

For: New Principals



What I Need To Know and When I Need to Know It: *A Workshop for New Principals*

Workshop Trainer:

Linda A. Hayes, MSSAA Assistant Director

"Where do I begin?" is often the first question a new principal asks. The answer requires a school leader to make decisions about prioritizing tasks and responsibilities, understanding school, district and community expectations and creating a plan for success. Principals who understand what needs to be done and develop action agendas that are organized, thoughtful and consistent with their school's mission will be prepared for the real world of school leadership.

This workshop will draw on the experiences of school principals to guide those who are new to the role. Focusing on strategies and procedures for tackling duties and responsibilities, making decisions, and working with teams, new principals will design a plan of attack that prepares them for managing complex change.

Participants will:

- Identify and prioritize the duties and responsibilities facing them as new principals.
- Reflect on their strengths and recognize areas for growth.
- Discuss the differences between direct and collaborative decision making and when to use each effectively.
- Learn strategies for developing goals based on data and need.
- Explore ways to facilitate and improve their communication skills and manage complex change.
- Network with other new principals and learn from the experiences of colleagues.

Tuesday, July 27, 2010

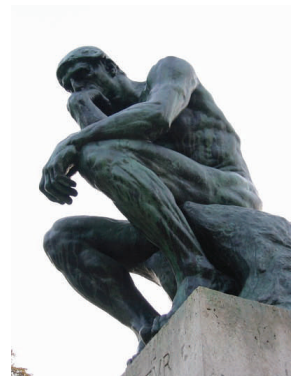
At the Sea Crest Resort And Conference Center,
North Falmouth, MA

Sign-In/Registration: 8:00 am

Workshop: 8:30 am to 12:00

**Massachusetts Secondary School Administrators' Association
33 Forge Parkway, Franklin, MA 02038**

Workshop Contact: *Linda Taylor*
Phone: (508) 541-9832 ~ Fax: (508) 541-9888
E-mail: ltaylor@mssaa.org



Linda Hayes has over 35 years of experience as a high school administrator, teacher, and program coordinator. Her strong background in instructional leadership includes initiatives in high school restructuring, building professional learning communities, literacy, standards based curriculum and instruction, and meeting the diverse needs of students. She has served on numerous statewide committees and taskforces including the Educational Personnel Advisory Council and the Educational Leadership Alliance.

Following her retirement as a high school principal, Linda joined MSSAA as an Assistant Director with responsibilities for professional development and executive partnerships. She currently coordinates the Association's Leadership Coaching Program for Principals and serves as a coach and mentor to new principals.

Summer
Institute
Pre-Conference



Directions to the Sea Crest:

From Metropolitan Boston Area

Southeast Expressway to Route 3. Take Exit 1A to Route 6 West. Take first exit at Bourne Bridge rotary to Route 28 (Falmouth and the Islands), to Bourne Bridge over Cape Cod Canal.

From Points North

Take Interstate 495 to Route 25 East to Bourne Bridge over Cape Cod Canal.

From Bourne Bridge and Cape Cod Canal

Route 28 Falmouth and the Islands) to Route 151 exit, left at bottom of exit ramp, left at first traffic signal (Route 28A South) one mile to rotary, take first exit onto Shore Road, then 1.5 miles to Sea Crest.

MSSAA Workshop Registration Policies

Cancellation: Cancellations received up to 72 hours before the workshop will be honored. If you do not cancel and do not attend, you are responsible for full payment.

Inclement Weather: If the weather is uncertain, call the MSSAA front desk at (508) 541-7997 or check the website at www.mssaa.org after 6:15 a.m. on the morning of the workshop to check for cancellation.

Confirmation: If you have not received a confirming email within a few days of registering, please call Linda at (508) 541-9832. This printed email or your printed, completed online registration ("Thank You" at the top) is your proof of registration.

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Fee: \$80 per person

Name: _____

School: _____ Position: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone & Ext: _____ Email (mandatory): _____

Program registration includes training, training materials, continental breakfast and lunch!

Return this form to: Linda Taylor, MSSAA, 33 Forge Parkway, Franklin, MA 02038, or fax to: MSSAA, Attention: Linda Taylor, (508) 541-9888

[Click here to register at www.mssaa.org](http://www.mssaa.org)