facilitated discussions centered on topics that are relevant to their campuses and leadership development.

February 2014

1st – 28th

Appreciating Diversity in the Workplace
e-TRAIN#: LD0307
(Online Learning)

Participants will explore the benefits, challenges, and strategies surrounding workplace diversity and how to improve employee relationships with feedback, assistance, inclusion, and respect.

(continued)

CLIMATE, CULTURE & COMMUNITY *(continued)*

7th or 10th   **Developing Parent Engagement Centered on Student Achievement: Part II of II**
e-TRAIN#: LD0317

Participants will attend a series of parent engagement sessions to develop an organizational framework to address: How does a parent organization run? What is the difference and purpose of a PTO/PTA/PAC? How can parents strategically connect to student learning at school? How do you involve parents as a support for their child's academic achievement and develop a parent-centered engagement system at a campus?

24th   **Communities of Practice (C.O.P.)**
e -TRAIN#: LD0271

Principals will participate in facilitated discussions centered on topics that are relevant to their campuses and leadership development.

March 2014

1st – 31st   **Appreciating Diversity in the Workplace**
e-TRAIN#: LD0307
(Online Learning)

Participants will explore the benefits, challenges, and strategies surrounding workplace diversity and how to improve employee relationships with feedback, assistance, inclusion, and respect.

9th or 13th   **Building Team Trust**
e-TRAIN#: LD0302

Participants will develop skills for communicating clear objectives, gaining buy-in, and creating a transparent culture.

31st   **Communities of Practice (C.O.P.)**
e -TRAIN#: LD0271

Principals will participate in facilitated discussions centered on topics that are relevant to their campuses and leadership development.

April 2014

1st – 30th   **Appreciating Diversity in the Workplace**
e-TRAIN#: LD0307
(Online Learning)

Participants will explore the benefits, challenges, and strategies surrounding workplace diversity and how to improve employee relationships with feedback, assistance, inclusion, and respect.

28th   **Communities of Practice (C.O.P.)**
e -TRAIN#: LD0271

Principals will participate in facilitated discussions centered on topics that are relevant to their campuses and leadership development.

(continued)

CLIMATE, CULTURE & COMMUNITY *(continued)*

May 2014

1st – 31st   **Appreciating Diversity in the Workplace**
e-TRAIN#: LD0307
(Online Learning)

Participants will explore the benefits, challenges, and strategies surrounding workplace diversity and how to improve employee relationships with feedback, assistance, inclusion, and respect.

19th   **Communities of Practice (C.O.P.)**
e -TRAIN#: LD0271

Principals will participate in facilitated discussions centered on topics that are relevant to their campuses and leadership development.

BUSINESS PROCESSES

“ *It is difficult, but not impossible, to conduct strictly honest business.* ”

– Mahatma Gandhi

BUSINESS PROCESSES

January 2014

14th **Business Writing Strategies**
e-TRAIN#: LD0312

The Professional Communications and Behavior course will help managers to lead the development of guidelines for developing appropriate communications and interactions (written and verbal) in their work settings. Develop skills in using and submitting appropriate documents for effective communication between departments and schools. Engage in discussion of state and district standards for modeling and leading appropriate interactions with employees and customers.

14th or 23rd **Effective Afterschool Programs**
e-TRAIN#: LD0315

Participants will discuss the components of an academic and financially effective afterschool program that is self-sustaining and supportive of school-wide academic achievement goals.

20th – 31st **Introduction to Lino-It**
e-TRAIN#: LD0309
(Online Learning)

Participants will learn the functions of Lino-It and how to align the online collaborative based tool into everyday work implementation within HISD.

22nd **Deliverables, Milestones and Resources:**
Project Ownership Basics
e-TRAIN#: OB0019

Participants will gain an appreciation for the project planning process by reviewing the terminology related to the project planning life cycle and tools for planning and scheduling.

23rd **Intro to MS Word 2010**
e-TRAIN#: LD0253

Participants will engage in hands-on learning in order to improve skill set in MS Word 2010 by applying basic principles such as creating documents, using templates, tracking changes, inserting items, page layouts, editing, etc. Participants will save and create documents in MS Word 2010. Participants must bring their HISD approved laptop.

28th **Intro to Excel 2010**
e-TRAIN#: LD0254

Participants will engage in hands-on learning in order to create spreadsheets, find and apply a template, create a new workbook, save a workbook, enter data in a workbook, format numbers, apply cell borders, sort data, create formulas, edit, save, and print spread sheets in Excel 2010. All participants must bring their HISD approved laptop.

(continued)

BUSINESS PROCESSES *(continued)*

January 2014 *(continued)*

29th   **No More Paper Cuts: Filing in a Digital Age**
e-TRAIN#: OB0016

Participants will gain an understanding of digital filing best practices including file naming conventions, designing effective and efficient folder structures, backing up sensitive information, and addressing security concerns.

February 2014

1st – 28th   **Introduction to Lino-It**
e-TRAIN#: LD0309
(Online Learning)

Participants will learn the functions of Lino-It and how to align the online collaborative based tool into everyday work implementation within HISD.

4th or 6th   **Preparing for Spring Preliminary School Budgets**
e-TRAIN#: LD0316

Participants will review how to prepare for the preliminary budget, staffing configurations, monitoring and assimilation of different funding resources, and determining enrollment projection.

6th   **Problem? What Problem? A Strategic Thinking Approach to Problem Solving**
e-TRAIN#: OB0018

Participants will learn to distinguish strategic thinking from creative thinking in order to define the root problem of an issue.

12th   **Put Your Best Foot Forward: Professionalism in Any Setting**
e-TRAIN#: OB0020

Participants will learn how to project a composed and confident professional presence to create strong internal relationships that augment job performance.

12th or 25th   **Technology Café**
e-TRAIN#:LD0313
(Online Learning)

Participants will learn the functionality surrounding Google Drive documents, forms, Lino-It, Remind 101 and Drop Box, while also learning to implement each tool within their respective work locations.

13th   **Project Management**
e-TRAIN#: LD0286

Participants will develop effective project management strategies, discuss phases of projects/project management cycle, and create an activity network diagram.

(continued)

BUSINESS PROCESSES *(continued)*

February 2014 *(continued)*

20th or 21st **Intermediate MS Word 2010**
e-TRAIN#: LD0256

Participants will engage in continuous learning of MS Word 2010 advancing in techniques such as customizing, insertions, adding tables and captions, headers, footers, footnotes, etc.

25th **Preparing to Shine: Proactive Techniques for Self-Development**
e-TRAIN#: OB0017

Participants will review the HISD Performance Appraisal System, with emphasis on Professional Competencies, to prepare for an ongoing performance management dialogue with the supervisor. Class activities include self-reflection exercises to determine areas for development, tips for setting supervisor-approved goals, and techniques to plan ahead for the next appraisal. This course will address the People and Team Development professional competency.

27th **Intermediate MS Excel 2010**
e-TRAIN#: LD0255

Participants will engage in hands-on learning in order to analyze data and make more informed business decisions using MS Excel to track data, build models for analyzing data, write formulas, create forms, and work with graphics, etc.

March 2014

1st – 31st **Introduction to Lino-It**
e-TRAIN#: LD0309
(Online Learning)

Participants will learn the functions of Lino-It and how to align the online collaborative based tool into everyday work implementation within HISD.

5th **Technology Café**
e-TRAIN#:LD0313
(Online Learning)

Participants will learn the functionality surrounding Google Drive documents, forms, Lino-It, Remind 101 and Drop Box, while also learning to implement each tool within their respective work locations.

6th **Upward Management – Downward Success**
e-TRAIN#: OB0022

Participants will learn how to become an invaluable asset by helping his/her supervisor excel.

12th **The Customer is Always Right… Or Are They? Techniques for Handling Poor Customer Behavior**
e-TRAIN#: LD0276

Participants will examine the role personal accountability plays in providing positive customer experiences for HISD's internal and external customers.

(continued)

BUSINESS PROCESSES *(continued)*

April 2014

1st – 30th   **Introduction to Lino-It**
e-TRAIN#: LD0309
(Online Learning)

Participants will learn the functions of Lino-It and how to align the online collaborative based tool into everyday work implementation within HISD.

9th   **Technology Café**
e-TRAIN#:LD0313
(Online Learning)

Participants will learn the functionality surrounding Google Drive documents, forms, Lino-It, Remind 101 and Drop Box, while also learning to implement each tool within their respective work locations.

May 2014

1st – 31st   **Introduction to Lino-It**
e-TRAIN#: LD0309
(Online Learning)

Participants will learn the functions of Lino-It and how to align the online collaborative based tool into everyday work implementation within HISD.

1st   **Leveraging Internal Expertise: The Power of Workplace Networking**
e-TRAIN#: OB0015

Participants will explore the power of making new personal contacts in the workplace and the mutual benefits that help new connections grow.

14th   **Go with Your Gut: Leveraging the Innate Power of Intuition**
e-TRAIN#: OB0014

Participants will learn about the five intuition styles, complete an individual style assessment, and develop effective solutions for everyday challenges.

SAFETY

SAFETY

January 2014

15th – 31st **Blood-Borne Pathogens**
e-TRAIN#: LD0209
(Online Learning)

Participants will review blood-borne pathogen exposure control principles and practices, and will receive updated information regarding pathogens and their functions.

15th – 31st **Child Abuse Prevention**
e-TRAIN#: LD0211
(Online Learning)

Participants will be provided with information regarding child abuse laws, school board policies and procedures, and training guidelines, which may be used in meeting, mandated training requirements for teachers and school staff.

15th – 31st **Cybersafety**
e-TRAIN#: LD0308
(Online Learning)

Participants will gain an understanding of cybersafety and how to proactively take precautionary measures towards using the Internet safely and securely.

10th **Emergency Preparedness Plan**
e-TRAIN#: RM0033

Participants will be provided with updated copies of the HISD Emergency Preparedness Plan (Red Book) and discuss major changes and revisions in the plan. Additional topics include updates and preparations for pandemic (H1N1) and flu season, and an introduction to the National Incident Management System and Incident Command System (NIMS/IC) which govern actions during states of emergency.

14th **PK-12 Campus Safety Overview**
e-TRAIN#: RM0034

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

16th **Overview: Safety Recordkeeping**
e-TRAIN#: RM0031

Participants will learn how to prepare fire and disaster drill reports. Also, helpful suggestions on how to conduct fire, tornado, shelter-in-place, lockdown drills, and safety meetings will be provided.

24th **Safety Overview**
e-TRAIN#: RM0037

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

(continued)

SAFETY *(continued)*

February 2014

1st – 28th   **Blood-Borne Pathogens**
e-TRAIN#: LD0209
(Online Learning)

Participants will review blood-borne pathogen exposure control principles and practices, and will receive updated information regarding pathogens and their functions.

1st – 28th   **Child Abuse Prevention**
e-TRAIN#: LD0211
(Online Learning)

Participants will be provided with information regarding child abuse laws, school board policies and procedures, and training guidelines, which may be used in meeting, mandated training requirements for teachers and school staff.

1st – 28th   **Cybersafety**
e-TRAIN#: LD0308
(Online Learning)

Participants will gain an understanding of cybersafety and how to proactively take precautionary measures towards using the Internet safely and securely.

14th   **Emergency Preparedness Plan**
e-TRAIN#: RM0033

Participants will be provided with updated copies of the HISD Emergency Preparedness Plan (Red Book) and discuss major changes and revisions in the plan. Additional topics include updates and preparations for pandemic (H1N1) and flu season, and an introduction to the National Incident Management System and Incident Command System (NIMS/IC) which govern actions during states of emergency.

18th   **PK-12 Campus Safety Overview**
e-TRAIN#: RM0034

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

28th   **Safety Overview**
e-TRAIN#: RM0037

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

(continued)

SAFETY *(continued)*

March 2014

1st – 31st **Blood-Borne Pathogens**
e-TRAIN#: LD0209
(Online Learning)

Participants will review blood-borne pathogen exposure control principles and practices, and will receive updated information regarding pathogens and their functions.

1st – 31st **Child Abuse Prevention**
e-TRAIN#: LD0211
(Online Learning)

Participants will be provided with information regarding child abuse laws, school board policies and procedures, and training guidelines, which may be used in meeting, mandated training requirements for teachers and school staff.

1st – 31st **Cybersafety**
e-TRAIN#: LD0308
(Online Learning)

Participants will gain an understanding of cybersafety and how to proactively take precautionary measures towards using the Internet safely and securely.

6th **Emergency Preparedness Plan**
e-TRAIN#: RM0033

Participants will be provided with updated copies of the HISD Emergency Preparedness Plan (Red Book) and discuss major changes and revisions in the plan. Additional topics include updates and preparations for pandemic (H1N1) and flu season, and an introduction to the National Incident Management System and Incident Command System (NIMS/IC) which govern actions during states of emergency.

13th **Overview: Safety Recordkeeping**
e-TRAIN#: RM0031

Participants will learn how to prepare fire and disaster drill reports. Also, helpful suggestions on how to conduct fire, tornado, shelter-in-place, lockdown drills, and safety meetings will be provided.

28th **Safety Overview**
e-TRAIN#: RM0037

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

SAFETY *(continued)*

April 2014

1st – 30th   **Blood-Borne Pathogens**
e-TRAIN#: LD0209
(Online Learning)

Participants will review blood-borne pathogen exposure control principles and practices, and will receive updated information regarding pathogens and their functions.

1st – 30th   **Child Abuse Prevention**
e-TRAIN#: LD0211
(Online Learning)

Participants will be provided with information regarding child abuse laws, school board policies and procedures, and training guidelines, which may be used in meeting, mandated training requirements for teachers and school staff.

1st – 30th   **Cybersafety**
e-TRAIN#: LD0308
(Online Learning)

Participants will gain an understanding of cybersafety and how to proactively take precautionary measures towards using the Internet safely and securely.

1st   **PK-12 Campus Safety Overview**
e-TRAIN#: RM0034

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

4th   **Safety Overview**
e-TRAIN#: RM0037

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

May 2014

1st – 31st   **Blood-Borne Pathogens**
e-TRAIN#: LD0209
(Online Learning)

Participants will review blood-borne pathogen exposure control principles and practices, and will receive updated information regarding pathogens and their functions.

1st – 31st   **Child Abuse Prevention**
e-TRAIN#: LD0211
(Online Learning)

Participants will be provided with information regarding child abuse laws, school board policies and procedures, and training guidelines, which may be used in meeting, mandated training requirements for teachers and school staff.

SAFETY *(continued)*

May 2014 *(continued)*

1st – 31st   **Cybersafety**
e-TRAIN#: LD0308
(Online Learning)

Participants will gain an understanding of cybersafety and how to proactively take precautionary measures towards using the Internet safely and securely.

16th   **Emergency Preparedness Plan**
e-TRAIN#: RM0033

Participants will be provided with updated copies of the HISD Emergency Preparedness Plan (Red Book) and discuss major changes and revisions in the plan. Additional topics include updates and preparations for pandemic (H1N1) and flu season, and an introduction to the National Incident Management System and Incident Command System (NIMS/IC) which govern actions during states of emergency.

20th   **PK-12 Campus Safety Overview**
e-TRAIN#: RM0034

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

23rd   **Safety Overview**
e-TRAIN#: RM0037

Participants will gain an understanding of Job Safety for Teachers, Administrators and Office Staff; General School Safety; and Student Aggression.

COURSE PLANNING TOOL

> " *Execution is the ability to mesh strategy with reality, align people with goals, and achieve the promised results.* "
>
> **— Larry Bossidy**

COURSE PLANNING TOOL

Course/e-TRAIN	Date	Place	Time	Total PD Hrs.

COURSE PLANNING TOOL

Course/e-TRAIN	Date	Place	Time	Total PD Hrs.

LEADERSHIP DEVELOPMENT

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