

# ISD 347 is offering BTC Training on February 16 & 17, 2016 @ the Willmar Conference Center

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## The Breakthrough Coaching Program

The Breakthrough Coach is an educational training firm that supports school administrators to be transformational leaders who achieve student success in a sensible workweek.

With a track record of reducing administrators' workloads by 15-20 hours per week AND multiplying their time in classrooms by 500%, TBC's Management Methodology™ teaches school leaders how to build productive front-office environments that then free them up to focus on creating sustainable, school-wide improvement.

For over 15 years, TBC's programs have been foundational for new administrators, and life-altering for experienced ones. The Breakthrough Coach is profound - the answer to how to increase student achievement and have a healthy personal life.

All of TBC's programs incorporate a contextually relevant subject, a structure for on-the-job practice, peer cohorts to promote group learning, and opportunities for one-on-one coaching. Give your professional development program real "staying power" with TBC's consistent, step-by-step approach.

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

What if you could trim 20 hours off your work week AND multiply your time in classrooms by 500%?

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### In This Program Participants Will Learn How To:

- Maintain a sensible workweek by increasing personal productivity and efficiency;
- Observe classroom instruction for two days each week;
- Fulfill your role as "Instructional Leader";
- Employ best practices for using administrative support;
- Organize your school community to produce breakthroughs in student achievement.

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### Who Should Attend?

Site Principals – all levels, District Office Administrative Managers, Superintendents, and their Secretaries

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#### Day 1 (*Administrators Only*)

#### Day 2 (*Administrators and Secretaries*)

TBC's core training for administrative teams. This program has a track record of multiplying the time principals spend in classrooms by 500% or more! Support materials included.

#### Day 3

For 2-Day graduate teams (*administrator and secretary*) who are ready to expand their understanding and application of TBC's Management Methodology™.

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### Prerequisites for Day 3:

Both members of the attending team must have:

- Completed TBC's 2-Day Workshop
- Developed a committed partnership in this transformational effort
- Practiced TBC's Fundamentals™ for at least 3 months

## Program Format

### Program Outline:

#### Introductions

- The Breakthrough Coach (TBC): Expertise in School Management
- Breakthrough Thinking: Philosophical Underpinnings of TBC's Approach
- Who Comes to this Program? Administrators Speak About What's at Stake
- Program Ground Rules: Etiquette for Participation and Group Learning

#### A Brief History of the Principalship

- Where we are today
- Management Redefined: What It Is...What It Isn't...Why It Matters?
- Form Follows Function: The Principal's Office Deconstructed for High Performance
- Producing a Breakthrough in Results: 7 Steps on the Road Less Traveled

#### The Secretary As Managerial Partner

- Oh, What a Tangled Web We've Woven...
- The Job of the School Secretary Redefined
- 10 Most Effective Ways to Work with a Secretary

#### Linguistic Distinctions for School Leaders

- Defining Requests, Satisfaction Requirements & Accountability
- Negotiating Promises, Declines & Counteroffers
- On Becoming The School's Language Leader

#### Building Community Support

- How to Involve District Office, Staff, and Parents in this Initiative

#### Principal + Secretary = Executive Team: Bringing the Skill Sets Together

- Working the Fundamentals Cooperatively
- Hands-On Practice with Coaching

#### Completion and Goal Setting

- Conversation for Implementation

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## The Transformation Continues on Day 3

This follow-up program is for 2-Day alumni who are implementing TBC in their front offices, and now want to expand their understanding and application of TBC's methodology across their entire organization.

**Led by TBC master coaches, you will gain the insights and knowledge needed to:**

- End the vicious cycle of "front deskus-interruptus" and have your staff thank you for it
- Schedule Coaching & Office Days over an entire school year and actually execute them
- Ensure your daily meeting happens every day, no matter what

- Develop multiple ways of talking about TBC to staff, parents and colleagues so that your school community enthusiastically supports your efforts

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## Frequently Asked Questions

Administrators who are working to implement TBC's Management Methodology™ in the day-to-day operation of their schools can now take advantage of monthly reinforcement.

TBC's Monthly Podcast Series is designed to assist graduates as they deal with the initial challenges involved in implementation. Each 30-minute discussion is delivered in an MP3 downloadable format that administrative teams can access as their schedules permit. Topics covered include:

- How to conduct a productive daily secretary meeting;
- How to insure scheduling success and avoid common breakdowns;
- Making Coaching Days work for everyone;
- How to eliminate your email inbox in two weeks' time or less;
- Managing for personal integrity - the power of keeping your word.

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### **TRAINING COSTS: *(Payable upon registration by check to ISD 347)***

Days 1 & 2:

- \$650 for Team of 2 (1 administrator and 1 secretary)
- \$870 for Team of 3 (1 administrator and 2 secretaries)
- \$1090 for Team of 3 (2 administrators and 1 secretary)

Day 3: \$325 per team

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**REGISTRATION FORM:** Contact Jan Stene @ [stenej@willmar.k12.mn.us](mailto:stenej@willmar.k12.mn.us)

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- More information regarding the program can be found on The Breakthrough Coach website: [www.the-breakthrough-coach.com](http://www.the-breakthrough-coach.com)
  - By contacting Dr. Jeff Holm @ 320.231.8510 or [holmj@willmar.k12.mn.us](mailto:holmj@willmar.k12.mn.us)