

Professional Development & Organizational Training at MSEA

Welcome to MSEA's 2009-2010 Professional Development and Organizational Training, your guide to workshops that address topics important to your work in Maryland's public schools and to your participation in your Association at the local, state and national levels.

Effective September 1, 2009, the Maryland State Teachers Association will be known as the Maryland State Education Association (MSEA) to reflect the breadth and mission of the Association's membership. Whether you are a classroom teacher, education support professional, administrator, certificated specialist, faculty, student or retired member, MSEA is dedicated to your professional life. We want to give you and MSEA's other 71,000 members the support you need to do your job well.

As our Association grows and changes, our mission remains focused on the issues that are important to you: school quality, student achievement, professional development opportunities, and Association involvement.

The first half of this guide introduces "on-demand" workshops that MSEA will bring to your Local Association to better serve your needs. Local leaders are encouraged to work with MSEA's staff to create trainings on topics not listed or to customize existing workshops so that they target questions of specific concern in your county, school, or workplace. Some listings may denote "regional" training, an option that will allow Locals to network and interface with each other.

The second half of the booklet offers a list, by month, of our regularly-scheduled training events and the staff person to contact for additional information. Some of the listed training events are conducted by NEA.

Are you interested in trainings or workshops not listed in this guide? Contact your Local Association President or MSEA UniServ Director.

Visit **www.marylandeducators.org**
(MSEA's new website effective October 15, 2009) and sign
up for our weekly e-newsletter *FrontLine* for updates on
professional development and organizational training.

On-Demand Professional Development and Organizational Training Opportunities

 = **Professional Development**

 = **Organizational Training**

In addition to scheduled professional development and organizational trainings listed in the second part of this booklet, MSEA offers many programs and trainings that can be customized to meet the needs, schedules or locations of our Local Affiliates. These programs are listed below according to the MSEA Center (department) that provides them. UniServ Directors, on behalf of the Local Presidents and Local Association members, are invited to telephone the appropriate staff contact person at MSEA Headquarters for additional information about these trainings.

MSEA Center for Affiliates and Advocacy: On-Demand

The Center for Affiliates and Advocacy (CAA) includes your UniServ Director and a group of trainers and experts at MSEA Headquarters. These people are committed to your success and career opportunities in Maryland's public schools.

CAA's On-Demand trainings are organized into five focus areas: Bargaining, Advocacy Skills and Local Affiliate Board Training, School Quality, Personal/Organizational Development, and Diversity Training.

Bargaining Workshops On-Demand

Contact: Herman S. Whitter, 800/448-6782, ext. 3650
unless otherwise noted

☆ **Why? Just Cause! An Overview of Just Cause for Discipline and Disciplinary Procedures**

Learn about “just cause” and disciplinary procedures by looking at the basic principles that determine the fairness of discipline. In ruling on the fairness of discipline for offenses such as insubordination, misconduct, absenteeism or poor work performance, arbitrators must look beyond the guilt of the workers. They must examine the employer’s work rules and the nature of the punishment.

☆ **Absenteeism, Tardiness and Insubordination: Crossing the Line**

Who draws the line between the employee’s right to employment security and the employer’s right to expect a reasonable degree of job attendance, conformity to policies/procedures, and obedience? This workshop examines the balancing act that creates the line and what happens if you cross it.

☆ **MISCONDUCT: Go To Your Room!**

Employees are expected to follow the employer’s work rules, as long as they are legal and not contrary to the health and safety of the employees. That sounds easy, but what impact do these rules have on your private life? What if you use a school computer for personal business and e-mail before or after school? What happens if a seemingly innocent practical joke gets out of hand? How much control does your employer really have over your life? Find the answers to these questions, and more!

☆ **Interest-Based Bargaining**

An interest-based strategy focuses on issues (not personalities) and interests (not positions), and uses reason (not power) to make decisions. This strategy helps individuals and groups identify issues, decide what is important about the issue, find a solution satisfactory to all concerned parties, and determine how to implement the solution.

Contact: Maletia Armstrong, 800/448-6782, ext. 3653
Dale Templeton, 800/448-6782, ext. 3649

Advocacy Skills & Local Affiliate Board Training On-Demand

Contact: Dale Templeton, 800/448-6782, ext. 3649
unless otherwise noted

☆ **Advocacy Skills Training**

This presentation is provided upon request to train building representatives, or any group the Local Affiliate designates, to advocate on behalf of members at members' work sites. The training includes the opportunity for some or all of the participants to role play as advocates. This training is conducted with the assistance of the MSEA Center for Legal Affairs.

☆ **Local Affiliate Board Training**

This training conveys the knowledge and understanding needed to be effective as a Local Affiliate board of directors and member of such board. Because the board is legally charged with the responsibility to govern the Local Affiliate, this training will provide an overview of the board's roles and responsibilities, assist the board in fully articulating its mission and purpose, and engage the board on how to enhance its public image.

School Quality Workshops/Trainings On-Demand

Contact: Pat Alexander, 800/448-6782, ext. 3610
unless otherwise noted

Request must be made six weeks in advance

Closing the Achievement Gaps (2 hrs)

In this workshop participants will learn about the latest research, strategies, resources and best practices that locals can use to help members and schools to close the achievement gaps. Success stories from other NEA Local and state affiliates will be shared.



NEA KEYS 2.0 Survey and Data Analysis*(Time determined by the school)*

Your school can sign up to take the research-based KEYS 2.0 Survey online. This unique instrument provides schools an opportunity to look at their strengths and weaknesses to begin the process of continuous school improvement. KEYS encourages the involvement of the entire school community (teachers, support staff, parents, administrators, students, central office staff, the business community, and religious and fraternal organizations). This survey is available in Spanish and English.



BEST— Building Educational Success Together*(Time determined by the modules selected)*

BEST is a powerful school improvement process that members and stakeholders utilize following the KEYS Data Analysis to create a vision for success. The training is based on the premise that all stakeholders must be involved in building a collaborative and positive school culture to help students succeed academically and to close the achievement gaps. Schools select a minimum of three modules that are aligned with their goals:

- ◆ Vision Setting
- ◆ Systems Thinking/Systems Changing Game
- ◆ Optimizing Communications
- ◆ Group Decision-Making
- ◆ Baldrige Basics
- ◆ Quality Tools
- ◆ Action Research
- ◆ Group Skills
- ◆ Cognitive Coaching
- ◆ Individualized Facilitation



C.A.R.E.: Culture, Ability, Resilience, and Effort *(2 days)*

Participants will examine the research-based, classroom-proven methodologies to improve teaching and learning and find ways to close the achievement gaps in culturally diverse schools by applying the C.A.R.E. theme to the four cornerstones of school decision making: school organization; curriculum, instruction and assessment; staff development; community, and family and school engagement.



I CAN DO IT! (ICDI) Classroom Behavior and Management Program (1 day)

Participants in this workshop will learn strategies, skills and techniques that can be implemented to create a smooth classroom flow with improved student discipline and participation. Members with less than five years experience are encouraged to attend.

I Can Do It! training will include the following topics:

- ◆ Communication and learning styles that relate to students, teachers and parents
- ◆ Interventions for difficult behaviors
- ◆ Hints to create smoothly flowing classrooms
- ◆ Tools to begin building positive parent/teacher relationships



The Role of ESP in Closing the Achievement Gaps (2 hrs)

Education Support Professional members play a critical role in closing the achievement gaps. They are a vital link to students' cultures, their families and their communities. In this workshop ESP will identify tactics and tools that can be used to support the work of closing the gaps.



Mega Skills (2 hrs)

Classroom educators learn how to help students develop strong study skills, good work habits, and self-discipline through the Mega Skills approach.



Public Engagement Project/Family School Community Partnership

Learn and explore new ideas and practices for building family-school-community partnerships that will enable participants to build local connections and encourage parent and community involvement in the process of building great public schools for every child. (Meets a requirement for schools under NCLB.)



Power and Respect for ESP (2 hrs)

Education Support Professionals will learn to recognize the importance of their contribution to public schools, develop stronger communication skills, achieve strong job evaluations, organize around issues, and much more. Attend this session and come away with a powerful realization of the importance of the work you do and how to share this knowledge with others.



Making MSDE Professional Standards Work for You

The new MSDE Professional Development Standards should revolutionize the way you receive professional development. The standards call for job-embedded, needs based, individual growth opportunities. Does your school use these standards? Find out what the standards call for and how they should be applied in every school in Maryland. See if your current staff development measures up using a simple MSEA designed rubric.

Contact: Jan Erskine, 800/448-6782, ext. 3645



Flirting or Hurting, Bully Proof, and Quit It!

Educators learn to implement programs that successfully address bullying and harassment in schools. Based on the NEA teaching guides Flirting or Hurting (grades 6-12), Bully Proof (grades 4 and 5), and Quit It (grades K-3), these programs offer flexible, educationally sound, and age-appropriate techniques and lesson plans to calm the tension in any classroom.

Contact: Malethia Armstrong, 800/448-6782, ext. 3653



PRAXIS/PARAPRO Test Preparation

Contact MSEA for a list of statewide/Local affiliate resources and locations that provide assistance and training sessions for either test.



New Teacher Induction & High-Quality Mentoring Guidelines (2 hrs)

You will gain up-to-date ideas and strategies for supporting new teachers. High quality teacher induction and mentoring programs are crucial to teacher retention.

Personal / Organizational Development Workshops On-Demand

☆ **The Vital Link: The New Generation**

MSEA representatives and building-level contacts increase their personal and Association communication and organizing skills in a fast-paced, interactive atmosphere. The entire Vital Link course encompasses several one-hour sessions; however, Local Affiliates can pick and choose the program topics that address their members' specific needs. Each session offers the latest information about the featured topic, hands-on practice, and an opportunity to share experiences.

Contact: Debra A. Nixon, 800/448-6782, ext. 3658

☆ **Women's Health Issues**

MSEA staff, in cooperation with the NEA Health Information Network, examine healthful behaviors and attitudes, focusing on early diagnosis of breast and cervical cancer as well as other health risks that affect women. Topics can be adapted to Local Association concerns.

Contact: Debra A. Nixon, 800/448-6782, ext. 3658

☆ **Understanding *The Four Agreements* for Successful Association Relationships: An Overview**

This personal growth opportunity for all members of the education profession will increase self-awareness, improve communication skills, heighten recognition of diverse cultural perspectives, and strengthen your ability to engage members and advocate for your profession.

Contact: Malethia Armstrong, 800/448-6782, ext. 3653



Pre-Retirement Seminar

MSEA Retired sponsors pre-retirement seminars to assist our members in planning for their retirement. The seminar covers the state pension benefits, Social Security, taxation of your retirement income, and benefits available to NEA and MSEA retired members.

Contact: Herman S. Whitter, 800/448-6782, ext. 3650



SPARKS!

Do you ever feel like you're "the only one" going through the perils of being new to your career? Well, you're not alone—you just need a little spark!

If you have fewer than six years of professional experience, this workshop is designed for you! You will discover what your Association is all about, make positive connections with an unbeatable support network, and learn skills that will help you in your job.

Contact: Herman S. Whitter, 800/448-6782, ext. 3650



Intergenerational Mentoring Project: Mentor Training

MSEA Retired and MSEA Student Program, working together in an NEA pilot project, will discover how experienced educators can become a vast and vital resource for novice educators. Collaboration between our retired and student members promises a brighter future for Maryland's students. Mentor training is a first step in sharing your knowledge and experience! Any Local Association with a nearby MSEA Student Program campus can request team training. Mentors must be willing to make a one-year time commitment.

Contact: Debra A. Nixon, 800/448-6782, ext. 3658

Diversity Training, Presented by NEA's Human & Civil Rights Department, On-Demand

Contact: Debra A. Nixon, 800/448-6782, ext. 3658



1. Using Diversity as a Learning Improvement Tool (2 hrs)

Awareness and understanding of the value of diversity can foster respect and cooperation among diverse groups. Participants examine how cultural, generational, and social differences affect behavior and relationships in the classroom and in organizational settings.



2. Understanding Diversity (2 hrs)

Participants will be introduced to an interactive process that will help them to better understand the language and imagery of diversity in light of the changing demographics of American society and the importance of diversity to NEA's history and philosophy. Participants will also define diversity and explore the primary and secondary dimensions of diversity, the attitudes they can spawn, and the infinite ways that people are different.



3. Developing Cultural Identity (2 hrs)

Socialization is the process by which people learn about themselves, others, and the world. Explore the intricate nature of the socialization process. Through the use of a model developed by Kate Kirkham, participants will examine how we learn about our own culture and the cultures of others. Interactive exercises will help participants to better understand how the values, beliefs and self-concepts they harbor affect the way they think, behave, and make assumptions about people who are different. Participants also will learn how the absence of information, the silent teacher, can contribute to assumptions, even bigotry, about the status and entitlement of people who are different.



4. Reacting to Differences (2 hrs)

We value people who are different based on what we know or believe to be true about them. As a consequence, the treatment that we extend to others is rooted in our perceptions, values, and beliefs about them and their entitlements. Such treatment often results in the emergence of privileged and oppressed groups, or more simply put in a relevant workshop exercise, the creation of “insiders” and “outsiders.” A video is also used to trigger critical thinking about prejudice, power and entitlement. The “hot buttons” activity will help participants to identify words and actions that trigger anger or annoyance. Many of these triggers will be stereotypical; others will be subtle. Participants will be guided through a discussion of how they respond to their “hot buttons” being pushed and how they would like to respond in the future.



5. Valuing Diversity (2 hrs)

Participants examine and discuss how we can gain “diversity competence,” individually and organizationally, as we move along a continuum toward fully accepting diversity. Participants discuss how achieving diversity competence requires us to examine communication patterns and processes among diverse individuals and groups. Finally, this session allows participants to examine how diversity work fits into their own goals and goals of their association, their school, and/or their district, and to develop a plan for maximizing the impact of their diversity work.



6. Our Diverse Community: Living, Working, and Learning Together—A Diversity Module for Education Support Professionals (5 hrs)

When we effectively address the diversity that exists among ESP, other education professionals, and students, we create a better working/learning environment. This workshop is especially tailored to be relevant to the everyday experiences of a broad range of education support professionals.

Each of these diversity trainings is available, individually, to Local Affiliates upon request. They can be adapted for presentation in your county or at MSEA.

MSEA Center for Public Affairs: On-Demand

☆ Campaign Organizing and Electoral Skills

Five topics, organized to meet your Local needs! Learn the how-to of government relations from MSEA GR professionals, NEA GR staff and national consultants.

1. How to Elect Your Own Boss (Participating In School Board Elections)

Learn the ins and outs of board elections—from recruiting to fundraising to campaign planning. Get the tools not only for electing board candidates but also for evaluating board candidates for recommendation.

2. Can You Hear Me? (Contacting Voters)

People listen and learn differently. Learn the best way to communicate, and ensure that people are getting your message through mail, blogging, text messaging, emails, and radio.

3. Talking to the Right People (Voter Targeting)

Not everyone is receptive to your message. Learn how to find the ones that are.

4. Now It's Your Turn! (Running For Office)

After helping so many others seek elected office, it might be time to think about running yourself. Learn how to plan, target, raise funds, and recruit volunteers.

5. No Permanent Friends, No Permanent Enemies (Lobbying Basics)

A constituent is the best person to talk to a legislator. Lobbying 101 will help build your confidence and add to your effectiveness.

Each of these trainings is available, individually, to Local Affiliates upon request. They can be adapted for presentation in your county or at MSEA.

Contact: Diana Saquella, 800/448-6782, ext. 3632

☆ **Media Relations Training**

Make media interviews work for your Local Association and for MSEA. Good media relations don't just happen—they're developed using the skills covered in this course. The training focuses on message development, tried and tested techniques for defusing negative stories, and methods for developing positive relationships with local and state media. You will test your new skills with on-camera interviews followed by group input. This workshop can be customized to address the needs of your Local.

Contact: Debra Garner, 800/448-6782, ext. 3644

☆ **Public Relations Workshop**

This workshop is tailored to address the specific issues facing Local Associations. Participants will identify key contact persons within community organizations, develop a message to use in the community, and design Local Association activities to communicate the message to the targeted audience.

Contact: Debra Garner, 800/448-6782, ext. 3644

MSEA Center for Legal Affairs: On-Demand

Contact: Susan W. Russell, Esq., 800/448-6782, ext. 3667
unless otherwise noted

☆ **Legal Rights and Responsibilities for Affiliate Boards of Directors**

This training advises Local Affiliate Boards of Directors of their legal rights and responsibilities and their fiduciary responsibilities. This is particularly helpful to new board members and to affiliates whose boards are experiencing difficulties. The content of this training can be tailored to address current Local issues.

☆ **Legal Rights and Responsibilities for Teachers and/or ESP**

This training is tailored to the needs of the Local and can address current legal issues or concerns, such as handling child abuse investigations. The presentation can be made countywide, to a specific school or group of schools, or to a particular segment of membership, such as high school teachers or school bus drivers.

☆ **How to Plan and Conduct a Local Affiliate Election**

This training will help Local Affiliate nominating committees to plan and conduct internal Local elections. It will be most beneficial early in the year, before Local governance bodies have acted on an election schedule or election rules.

☆ **Legal Rights of Prospective Teachers**

Student teacher groups or college classes of prospective teachers will benefit from this workshop. The presentation can be tailored to the needs of the audience and includes legal issues of which students should be aware when they enter the teaching profession, as well as an update on non-tenured teachers' rights and responsibilities.

Scheduled Trainings



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**Professional Development
Training Opportunities**



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**Organizational
Training Opportunities**

In addition to the “On-Demand” workshops already described, MSEA members can rely on an array of pre-scheduled professional development and organizational training opportunities. These trainings and workshops are listed by date on the following pages. For information about registering to attend, overnight accommodations (if needed), and cost (if applicable), please visit www.marylandeducators.org or call the referenced contact person.

Timely reminders about these opportunities, as well as any changes in the date or location, will frequently be posted in *ActionLine* and *FrontLine*. This information will also be available on www.marylandeducators.org.

AUGUST 2009



National Board Candidate Jump Start Session

Have you recently registered with the National Board for Professional Teaching Standards (NBPTS) and need assistance in getting started? Leverage the knowledge of trained National Board Certified Teachers in a valuable workshop that will help prepare you for the National Board Certification process while offering you ideas and insights. During the session, you will learn about the certification process in detail and also how to organize your resources and time to be most efficient and effective. All participants will draft a personalized plan. Jump Start participants must be registered National Board candidates to attend this workshop. Please bring the following downloaded documents (accessed at www.nbpts.org) with you: (1) Certificate Area Standards, (2) Portfolio Instructions, and (3) Scoring Guide.

When: Saturday, August 29, 2009

Where: TBA

Contact: Geraldine Duval, 800/448-6782, ext. 3641

Visit www.marylandeducators.org for updated information about this training!

SEPTEMBER 2009



Schools, Parents & the Community: Partnering to Close the Achievement Gaps in the 21st Century

Join MSEA and a range of education stakeholders for a statewide summit focusing on how close community partnerships can help every child have the great public school experience they deserve.

- When:** September 2, 2009
Where: Doubletree Hotel Annapolis
Contact: Pat Alexander, 800/448-6782, ext. 3610



MSEA Minority Affairs Committee Chairpersons (MAC) Training and Issue Partnerships

Participants will develop effective strategies for advocacy for diverse groups and prepare them to organize around concerns and school policy issues. Participants discover how minority affairs committees can build and sustain relationships to complement Association programs while building strength, unity and issue awareness within the Local Association. Create a Local action plan to support the strategic objectives outlined by the MSEA MAC and discover how to identify Local needs and program targets. All Local MAC chairpersons are encouraged to participate.

- When:** Friday & Saturday, September 11-12, 2009
Where: Holiday Inn, Baltimore
Contact: Debra A. Nixon, 800/448-6782, ext. 3658



Local Officers' Network, Series I

All Local Affiliate officers—newly elected and incumbents—are invited to the year's first in a series of informal evenings designed for sharing ideas and having fun. By networking with other officers from across Maryland, you can build and nurture relationships that will be helpful in your local endeavors and in our common mission to improve the school community.

Join in this opportunity to get to know your peers. Communications and relationships are vital as we move forward in support of MSEA and NEA's Great Public Schools agenda.

- When:** Wednesday, September 16, 2009
Where: MSEA Headquarters, Annapolis
Contact: Herman S. Whitter, 800/448-6782, ext. 3650

OCTOBER 2009

☆ **MSEA State Committee Chair Workshop**

Attention state committee chairs: Thank you for accepting this vital leadership role! Let us give you a running start on chairing an effective committee. This workshop reviews the roles and responsibilities you have undertaken. The MSEA staff and board liaisons to your committee will be on hand as you discover ways to keep your committee vibrant, resourceful, and efficient.

When: Wednesday, October 14, 2009
Where: Holiday Inn Hotel and Suites, Ocean City
Contact: Herman S. Whitter, 800/448-6782, ext. 3650

☆ **MSEA 2009 Convention and Representative Assembly**

Mark your calendar now and plan to attend MSEA's premier Professional Development and Networking event!

MSEA 2009 Convention Professional Development Workshops

MSEA Convention Workshops are the place to be on the third Friday and Saturday of October. Two hour workshops will span a host of topics—all chosen to provide you with up-to-date information and best practice approaches you can employ in the classroom or on the job. Couple attending workshops that spark your enthusiasm and enhance your professional repertoire with opportunities to visit educational exhibits and network with colleagues from around the state, and you'll have a great learning experience in a great location.

These workshops are open to educators, parents, administrators, and interested stakeholders of the general public. When you register at the general registration booth, you will receive a badge that admits you to all the workshops and exhibits.

Visit www.marylandeducators.org for MSEA Convention 2009 workshop descriptions, brief biographies of each presenter, the workshop schedule, and contact information for Ocean City hotels offering a discount to MSEA Convention attendees.

When: Friday & Saturday, October 16-17, 2009
Where: Roland E. Powell Convention Center, Ocean City
Contact: Jan Erskine, 800/448-6782, ext. 3645

 ☆ **MSEA Student Leadership Conference**

Student members are encouraged to attend this annual event, which is an exciting opportunity to network, socialize and compare notes with students from around Maryland.

When: Friday, October 16, 2009, 11:30 am-2:30 pm
Where: Convention Center, Room M204
Contact: Debra A. Nixon, 800/448-6782, ext. 3658

 ☆ **Pre-Retirement Workshop**

Planning to retire? This MSEA Convention 2009 workshop highlights the many options and opportunities to consider in developing a realistic plan for retirement. Learn about the state pension benefits, Social Security, taxation of your retirement income, and benefits available to NEA-Retired/MSEA-Retired members.

When: Friday, October 16, 2009, 1:00-3:00 pm
Where: Convention Center, Room 213
Contact: Herman S. Whitter, 800/448-6782, ext. 3650

 ☆ **MSEA-Retired Annual Reception**

Retired members of MSEA are invited to attend this opportunity to catch up on MSEA-Retired activities and news from the MSEA-Retired Advisory Council, network with your peers, and become involved in issues that affect you.

When: Friday, October 16, 2009, 4:30–6:00 pm
Where: Convention Center, Room 213
Contact: Herman S. Whitter, 800/448-6782, ext. 3650

NOVEMBER 2009

☆ **Student Connections Conference**

Student leaders will gather at the NEA Student Connections conference, which will focus on instructional issues, leadership development, and issue advocacy.

When: Friday- Sunday, November 6-8, 2009

Where: Seattle, Washington

Contact: Debra A. Nixon, 800/448-6782, ext. 3658

☆ **Local Officers Advance! Part 2**

Local officers who attended Part 1 of this training in July are invited to continue their discovery of the Association and gain a clear understanding of:

- ◆ Membership campaigns
- ◆ Grant writing to support the Local program
- ◆ PAC-based legislative activities
- ◆ Legal responsibilities
- ◆ School quality
- ◆ Bargaining issues and strategies
- ◆ Advocacy communications
- ◆ Member engagement

Local officers who missed Part 1 of this training in July, or officers who need a refresher on the topics listed above, are encouraged to join us. Gain the courage to take new paths, make wise decisions, and embrace the challenges of effective leadership in the Association and the broader school community.

Newly elected officers should definitely attend.

When: Friday & Saturday, November 20-21, 2009

Where: Berkshire Marriott, Towson

Contact: Herman S. Whitter, 800/448-6782, ext.3650

DECEMBER 2009



MSEA School Quality Series (*Session 1*)

The School Quality Series will be held three times per year. Each institute will be held in a different region of the state. Participants will discuss and debate current issues and topics in education. Each session will run for approximately two hours. Prior to each session participants will be encouraged to read a related article of interest to gain knowledge about the topic to be discussed.

When: Wednesday, December 2, 2009

Where: TBA

Contact: Pat Alexander, 800/448-6782, ext. 3610

Visit www.marylandeducators.org for updated information about this training!



Personal Assessment Leadership Skills (PALS)

The foundation of leadership is a solid understanding of the Association's mission and mastery of the personal skills that will enable you to guide your colleagues through a well-conceived plan of action. PALS is designed to attract members to new Association roles. This training focuses on members who have little or no Association experience.

When: Friday & Saturday, December 4-5, 2009

Where: Hyatt Regency Chesapeake Bay Hotel, Cambridge

Contact: Malethia Armstrong, 800/448-6782, ext. 3653



Minority Leadership Training Program: Building Leadership Skills

Learn to advocate and target unique leadership roles within the Association. Self-assessment tools will help you determine your leadership preferences. In addition, you will become aware of the current issues affecting minority involvement and representation in the Association, and participate in a discussion of the effectiveness of the ATA and NEA merger. This training is an opportunity to build relationships and make connections that will help you meet your goals for involvement and safeguard issues of importance to communities of color.

When: Friday & Saturday, December 4-5, 2009

Where: Hyatt Regency Chesapeake Bay Hotel, Cambridge

Contact: Debra A. Nixon, 800/448-6782, ext. 3658

JANUARY 2010

☆ **Martin Luther King, Jr., Breakfast Observance**

Join MSEA in commemorating the life and legacy of Dr. Martin Luther King, Jr. The 2009 Minority Recognition Awards will be presented during the breakfast celebration. A keynote speaker will provide thoughtful commentary on an aspect of Dr. King's work as it relates to contemporary issues.

When: Saturday, January 16, 2010
Where: Martins Crosswinds, Greenbelt
Contact: Debra A. Nixon, 800/448-6782, ext. 3658

☆ **NEA Minority Leadership Training (MLT) Seminar** *Mid-Atlantic Region*

Minority leaders will network to develop strategies and foster leadership initiatives to address local, regional and national ethnic and minority concerns.

When: Thursday & Friday, January 21-22, 2010
Where: Cincinnati, OH
Contact: Clara Floyd, 800/448-6782, ext. 3672

☆ **NEA Mid-Atlantic Regional Leadership Conference (MARLC)**

Mid-Atlantic affiliate leaders will focus on leadership, organizational and professional development, and the impact of national political policy on education concerns.

When: Friday to Sunday, January 22-24, 2010
Where: Cincinnati, OH
Contact: Clara Floyd, 800/448-6782, ext. 3672

☆ **Organizational Analysis Skills (OAS)**

OAS is an in-depth look at how the Association works at the state and national levels. Participants learn who has the strategic and decision-making roles as they relate to budgets, governance matters, and the leadership of the Association.

When: Friday & Saturday, January 29-30, 2010
Where: Hyatt Regency Chesapeake Bay Hotel, Cambridge
Contact: Malethia Armstrong, 800/448-6782, ext. 3653

FEBRUARY 2010

★ **I CAN DO IT!** (1 day)

Participants in this workshop will learn strategies, skills and techniques that can be implemented to create a smooth classroom flow with improved student discipline and participation. Members with less than five years experience are encouraged to attend.

I Can Do It! training will include the following topics:

- ◆ Communication and learning styles that relate to students, teachers and parents
- ◆ Interventions for difficult behaviors
- ◆ Hints to create smoothly flowing classrooms
- ◆ Tools to begin building positive parent/teacher relationships

When: February 6, 2010

Where: MSEA Headquarters, Annapolis

Contact: Geraldine Duval, 800/448-6782, ext. 3641

★ **ESP Professional Development Day**

This one-day conference is a unique opportunity to gather with other ESP groups from across Maryland to:

- ◆ Learn techniques for handling the challenges you face each day
- ◆ Share experiences
- ◆ Socialize and make new friends
- ◆ Discover how important you are to MSEA's success

The fourth annual conference for ESP members is an experience you deserve.

When: February 20, 2010

Where: Doubletree Hotel Annapolis

Contact: Jackie Harris, 800/448-6782, ext. 3652

Visit www.marylandeducators.org for updated information about this training!

MARCH 2010

☆ **Group Processing Skills (GPS)**

GPS participants improve their skills in defining and understanding member needs, exploring and setting inclusive organizational goals, and developing programs to meet member interests and needs. Understanding and managing the intricacies of group dynamics is a useful tool in all areas of life.

When: Friday-Saturday, March 12-13, 2010

Where: Homewood Suites, Hagerstown

Contact: Malethia Armstrong, 800/448-6782, ext. 3653

☆ **NEA Education Support Professionals Conference**

The ESP National Conference is a great opportunity for ESP members to develop new skills and learn more about relevant, important issues. Workshops will empower ESP members with the skills and information they need to assist with closing the achievement gaps, organizing, building stronger Local Affiliates, promoting membership recruitment, enhancing professional development and student achievement, and establishing strong internal and external relationships.

When: Friday-Sunday, March 12-14, 2010

Where: Flamingo Las Vegas

Contact: Dina Simon, NEA, 202/833-7130



MSEA Membership Organizing Workshop

MSEA will sponsor two members from each Local Association to attend the Membership Organizing Workshop. Additional members are welcome to participate at the expense of the Local Association.

Local Associations interested in applying for an MSEA membership grant must send two member representatives to this workshop, which is open to all Local Association officers, membership chairpersons, membership committee members, Association representatives, and boards of directors. Attendees must be interested in nurturing members' interest in Local Association and MSEA activities. Participants will learn fundamental and advanced components of:

- ◆ Implementing a member recruitment and retention campaign
- ◆ Using MSEA and NEA Member Benefits to recruit members by adding value to membership and the Local Association
- ◆ How to create and publish local newsletters

When: TBA

Where: TBA

Contact: Jackie Harris, 800/448-6782, ext. 3652

Visit www.marylandeducators.org for updated information about this training!

APRIL 2010

☆ **Local Officers' Network Series II**

Local Association officers are invited to a relaxed evening of conversation and networking. This series is an opportunity for Local officers to learn from the successful individual and collective strategies of their peers.

When: Wednesday, April 14, 2010
Where: MSEA Headquarters, Annapolis
Contact: Herman S. Whitter, 800/448-6782, ext. 3650

☆ **Student Leadership Training**

MSEA's student members and chapter leaders and advisors are encouraged to participate and prepare for the upcoming year of activities during this workshop, designed to develop an action plan to promote chapter development, membership growth and build leadership skills. This training will be a valuable experience for student leaders and students who want to become leaders to network and gain ideas to enhance chapter development and membership recruitment.

When: Saturday, April 17, 2010
Where: Chesapeake College, Wye Mills
Contact: Debra A. Nixon, 800/448-6782, ext. 3658

☆ **Emerging Leaders Academy, Part 2**

Participants who completed the extended learning assignments of ELA, Part 1, are invited to join the second-level training to explore the mechanics of membership promotion, recruitment, and member engagement. Role playing, one-on-one recruitment techniques, how to design and orchestrate an effective membership campaign, and how to take advantage of the Association's data resources to ensure the success of your efforts are a few of the highlights of this training. Triads of leadership will allow participants to excel in their leadership roles in any venue. If you completed ELA, Part 1, you won't want to miss ELA, Part 2!

When: Friday & Saturday, April 23-24, 2010
Where: Harbortowne Resort, St. Michaels
Contact: Debra A. Nixon, 800/448-6782, ext. 3658



IPD Annual Workshop

Having an IPD committee is the way a Local Association provides members with information, knowledge and skills in the area of professional development. Members are looking to the Association for training and opportunities to improve their on-the-job performance in order to provide all students with a great public school. This workshop will include differentiated sessions with valuable ideas and resources for both the established and the newly formed Local Association IPD Committees.

When: Saturday, April 24, 2010

Where: TBA

Contact: Jan Erskine, 800/448-6782, ext. 3645

Visit www.marylandeducators.org for updated information about this training!



MSEA School Quality Series (*Session 2*)

This is the second School Quality Series in the series of three. This institute will be held in a different region of the state. Participants will discuss and debate current issues and topics in education. Each session will run for approximately two hours. Prior to this session participants will be encouraged to read a related article of interest to gain knowledge about the topic to be discussed.

When: TBA

Where: TBA

Contact: Pat Alexander, 800/448-6782, ext. 3610

Visit www.marylandeducators.org for updated information about this training!

JUNE 2010



MSEA School Quality Series (Session 3)

This is the last School Quality Series for this year. This institute will be held in a different region of the state. Participants will discuss and debate current issues and topics in education. Each session will run for approximately two hours. Prior to this session participants will be encouraged to read a related article of interest to gain knowledge about the topic to be discussed.

When: June 2, 2010

Where: TBA

Contact: Pat Alexander, 800/448-6782, ext. 3610

Visit www.marylandeducators.org for updated information about this training!



NEA Student Leadership Conference

Student leaders learn skills to aid in student chapter development as well as training that will help them to become Association leaders and organizers.

When: Saturday to Tuesday, June 26-29, 2010

Where: New Orleans, LA

Contact: Debra A. Nixon, 800/448-6782, ext. 3658



NEA-Retired Annual Meeting

Meetings, panels, workshops, and breakout sessions give retired educators an opportunity to discuss the issues and discover answers.

When: Sunday to Tuesday, June 27-29, 2010

Where: New Orleans, LA

Contact: Herman S. Whitter, 800/448-6782 ext. 3650



NEA Joint Conference on the Concerns of Minorities & Women

Issues affecting minorities and women are explored through workshops, panel discussions, and interactive programs. Participants learn how to organize around public education issues and develop the leadership skills necessary to foster inclusive community and school partnerships.

When: Monday-Tuesday, June 28-29, 2010

Where: New Orleans, LA

Contact: Debra A. Nixon, 800/448-6782, ext. 3658

JULY 2010



NEA Convention 2010: Annual Meeting & Representative Assembly

When: Thursday-Tuesday, July 1-6, 2010
Where: New Orleans, LA
Contact: Debra A. Nixon, 800/448-6782 ext. 3658



Local Officers Advance! (Part 1)

Local officers are urged to become acquainted with the Association's mission and goals, structure, programs, and resources by attending this workshop, which is Part 1 of 2. Strengthen your communication, networking, leadership, and organizational skills, and gain the confidence that comes from a clear understanding of:

- ◆ Parliamentary procedures
- ◆ Officers' financial responsibilities
- ◆ Associations' strategic plans & program development
- ◆ Reviewing/drafting Local Affiliate bylaws
- ◆ Staff and governance relationships
- ◆ Media relations and communications training

This two-and-a-half-day workshop is the first step in leading your Local into the future with the confidence you need to effectively manage changes that have an impact on the Association and the broader school community. Part 2 will be offered in the fall.

Newly elected officers should definitely attend.

When: Monday-Wednesday, July 21-23, 2010
Where: Burkshire Marriott, Towson
Contact: Herman S. Whitter, 800/448-6782 ext. 3650

AUGUST 2010

2010 Summer Training Series (STS)

PLEASE NOTE: All three segments of the STS will be held in one location instead of the previous three sites around the state. Each segment is designed to accommodate the novice as well as the experienced leader in the Association.

Local teams and/or members are encouraged to attend this 2010 STS to take advantage of the variety of offerings to build members' skills and the Association programs.

- When:** Tuesday-Saturday, August 3-7, 2010
Where: Marriott Inn and Conference Center, UMUC, Adelphi, MD
Contact: Debra A. Nixon, 800/448-6782, ext. 3658

The 2010 Summer Training Series will kick off with the famous Wellstone Action's Labor Program (WALP) aimed to partner with progressive labor organizations committed to building a political infrastructure, leadership and capacity within local unions and their partners. Everyone will want to participate in this session designed for all categories of membership.

The Wellstone program takes an integrated approach to organizing and advocacy, with the capacity and ability to customize trainings to fit the specific needs of MSEA. Union grassroots organizing, advocacy, and electoral work need to be better integrated so that electoral infrastructure and mobilizing capacity do not come and go with each electoral cycle, and that community and political relationships built during election cycles provide foundations for more effective union organizing and advocacy work outside the electoral arena. Two days of the Summer Training Series will engage all participants in this enthralling interactive program.

The following are the three other segments of the STS:

☆ **Emerging Leaders Academy (ELA): Generation VII**

This program will teach the basics of organizing and advocacy in schools and Local Affiliates and the Association's role in the professional lives of its members. By building individual skills and team awareness, these emerging leaders will develop enthusiasm for continuing growth and development.

☆ **Leadership & Organizational Development Institute (LODI) Part 1 & 2**

This program will focus on building Association capacity for advocacy and Association Representatives' skills. Teams are encouraged to attend.

Part 1: Resources for Engagement, Leadership and Advocacy

Designed for leaders and association representatives who want learn how to access MSEA and NEA programs and services and engage members at the worksite, this session will focus on the basics of organizing for membership development. Participants will interact to learn from each other and use technology to learn more about association programs and benefits.

Part 2: Advocacy and Problem-Solving Skills

Designed especially for association representatives and leaders who want to be advocates for members, this highly interactive session will help you to decide the best approach to solving problems in the workplace. This training will assist you in developing the skills in becoming a member advocate, the "eyes and ears" of the Association at your workplace, ensuring that the health, welfare and rights of you and your colleagues are protected by monitoring the implementation of your collective bargaining agreement.

Professional Development Institute (PDI): Teaching and Learning

These workshops will provide learning opportunities for growth and development in various instructional development topics and help prepare the participants to be successful within the school setting. The workshops will expose participants to the latest methods and techniques to create positive and effective learning experiences for students.

