

How to Work Less, Produce More Course Description

The Breakthrough Coach's proven method that has reshaped the lives of administrators across the globe by enabling them to:

- Spend two full days each week observing classrooms
- Work more efficiently
- Empower their staff
- Enjoy work-life balance
- Raise student achievement

All in a sensible work week.

Who Should Attend:

Site Principals, District Office Supervisors, Cabinet-Level Administrators, and their Secretaries.

Course Format:

Conducted over two full days; Includes lecture, small group discussion, Q&A, and hands-on implementation between administrators and secretaries.

Administrators attend Day 1 & 2; Secretaries attend Day 2 ONLY with their administrators

Course Outline:

Introductions

- The Breakthrough Coach (TBC): Expertise in School Management
- Breakthrough Thinking: Philosophical Underpinnings of TBC's Approach
- Who Comes to this Program? Administrators Speak About What's at Stake
- Program Ground Rules: Etiquette for Participation and Group Learning

A Brief History of the Principalship

- Where we are today
- Management Redefined: What It Is...What It Isn't...Why It Matters?
- Form Follows Function: The Principal's Office Deconstructed for High Performance
- Producing a Breakthrough in Results: 7 Steps on the Road Less Traveled

The Secretary As Managerial Partner

- Oh, What a Tangled Web We've Woven...
- The Job of the School Secretary Redefined
- 10 Most Effective Ways to Work with a Secretary

Linguistic Distinctions for School Leaders

- Defining Requests, Satisfaction Requirements & Accountability
- Negotiating Promises, Declines & Counteroffers
- On Becoming The School's Language Leader

Building Community Support

- How to Involve District Office, Staff, and Parents in this Initiative

Principal + Secretary = Executive Team: Bringing the Skill Sets Together

- Working the Fundamentals Cooperatively
- Hands-On Practice with Coaching

Completion and Goal Setting

- Conversation for Implementation