

How to Succeed as a Team Leader: Proactive Planning and Facilitation of Positive and Productive Team Meetings

Audience: Current and Potential Special Education Team Leaders, Special Education Teachers & Related Service Providers, Special Education Coordinators & Department Heads

Dates & Times: Tuesdays, October 5 and 12, 2010
 4:00 – 7:00 PM

Location: TEC Professional Development Center

Cost: \$100 TEC Members / \$125 Non-TEC

Earn: 6 Hours of Participation

Instructor: Ellen Honeyman

Course Description: Participants in this course will review the importance of the following components in Team meetings:

- Essential beliefs
- Careful preparation
- Effective relationship building
- Knowledge of legal requirements
- Adherence to procedures
- Competent management of paperwork

The workshop will lead to appropriate IEP development for students. Mutual satisfaction between parents/guardians and school district members is the ultimate goal of the team meeting.

About the Instructor: Ellen Honeyman, CAGS, CCC/SPL, has served as the Director of Special Education for the Springfield Public Schools, Worcester Public Schools and as Interim Director of Student Services for the Lexington Public Schools, the Wellesley Public Schools and the Walpole Public Schools. She worked for many years as a speech-language pathologist and learning disabilities specialist in the Springfield Public Schools, where she also served as a Supervisor of Special Education prior to being appointed as the Director. Among other professional activities, Ms. Honeyman has provided training and program evaluations for many school districts throughout Massachusetts. She also serves as a consultant for the MA DESE as a trainer for the Comprehensive System of Professional Development (CSPD) Project.

*Cancellations: Notice must be given at least **ten (10)** business days prior to the start of program.
 Payment will be processed at that time and refunds will not be granted after that date.
 Note: After October 1, a \$25 late fee is required with each course registration.*

To register: Complete this form and send, along with your check or purchase order, to:
 TEC Professional Development, P.O. Box 186, Dedham, MA 02027

Please register me for "How to Succeed as a Team Leader" beginning on 10/5/10!
 Enclosed is a check or purchase order for: ___\$100 TEC / ___\$125 Non-TEC

Name: _____ School: _____

Home address: _____ Role: _____

City, state, zip code: _____ Address: _____

Email: _____ City, state, zip code: _____

Home phone: _____ Work phone: _____

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