



Minnesota Administrators for Special Education (MASE) New Leaders' Training 2011-12

MASE New Leaders' Training is a series of professional development sessions that provide opportunities for

- newly employed Minnesota special education directors to explore the basic information needed for a successful first year
- mid-level leaders to enhance leadership skills either in preparation for advancement in leadership or for general skill development
- "newer" leaders who wish to refresh their training.

Participants have an opportunity to meet other new leaders, experienced colleagues, state department staff and other resource people from the special education community. Topics include federal and state special education law, finance and budgeting, state reporting, program topics, and leadership. Continuing education credits are awarded.

Wednesday, October 26 • 9 am – 4 pm

Day before the MASE Fall Leadership Conference

Cragun's Conference Center, Brainerd
You're the Leader — NOW WHAT!?!

- Be an Ethical, Values-Driven Leader
- Build a Strong School Culture / Lead a Vision
- Distribute Decision-Making
- Plan Strategically / Implement Change
- Understand and Respond to Issues of Diversity among Students, Staff, Families, and Community
- Provide for the Safety of Students and Staff
- Take Care of Yourself

Thursday, December 8 • 9 am – 4 pm

MASE Offices, St. Paul

Resource Stewardship

- Manage Your Time
- Staff Your Programs Effectively
- Improve the Performance of Your Staff
- Develop and Manage Budgets
- Develop and Manage Facilities
- Understand and Use Technology

Wednesday, January 18 • 9 am – 4 pm

MASE Offices, St. Paul

Communication Skills for Leadership

- Plan and Implement Internal and External Communications
- Facilitate Conversations
- Solve Problems and Resolve Conflict
- Make Presentations
- Respond to the Media

Wednesday, March 14 • 9 am – 4 pm

Day before the MASE/MASA Spring Conference

Policy, Law, and Political Influence

- Understand State and Federal Law
- Governing School Districts, Special Education, and Employment
- Influence Public Policy
- Know the MDE and how to access resources
- Coordinate Social Agencies and Human Services

Wednesday, May 2 • 9 am – 4 pm

Day preceding the MASE Best Practices Conference

Madden's Lodge, Brainerd

Instructional Leadership

- Be a High-Capacity Data User
- Keep Up with Research to Inform Practice
- Assess and Plan Curriculum
- Identify Instructional Objectives / Measure Performance Outcomes

Registration:

To register, return this form: 1884 Como Av., St. Paul, MN 55108 or fax: 651-645-7518. Mail your payment or we will bill you.

Yes, I would like to participate in MASE New Leaders' Training!

Name: _____

Title: _____

Organization: _____

Street Address: _____

City/State/Zip: _____

Phone with Area Code: _____

Email Address: _____

Cost: \$50/session for MASE members; \$100/session for nonmembers.

MASE members who attend and stay for each session will receive a \$50 voucher that may be applied to the cost of a MASE conference or workshop.

The October 26th session is free to MASE members who are attending the Fall Leadership Conference.

Please check the sessions you wish to attend:

_____ All Five Sessions

_____ Wednesday, October 26 • 9 am – 4 pm

_____ I am attending the MASE Fall Leadership Conference

_____ I am NOT attending the MASE Fall Leadership Conference

_____ Thursday, December 8 • 9 am – 4 pm

_____ Wednesday, January 18 • 9 am – 4 pm

_____ Wednesday, March 14 • 9 am – 4 pm

_____ Wednesday, May 2 • 9 am – 4 pm

Lodging: Please make your own arrangements. Lodging options near the MASE office: <http://www.mnasa.org/2124101021664567/site/default.asp>

Questions: 651-645-6272 • members@mnasa.org

If you must cancel: *Program fees will be refunded up to two weeks before the session date. No refunds after that date. Lodging cancellations are the responsibility of the participant, without exception.*

Thank you – see you at the sessions!

Special thanks to our leaders:

Nan Records, MASE New Leaders' Training Subcommittee Chair and Director of Special Education, Sherburne/Wright County Special Education Cooperative and

Carla Nohr Schulz, MASE Professional Development Committee Chair and Director of Special Services, Farmington Area Schools