

REGISTRATION INFORMATION

In keeping with our mission to develop and support leaders in school business operations, PASBO is excited to offer the Leadership Academy. The academy, which consist of 3 sessions held throughout the year, will increase your leadership skills and empower you to move your school in a positive direction. The academy is for everyone working in school business operations and will provide individualized leadership tools to better help you to meet challenges you may face.

Location: PASBO Office Time: 9am – 3pm

REGISTRATION DETAILS

Please use **ONE** of the following registration methods to avoid duplication.

- Online via the PASBO web site www.pasbo.org
- Fax registration form to PASBO at (717) 540-1796
- Mail registration form with payment to:
PASBO
2608 Market Place
Harrisburg, PA 17110-9358
- Call registration into the PASBO office at (717) 540-9551
- Email to pasbo@pasbo.org

NOTE: If you are registering for all 3 workshops, please register by mail or email only.

Registration Deadline - Please register in time to ensure your materials and name badge will be ready and waiting for you. Deadline will be 2 days prior to the beginning of your workshop.

REGISTRATION RATES

EARLY BIRD: Register by September 13

	<u>PASBO Member</u>	<u>Non-Member</u>
Day 1: October 4	\$125	\$185
Day 2: January 9	\$125	\$185
Day 3: April 30	\$125	\$185
Days 1, 2 & 3	\$310	\$555

(Full Academy attendees, please register by mail or email only)

Register AFTER September 13

	<u>PASBO Member</u>	<u>Non-Member</u>
Day 1: October 4	\$130	\$190
Day 2: January 9	\$130	\$190
Day 3: April 30	\$130	\$190
Days 1, 2 & 3	\$325	\$570

(Full Academy attendees, please register by mail or email only)

CEU CREDITS:

Each workshop = 4 CEUs

CANCELLATIONS:

In order to cover some of the expenses, a \$50 service fee will be retained for each face-to-face workshop cancellation within 5 business days of the scheduled workshop. Cancellations on the day of the event are not eligible for refund. Substitutions are permitted at no additional cost unless the substitution is from a member to a non-member.


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PERMIT NO. 77



LEADERSHIP ACADEMY



2608 Market Place
Harrisburg, PA 17110




LEADERSHIP ACADEMY

Day 1: Fall 2019 - OCTOBER 4, 2019

LEADERSHIP STYLE AND SCHOOL CULTURE

- Morning Session 1: The difference between leadership and management; the types of leadership; identifying a leadership style; qualities of good leaders; self-assessment exercises
- Morning Session 2: The concept of school culture; leading from within; power and influence
- Afternoon Session 1: What an educational organization needs from business officials; a business official's contribution to creating a positive school culture
- Afternoon Session 2: Table discussions; how to work with a superintendent and a school board; how to communicate effectively

Day 2: Winter 2020 - JANUARY 9, 2020

GROUP DECISION MAKING

- Morning Session 1: Team development; delegation; team composition; group exercise
- Morning Session 2: Meeting management skills; meeting participation; agenda planning and follow-up; group dynamics
- Afternoon Session 1: Strategic Planning Transformational leadership
- Afternoon Session 2: The business official's role in strategic planning; role in plan creation; executing a strategic plan

Day 3: Spring 2020 - APRIL 30, 2020

ORGANIZATIONAL DEVELOPMENT

- Morning Session 1: Creating an effective training program; creating a self-improvement program; succession planning
- Morning Session 2: Advocacy and communication
- Afternoon Session 1: Motivating staff; effective employee evaluation techniques; developing professional development plans
- Afternoon Session 2: Interacting positively with colleagues and staff; annual employee reviews; goal setting



LEADERSHIP ACADEMY



GUIDANCE



SOLUTION



VISION



TEAMWORK



DIRECTION



STRATEGY



COMMUNICATION



GOAL

REGISTRATION FORM

One registrant per form

Name _____

Title _____

Employer _____

Address _____

City _____

State _____ Zip Code _____

Telephone _____ Ext _____

Fax _____

Email _____

Accessibility, dietary and other needs _____

Please register me for the following:

EARLY BIRD: Register by September 13

	PASBO Member	Non-Member
<input type="checkbox"/> Day 1: October 4	\$125	\$185
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PAYMENT INFORMATION

- Check Enclosed
- Send Invoice (via online profile)

CREDIT CARD INFORMATION

Card Holder's Name _____

Card Number _____

Charge Amount \$ _____ Expiration Date _____

Signature _____ Date _____

Would you like information about joining PASBO?

___ Yes ___ No