"Challenging the Educational Office Professional"

Creating and Delivering Highly Effective Presentations – September 27, 2017

- This webinar will explore strategies for creating highly effective presentations using PowerPoint, Keynote or Google Slides. We will focus on best practices in design, font selection, transitions and animation. Strategies for how to effectively present complex numerical data. General public speaking tips will also be covered. Be prepared to be wowed!

Effective Leadership for the Educational Office Professional – October 11, 2017

- This session explores the role of the educational office professional whether it's leading a team or coordinating with other district stakeholders. We will begin by exploring styles of leadership, Theory X & Y, and the concept of situational leadership. Establishing yourself as a leader and leading without explicit power also will be discussed.

Networking Strategies – November 8, 2017

- This session will explore the concept of relationship wealth. Many effective leaders consider this wealth to be the most important indicator of success and it rarely happens organically. We will explore ways that you can develop a networking action plan and leverage that plan both in and outside of work. This will be a panel of your colleagues sharing their strategies.

Managing Up – January 17, 2018

- We will explore the concept of "managing up." This is about helping your administrator to become a more effective manager of you. It is also about making logical agreements about division of labor that helps both the administrator and the educational office professional to save time and be more successful in their shared mission. Obviously, this requires diplomacy and a focus on mutual benefit in the service of students, and other stakeholders.

Excel—Advanced Tips and Tricks – February 7, 2018

- This is a continuation of our look at strategies for effectively using Excel. If you did not attend the previous sessions, no worries, as these are "stand alone" tips that require no prior knowledge. We will review some of the same areas such as conditional formatting, logical operators, data validation and "vlook up," and take them to another level. This session will include both financial and non-financial applications such as evaluation instruments, walk thru forms, inspection checklists, etc. If time permits, we will explore pivot tables and pivot slicers.

Google Forms – March 28, 2018

- Google forms is a simple to learn, but powerful tool with many applications to our educational environment. We will explore how to design both simple and sophisticated forms that can be used to create surveys, checklists, attendance forms, and intake documents. We will look at ways to share forms, create prefilled questionaires, and collect the data in a spreadsheet format.

ACCEPT the
CHALLENGE

BECOME the
DIFFERENCE