

# The Webinar Series Course Description

## Take Your Practice to the Next Level

You left the Foundations Course energetic, inspired and in-action. You've experienced some breakthroughs and navigated some challenges. You now have questions. It's time to take your Breakthrough Coach practice to the next level by continuing to implement with greater breadth and depth.

### Who Should Attend:

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

### Course Format:

(8), 75-90 minute, live, webinar sessions, delivered bi-monthly over four months. Zoom platform required. Administrators and their Secretaries attend all sessions together.

### In this course you will:

**Accelerate your implementation** through virtuous cycles of hands-on learning, self-observation and feedback.

**Collaborate and problem-solve** with fellow Graduates. Uncover what's working for others and contribute your insights.

**Affirm your progress and plan for more.** With regular support from our graduate community and coaches, you stay connected to The Breakthrough Coach conversation and proactively strategize your next moves. You've come far—now's the time to solidify your gains.

### Agenda:

**Session 1: Clean Your Office...Again...Really** - create impeccability everywhere by managing teams to clear the remaining clutter.

**Session 2: Supercharge Your Daily Meeting** by adopting a proven, four-step process.

**Sessions 3-5: Request Management for Executives and Secretaries** - ensure quality work product and reduce re-work by building an automated, online, Request Management System.

**Session 6: Breakthrough Scheduling** - execute consistent Coaching Days by accounting for critical infrastructure on Office Days.

**Session 7: How To Transition Email Accountability** to your secretary, intentionally and responsibly.

**Session 8: Protecting and Defending the Calendar** - enable key stakeholders to get on-board with your new operating system.