

In Conjunction with The Connecticut Association of Schools (CAS),

Offers Principals, AP's, C.O. Administrators & Their Secretaries

# How to Work Less, Play More, & Still Get the Job Done in a Normal School Week

Want to reduce your work load by 15-20 hours a week, while multiplying your time in classrooms by 500% or more?

# In This Program You Will Learn How To...

- <u>Work a 40-50 hour week</u>, while increasing organizational productivity and efficiency
- <u>Observe classroom instruction</u> for at least 2 full days each week
- <u>Be reenergized</u> in the role of "Instructional Leader"
- Employ best practices for <u>working with the school</u> <u>secretary</u>
- Prepare your organization to produce <u>significant</u> <u>increases in student achievement</u> measures

## What Participants Say About TBC 2 Day Program...

I am 200% ahead of my mandated observation schedule of a year ago and I have even seen a variety of teachers who are not on my case load! I am consistently out of the office and observing the teaching-learning process in classrooms and common spaces.

## Larry Sparks, Principal, Avon High School, Avon, CT

After attending your 2 day workshop in August, I changed everything about the way I do business. This has been the most successful year of my career.



THE BREAKTHROUGH COACH Management Development for Instructional Leaders

My schedule is to be envied. I have remained true to two days per week in the classroom. I have yet to work a weekend and I am able to leave the office by four o'clock. What can I say - I am hooked.

David Č. Harding, Principal, Hall Memorial School, Willington, CT

#### Dates: Tuesday, October 18, 2005 (Administrators ONLY) Wednesday, October 19, 2005 (Administrators + Secretaries)

Secretaries)

### Time: 8:00 am - 4:00 pm both days

### Where: Connecticut Association of Schools Conference Center 30 Realty Drive, Cheshire, CT 06410 (203)250-1111

### Cost: \$395.00 per team of 2 (Principal/Admin + Secretary) \$135.00 per additional secretary \$270.00 per additional administrator without secretary

For more information, contact Mike Buckley @ CAS (1-203-250-1111). To register:

- ✓ Register on line @ <u>www.casciac.org</u> (Click "Professional Development" & "Conference Registration"), or
- ✓ Complete Registration Form and mail (CAS, 30 Realty Drive, CT 06410) or fax (1-203-250-1345).

## **Registration Form**

District/School:	District/School Contact:
Address:	City:
Phone:	Zip:
Email:	# of Teams Attending: PO#:
Administrator(s) Name(s) & School/Dept:	Admin Asst/Secretary(s) Name(s):



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Faxing/Mailing this completed registration form to the CT Assoc. of Schools secures your space.

Checks or PO's should be made payable to: CT Association of Schools.

RETURN COMPLETED REGISTRATION FORM WITH CHECK OR PO# NO LATER THAN OCTOBER 4, 2005 TO:

CT ASSOCIATION OF SCHOOLS • 30 REALTY DRIVE • CHESHIRE, CT 06410 • FAX: (203)250-1345

REFUNDS WILL NOT BE AVAILABLE FOR NON-ATTENDANCE OR CANCELLATIONS AFTER OCTOBER 4, 2005!