



Teaching. Learning. Leading.

### **VEA Training and Workshops**

VEA offers a slate of workshops that can help build your job skills or make you a more effective Association leader. In some cases, training can qualify for teaching license renewal points. Elements of some training programs can be combined or customized to fit special needs.

Workshops should be arranged by application from your local Association president. For each section of workshop offerings, the appropriate VEA staff member is listed. That person can provide you with an application and discuss your needs.

VEA is able to assist you on the following topics (after each section is listed, you'll see the entire listing of workshops and information on who to contact):

**BUSINESS** – Includes member processing procedures, how to run effective and fair meetings, treasurers' responsibilities, and more.

**COMMUNICATIONS** – Includes informing various member and public audiences of VEA goals, activities and contributions, and other related information which is geared toward improving teaching and education.

**FIELD SERVICES** – Includes training in UniServ leadership responsibilities, membership development, and more.

**GOVERNMENT RELATIONS** – Includes establishing political action committees, politicians and your school policies, analysis of the General Assembly, lobbying hints, and more.

**INSTRUCTION AND PROFESSIONAL DEVELOPMENT** – Includes gaining National Board Certification, grant writing tips, standards-based reform, special education and IDEA, behaviors that produce optimal learning, and more.

**LEADERSHIP DEVELOPMENT AND HUMAN RELATIONS** – Includes improving school climate, minority and women's leadership, new leader discovery and development, assertiveness, and more.

**LEGAL SERVICES** – Includes using the grievance procedure, how to reduce your personal liabilities, what to do and not do in an emergency, child abuse and Child Protective Services, academic freedom, and more.

### **BUSINESS**

#### **Treasurers' Workshop (2 hours)**

Discuss local treasurers' duties and responsibilities. How to read the Dues Billing Roster. Review Membership Processing procedures and the Treasurer's Handbook. (Suggested time of year for delivery: August, September and October.)

#### **Parliamentary Procedures Workshop (1-2 hours)**

Discuss parliamentary procedures, the role of officers, and the standard meeting structure.

Contact Brenda Cloyd, 1-800-552-9554.

### **COMMUNICATIONS**

#### **The Complete Local Communications Program (1 to 1-1/2 hours)**

What are the essential elements of a complete local association communications program? This session will highlight the important communications activities that each local can and should implement.

## **COMMUNICATIONS (continued)**

### **Member Benefits (2 hours)**

Provides overview and explanation of Association endorsed products; guidelines for consumers. (Suggested time of year for delivery: September through December)

Contact Bill Johnson, 1-800-552-9554.

## **FIELD SERVICES/MEMBER ORGANIZING**

### **UniServ Unit Program Goal and Objective Development and Evaluation (8 hours)**

This training helps local councils develop written goals and objectives (with priorities) for the UniServ Unit. (Suggested time of year for delivery: spring)

### **UniServ Council Roles and Responsibilities (2 hours)**

Helps clarify roles and responsibilities of chairperson, council members and staff. (Suggested time of year for delivery: anytime)

### **Interviewing Skills Training for Filling Vacancies (2 hours)**

This training is designed to train interview teams in developing interview questions. (Suggested time of year for delivery: when a vacancy exists)

### **Budget Development (3 hours)**

Helps councils to develop operating and program budgets for UniServ Units. (Suggested time of year for delivery: spring)

### **UniServ Council Orientation (3-8 hours)**

Provides information for new council members. (Suggested time of year for delivery: spring)

### **Membership Recruitment Training for Association Reps (flexible: 1 to 4 hours)**

How to organize your school for membership recruitment. How to respond to the "hard questions." (Suggested time of year for delivery: beginning of school year)

### **Membership Maintenance (3-4 hours)**

Ideas for in-school activities that help to keep members involved in the Association. (Suggested time of year for delivery: anytime)

### **New Employee Recruitment (1 hour)**

Organizing strategies for recruiting new employees. (Suggested time of year for delivery: prior to the beginning of the school year.)

### **Budget Analysis (4 to 5 hours)**

Provides information on school board/governing body budget revenues, expenditures; historical trend analysis; how to structure a comprehensive budget analysis and interpret results. Emphasis is placed on training local leaders to analyze their school board budgets and governing body budgets. (Suggested time of year for delivery: September through December)

### **Improving School Employee Compensation (2 to 3 hours)**

Compensation workshops are conducted by the Compensation Cadre in VEA Regions upon request. Topics include: Developing Compensation Proposals, Salary Schedule Analysis & Cost Analysis, Improving Employee Benefits, Organizing to Improve Compensation.

### **Interest-Based Process (3 hours)**

Basic information about using the interest-based process for problem-solving. Learn the basic stages of this collaborative process and the fundamentals you will need in order to move forward with this program.

### **Group Process Skills (2 to 6 hours)**

There are several workshops available under the umbrella heading of group process: Dealing with Difficult People; Conflict Resolution; Problem-Solving/Decision-Making; Moving From Group to Team; Toward More Effective Meetings.

## **FIELD SERVICES/MEMBER ORGANIZING (continued)**

### **Workshops on Request (varies)**

A workshop or facilitated planning session is most useful when it is designed specifically to meet local needs. If you don't see what you need, just call!

*Contact JoAnn Karsh, Tami Sober, or Bekah Saxon at 1-800-552-9554.*

## **GOVERNMENT RELATIONS**

### **Decisions Affecting Public Education: Who Decides? (1 to 2 hours)**

Explains the links between the classroom, policy, and politics. We examine, with specific examples, how so many of the decisions that affect the classroom are political decisions. This workshop provides participants with the knowledge and skills to stay informed on current topics and to advocate on critical issues facing their profession.

### **The Local Association's Role in Winning Elections**

Provides the knowledge and tools necessary to win elections, and can be adapted to school board, board of supervisors, house and senate elections. The intended audiences are Associations in targeted House and Senate districts and Associations preparing to face the challenges of upcoming local elections.

### **Pre-Legislative Workshops**

A series of regional informational workshops are held in October and November and are designed to prepare members for lobbying General Assembly members.

### **Pre-Recommendation Workshops (2 hours)**

These regional workshops are for local PAC chairs, local presidents, interview team members and UniServ staff. The purpose is to review any changes in the VEA-PAC recommendation process, assign primary interview responsibilities to appropriate local PACs, disseminate voting record histories, review interview techniques, and review campaign strategies.

### **Pre-Retirement Planning: It's Never Too Late (3 hours+)**

Focuses on the planning that educators should be doing by the middle of their career to secure their retirement. It provides a practical look at issues and options facing people in retirement.

*Contact Rob Jones or Doris Boitnott, 1-800-552-9554.*

## **INSTRUCTION AND PROFESSIONAL DEVELOPMENT**

### **National Board Certification**

The National Board for Professional Teaching Standards operates a national, voluntary system to assess and certify teachers who meet their rigorous standards. Learn what, how and why about National Certification. What is it? How do you apply? Why is this process such a valuable professional development experience?

### **National Board Certification Candidate Support**

In collaboration with the Virginia Department of Education, VEA offers regional support workshops for candidates preparing for the assessment center. In addition, an advanced candidates' retreat is held jointly with Virginia Commonwealth University in January.

### **'Jump Start' Seminar**

This seminar is an intensive, professional development module designed to prepare NBCT candidates for the certification process. A team of four NBCTs along with VEA staff members conduct a 4-day summer training session which gives NBCT candidates the "jump start" needed to start the National Board process.

### **MODEL Teacher (Three hours)**

This workshop, designed by a Virginia teacher, is a dynamic, interactive workshop which offers more than 30 practical strategies for use in elementary, middle, and high school classrooms. Strategies include time management, classroom activities, organizing your and student class work, communication skills and more.

## **INSTRUCTION AND PROFESSIONAL DEVELOPMENT (continued)**

### **ESEA**

How does ESEA, aka “No Child Left Behind,” impact you? This session provides updates on the implementation of the 2001 Reauthorization of the Elementary and Secondary Education Act, also known as No Child Left Behind. During the session, participants learn how this massive federal legislation and its implementation impact schools, teachers, and paraprofessionals. Participants explore opportunities for local membership organizing as well as actions they can take to effect changes in the law.

### **Grant Writing**

So, you want to write a grant proposal? This workshop offers practical advice and step-by-step guidelines for writing proposals. Participants learn where to look for grant opportunities and get some experience in evaluating proposals. Information about VEA's mini-grant program is shared.

### **Standards-Based Reform**

This session brings members up-to-date on changes in educational policy and regulations. What are the latest developments in Virginia's Accountability Program? Emphasis is placed on the Standards of Learning, the SOL Assessments, and the Standards of Accreditation. How are teachers, students, and schools being affected by the changing rules in education?

### **Special Education/IDEA**

This session focuses on the big ideas in IDEA (Individuals with Disabilities Education Act). Special emphasis is given to discipline, individual education programs (IEP), involvement of students with disabilities in the general curricula, inclusion, discipline and the continuum of students' needs.

### **Licensed to Teach**

State regulations governing professional licensure are examined in this session. Participants discover the rules and their responsibility for attaining and renewing a Virginia license.

*VEA also offers the “I Can Do It” series on classroom management. These three workshops can be offered as a series or as individual, stand-alone sessions.*

#### **I Can Do It: Effective Classroom Management (6 hours)**

The first in a three-part series of VEA workshops designed to help teachers, as well as other education professionals, improve their instruction and classroom management skills. This session provides the necessary foundations for classroom management skills on which other instruction and behavior management must build: communication skills, interventions for difficult behavior, creating an effective climate, rules, routines, and reinforcements for positive behavior, and optimal learning.

#### **I Can Do It: Dealing with Difficult Behaviors (2 hours)**

Designed to share strategies to help teachers deal with problem behaviors in the classroom, this interactive workshop is one of a three-part series. In this workshop, we deal with the most challenging 15 percent of classroom discipline problems. The goal is to create a positive learning environment by examining the effects of behaviors and attitudes and exploring strategies for changing those behaviors and attitudes that are counterproductive to teaching and learning.

#### **I Can Do It: Communicating with Parents (2 hours)**

The third in the VEA “I Can Do It” series. Participants in this session will examine the role that communication plays in dealing with parents and families. They will learn to maximize parent/teacher relationships in order to increase student achievement and share strategies to use with student instruction as well as parent interaction.

*Contact Betty Lambdin, 1-800-552-9554.*

## **LEADERSHIP DEVELOPMENT AND HUMAN RELATIONS**

### **Local Presidents' Seminar**

Each spring, the VEA holds a seminar for local presidents who will be in office during the upcoming Association year. During the seminar, local presidents receive information about the structure, programs and services available from the VEA/NEA. Additionally, training is provided in key areas identified by surveys of presidents. The seminar is also an opportunity for presidents to be apprised of issues facing the Association as well as an opportunity to network with other presidents from around the state. The VEA funds the materials, lodging and meals for each president in attendance. The travel expenses are the responsibility of the local Association or the individual. Travel scholarships are available in special cases.

## **LEADERSHIP DEVELOPMENT AND HUMAN RELATIONS (continued)**

### **VEA 100**

An intense 2 to 3 day summer training opportunity designed to provide targeted VEA leaders with the skills, information and training to build their local association rep programs and develop programs on the local level to boost membership goals and objectives.

### **We've Come a Long Way, Maybe: Gender/Multicultural Sensitivity in Textbooks (2 hours)**

Designed to raise educators' awareness of the need to create learning environments that are bias free in terms of gender and ethnicity. Participants will receive current information on the economic and social status of women and ethnic minorities. Participants will also receive tools and resources to assist them in using textbooks and other learning materials in a non-sexist and non-racist manner.

### **Share the Pride with Five: Motivating and Recruiting Volunteers (2 hours)**

Participants will discuss the theory and research behind effective volunteer recruitment, assess their "motivation" style, engage in activities designed to assess their current level of planning for the use of volunteers, and learn practical applications of best practices in volunteer recruitment.

### **Improving School Climate: The Impact of Intergroup/Interpersonal Relations (2 to 4 hours)**

This workshop provides participants with information and training needed to build and maintain positive school and classroom climates.

### **Closing the Achievement Gap by Motivating At-Risk Students (2 to 3 hours)**

This workshop provides participants with information and motivational strategies to close the achievement gap for use with students who are at-risk for low achievement or academic failure.

### **Conflict Resolution for Educators (2 to 4 hours)**

This training session is designed to provide Association leaders and members with the skills necessary to manage and effectively resolve conflict. Participants will review various conflict resolution strategies and learn the appropriate use of those strategies in various intergroup and interpersonal conflict situations. This workshop is also appropriate for school faculties involved in site-based decision making.

### **Team Building (2 to 4 hours)**

This training session is designed to assist Association leaders and members in working effectively together to achieve common goals. Specifically, participants will engage in a variety of activities which build esprit de corps and positive interpersonal and intergroup relations.

### **What Did He/She Say? Effective Communication Skills (1 to 2 hours)**

Participants will explore barriers of effective communications and learn skills and techniques to improve communications effectiveness.

### **Advocacy: What's It All About? (1 to 2 hours)**

This training session is designed to provide Association leaders with skills and information to assist them in understanding and assuming their role as advocate.

### **Project REACH**

Project REACH is an acronym for Raising Educators Awareness Concerning Health. This is a unique program designed to give teams of school employees the skills and resources to plan local cancer education programs in their school communities.

### **Diversity Training (2 hours)**

Participants in this seminar will: explore the evolution of diversity and the impact of diversity in their locals, the VEA and NEA; discuss the definition of diversity and understand the dimensions of diversity; recognize ways that cultural values impact a person's world view and behavior; and experience the dimensions of diversity and identify the relationship between core values and behaviors.

### **Time Management (2 to 3 hours)**

This is a process workshop designed to help educators maximize their time use. It involves intensive self-assessment, goal setting, ways of establishing priorities for time use and strategies for building will-power and banishing nonproductive time use patterns.

## **LEADERSHIP DEVELOPMENT AND HUMAN RELATIONS (continued)**

### **Emerging Leaders Training**

This training is designed for new or inexperienced members who want to learn about the Association and how to become involved. Participants are given an opportunity to become familiar with the Association terminology, structure, program; leadership styles, issue organizing, using the tools of the delegate and representative assemblies and decision-making process. Skills training for the seminar include effective communication and analysis of one's leadership potential. This workshop is conducted by members of the MLT Cadre and is appropriate for all members.

### **The Minority Leadership Training Program**

This three-tiered program is designed to increase ethnic minority awareness and involvement in the Association. The three elements are:

**Level I & I (1 1/2 days) • The Organizational Awareness and Leadership Skills Seminar** is designed for new or inexperienced ethnic minority members who want to learn about the Association and how to become involved. Participants are given an opportunity to become familiar with the association terminology, structure, program and decision-making process. Skills training for the seminar include effective communication and analysis of one's leadership potential. Participants examine their leadership styles, gain skills in understanding group dynamics, issue organizing and using the tools of the delegate and representative assemblies. Participants also develop action plans for their involvement in the association. This workshop is appropriate for all members.

**Level III (1 1/2 days) • Advanced Leadership Skills Seminar** is designed for ethnic minority members who have completed Levels I and II of the Minority Leadership Training Program or have had equivalent training at the UniServ, state or national levels and members who have completed the Emerging Leaders Training. Participants refine leadership skills, further develop lobbying and group dynamic skills, learn about the Association budget, participate in a mock election campaign for Association office and review governance and staff leadership role options. This workshop is appropriate for all members.

### **Refresh, Rejuvenate & Renew: Stress and Self Management for Education Employees (2 to 4 hours minimum)**

This workshop is designed to help participants recognize symptoms of stress, pinpoint and define stress producing situations and explore ways to manage stress and minimize distress. Participants will learn techniques to lessen negative reactions and deal positively with stress. *(This workshop is not intended to substitute for needed medical treatment or psychological counseling or treatment.)*

### **New Leader Training (1 1/2 days)**

This workshop is designed for new aspiring leaders/members with very limited or no previous Association involvement. Participants gain insight into the Association structure, programs and services and gain skills in assertiveness and effective communications.

### **Assertiveness Training (2 to 3 hours)**

This workshop is designed to provide Association leaders and members with a basic understanding of assertive communication and to assess assertiveness through various inventory exercises. Participants examine assertive, non-assertive and aggressive behaviors, response styles to each behavior and ways of moving to an assertive mode of behavior.

### **Training for Officers, Executive Boards and Executive Committees (4 hours to 1 1/2 days)**

This Training is designed for local Association officers and boards of directors. It includes team building, review and discussion of duties, roles and responsibilities, program planning and membership involvement.

### **Committee Training (4 hours or part of Board Training with Committee Chairs)**

This training is designed to assist local Association committees in understanding their roles and responsibilities within the local and VEA. Included in this training are the following components: developing committee long and short range plans, and budget-planning and proposals.

## **LEADERSHIP DEVELOPMENT AND HUMAN RELATIONS (continued)**

### **Can We Talk?**

Designed to help parents enhance their role as partners in sexuality and health education. The creative, interactive workshops address: Parent-child communication; Non-confrontational communication; clarifying values; Respecting different perspectives; Puberty and sexuality; Self-esteem; Peer pressure; Mixed messages in the media; The role modeling of parents, grandparents, aunts and uncles; Finding community resources; and setting a foundation to prevent HIV, STDs and teen pregnancy.

### **Gender Bias in the Curriculum and Classroom Interaction (2 to 3 hours)**

This workshop is designed to assist educators in identifying and exhibiting classroom interactions that are non-sexist. Participants examine teacher-student interaction in the classroom as they relate to gender differences and teaching patterns. Through discussions and small group activities, participants gain awareness of the impact of gender bias on girls in the classroom. Participants also learn two techniques for observing classroom interactions in order to determine if a pattern of gender bias is present.

### **Out Of Their Mouths Came Toads or “Did S/He Really Say That?” (2 hours)**

Participants in this workshop will examine verbal slips, grammatical errors, and other speech-related constructs that detract from effective presentations, discuss effective ways to “gingerly” approach and assist co-trainers in addressing “Common Toads” and design signals for use in training delivery to halt “Jumping Toads.”

### **Managing Differences: Dealing With Difficult People (2 to 3 hours)**

Designed to introduce factors that affect the nature of differences, participants in this workshop will identify their preferred personal methods for managing differences, identify behaviors of difficult people in their work lives, learn their own difficult behaviors and strategies to facilitate effective communication with people exhibiting difficult behaviors.

### **Women's Leadership Training. Four training seminars are offered:**

**Group Process Skills (GPS)** This training is designed for both men and women who currently hold leadership positions in the Association. It focuses on those skills needed to help groups of people achieve a common goal (i.e. responsive, inclusive and initiative leadership skills). The training is delivered during a weekend workshop for up to 25 men and women.

**Organizational Analysis Skills (OAS)** The Organizational Analysis training is designed to help women leaders in the Association become better leaders. By focusing on teaching women how to develop a constructive approach to the use of power and how to use that power to bring about change in the Association, it develops high level leadership skills. This training includes sessions on Association structure, corporate budgeting, decision-making and action planning for progressive leadership during a weekend workshop for 25 women leaders.

**Personal & Professional Decision-Making Skills (PPDMS) (2 days)** PPDMS training is designed for individuals who are new to Association leadership roles or any Association members aspiring to a leadership position. PPDMS gives emerging leaders a systematic, decision-making model based on individual values as they relate to making major decisions. This training package offers participants time to take stock of their personal values, explore options for making major decisions, and examine a scale for quantifying the extent to which each option matches their values.

**Personal Assessment of Leadership Skills II (PALS II)** Designed for VEA members who are potential leaders at the local, state and national levels. It consists of 8 hours of training in the basic leadership skills, with emphasis on self-esteem, assertive behavior and communications, stress awareness, decision-making, and action planning. The training is limited to 25 participants; an overnight format is strongly recommended.

### **Sexual Harassment Workshop**

Participants will examine their personal reactions to the issue of sexual harassment, gain awareness of what sexual harassment is and the legal issues connected with sexual harassment complaints, and engage in a systematic process for investigating and resolving sexual harassment within an organization.

### **QUIT IT! (2 to 3 hours)**

Designed to assist educators in addressing the problem of teasing and bullying in kindergarten through grade 3. The workshop is taken from the *QUIT IT! Teacher's Guide*, a joint publication of Educational Equity Concepts, Inc., Wellesley College Center for Research on Women, and NEA Professional Library.

## **LEADERSHIP DEVELOPMENT AND HUMAN RELATIONS (continued)**

Participants in this workshop will increase their awareness of the problem of bullying and sexual harassment in the schools, learn about the legal aspects of sexual harassment and identify ways to provide bullying and harassment prevention and intervention programs.

### **Bully Proof (2 to 3 hours)**

This workshop is designed to assist educators in addressing the problems of teasing and bullying with elementary school students. The workshop is taken from the *Bully Proof Teacher's Guide on Teasing and Bullying* developed by Nan Stein and published jointly by The Wellesley College Center for Research on Women, and the NEA Professional Library. Participants in the workshop examine their personal reactions to the issues of teasing, bullying and harassment, gain awareness of the kinds of joking, teasing and bullying which regularly take place in the school setting and identify and encourage appropriate interventions in teasing and bullying situations.

### **Flirting or Hurting? (2 to 3 hours)**

This workshop is designed to assist educators in addressing the issues of student to student sexual harassment in grades 6 through 12. The workshop is adapted from the *Flirting or Hurting Teaching Guide* written by Nan Stein and Lisa Sjostrom. Participants learn strategies to help raise student awareness about the kinds of sexual harassment which takes place all the time, learn to discern the fluid, subjective line between flirting and sexual harassment and encourage open student discussion of a complicated topic.

The three workshops listed above are offered as a weekend workshop under the title *Safe Schools—Civil Schools, VEA/NEA Training on Bullying/Sexual Harassment Prevention and Intervention*.

Contact Beblon Parks, 1-800-552-9554.

## **LEGAL SERVICES**

### **Grievance in Virginia Public Schools (1 hour)**

Informs leaders how the school employees' grievance procedures work, what VEA staff do regarding grievances, and the role leaders should play in this process.

### **Reducing Your Professional Liabilities (2 1/2 to 5 hours)**

Focuses on reducing educational employees' liabilities in the workplace, with an emphasis on maintaining and managing student records and gaining skills for successful conferences. Statutory and case law discussed as appropriate.

### **Child Abuse and Child Protective Services (1 to 3 hours)**

This session covers the employee's role, responsibility, and risk inherent in the Virginia Child Abuse and Neglect Act.

### **Special Education Issues (2 hours)**

A comprehensive discussion of special education requirements for teachers, disciplining special education students under current laws, and IEP strategies.

### **Sexual Harassment (2 hours)**

Deals with the developing litigation and law of sexual harassment in schools, both as a workplace for the employee and as a learning environment for students.

### **Employee Non-renewal, Dismissal and Suspension (1 hour)**

This session deals with the finer points of the law concerning non-renewals, dismissals, and suspensions of employees under Virginia law.

### **Educators' Employment Liability Policy (1 hour)**

This session can be tailored for new employees and new members as an explanation of coverage guaranteed by the Association Policy.

### **Employment Discrimination Issues (1 to 3 hours)**

This session deals with the laws prohibiting discrimination on the basis of race, sex, age, and disability. The program can focus on issues particular to one of the protected categories, for example, age discrimination, or provide a more general review of fair employment practice laws.

## **LEGAL SERVICES (continued)**

### **Healthy Workplaces (1 hour)**

This session deals with current concerns such as radon, chemicals, sick building syndrome, clean air, insecticides and educators' sensitivities.

### **Workplace Issues for Support Personnel**

This session can deal with any combination of the following issues as deemed appropriate by the audience: Fair Labor Standards Act; Student discipline; School bus-related issues; Administering medication and performing emergency first aid; HIV/Blood born pathogens and cleanup, and others.

### **Free Speech (1 to 2 hours)**

Reviews court decisions on the free speech rights of public education employees and students.

### **Using Copyrighted Material and Other Intellectual Property**

Discusses copyrighted materials, protecting your materials, safeguards for use of technology and media with an emphasis on the Internet and e-mail.

### **Workers Compensation (2 hours)**

Covers employee rights under the Workers' Compensation Act, highlighting such issues as: when a work injury is compensable, what benefits are provided, and procedures the employee must follow.

*Note: Sessions may be combined to build a one-day workshop.*

Contact Dena Rosenkrantz or Milton Brown, 1-800-552-9554.