



## NYSUT ELT NEW SEMINARS FOR 2021-22

### **NEW MEMBER SEMINARS-OFFERED AT NO COST WITH A MIN. OF 15 PARTICIPANTS**

#### **Teacher/Practitioner New Member Seminars (3)- 2-hour seminars**

##### **1. Real Life Virtual & Classroom Challenges: Strategies for Success**

This seminar is designed for the new member who is working to create a classroom/virtual environment that is positive and productive. Participants will explore the potential challenges faced by educators and strategies to address them. Scenarios and strategies will be used to introduce techniques that will lead to a positive working relationship between teachers, students, and families. The seminar's interactive activities will model how these techniques can be implemented in a teacher's practice. The content will be mindful of the diverse learners and backgrounds present in a classroom. Participants will have an opportunity to prepare next steps needed to introduce effective approaches to establishing and maintaining a proactive teaching practice.

##### **2. Workplace Wellness**

Why are educators at risk for vicarious (secondary) trauma? This seminar will engage participants to discuss the unique challenges to wellness found in the education field and understand and practice effective strategies for wellness.

##### **3. You Are Not Alone: Surviving the First Years**

This seminar is for participants who are new teachers and are looking to work smarter, not harder. School buildings are filled with people who have different skills and expertise. As a new teacher, knowing who to go to for what is useful but sometimes you are hesitant to ask for fear of being a bother. Participants will learn how to make those requests as well as ways to establish positive relationships with all staff- support and educational. Roles within the district will be shared that will assist with choosing the right person to help, as well as guidelines for approaching staff. Tips for surviving the first years will be shared.

## **School-Related Professional New Member Seminars (4)- 2-hour seminars**

### **1. *Service with a Smile: Why Customer Service in Schools Matters***

This seminar is for participants who desire to explore the characteristics of quality customer service within their educational environment (virtually or site-based). Strategies will be shared to incorporate strong customer skills into participant's daily practice. Examples will be shared of positive outcomes resulting from creating welcoming atmospheres in school districts. Attention will be paid to what can be done on a personal level to promote service with a smile based on various roles in the school district. Participants will engage in conversations and create scenarios that will help develop specific strategies that can be implemented immediately."

### **2. *Heart of the School: Clerical Worker Superpowers***

This seminar is designed for the school clerical worker who is looking to enhance his/her skills in order to provide a practice that responds to the needs of the school community in an environment that is warm, welcoming, and nurturing, as well as, professional, efficient, and business-like. Participants will explore the attributes needed to address potential issues and interactions and recognize which attributes they already possess. Participants will have an opportunity to use scenarios to outline steps needed to introduce effective approaches to improving challenging situations faced by school secretaries.

### **3. *The Foundation of a Secretary***

This seminar is for participants who wish to develop and sharpen skills needed to be an effective secretary. Types of secretaries within a school setting (virtually or site-based) will be discussed as well as possible responsibilities. Strategies to help participants improve their job performance will be shared and reviewed. An overview of communication skills needed to interact effectively with students, families, and staff will be outlined. Scenarios will be used to practice interacting with visitors to the office as well as callers on the phone.

### **4. *Real Life Challenges for Real Life School Professionals***

Bus drivers, hall monitors, secretaries, teacher aides/ assistants, cafeteria workers, and school nurses all have encounters with students and other professionals that sometimes need to be handled with care and consideration to avoid escalating a situation. Participants will engage in activities that are based on scenarios specific to their role in the school. Appropriate potential actions will be discussed and shared among the stakeholders to ensure an effective and productive resolution. Time will be given to reflect on past experiences and discuss effective strategies for the future. Next steps will be discussed as a means of moving forward.