



Always Your Best Source For High-Quality Professional

Development And A Great People Investment Opportunity!

Increase your knowledge and skills by attending these interesting and informative workshops:

- ✓ Update skills in Word
- ✓ Learn Excel, Intermediate and Advanced
- ✓ Understand search engines: find what you're looking for
- ✓ Chump or Champ, Which are You
- ✓ ABC's of Positive Relationships
- ✓ It's Never About Time Management Anyway
- ✓ Nine Steps to More Effective Use of Your Desk: Actual & Virtual
- ✓ Legal Issues for Educational Support Staff
- ✓ Attending the Mini-Conference

Look inside to learn more about these exciting people investment programs, and how you can SAVE on enrollment!



Spacious Learning Environment

DON'T MISS THE SSA MINI-CONFERENCE JUNE 10, 2009! ALWAYS A SPECIAL DAY FULL OF NEW IDEAS AND SHARING BETWEEN PEERS.

Terrifically Informative Entertaining and Presenters!



Jeen Steiger

DAY ONE
TWO HALF DAY
SESSIONS
Oct. 10, '08



Greg Southard

DAY TWO
TWO HALF DAY
SESSIONS
Oct. 17, '08



Jim Mullins

DAY THREE
Nov. 7, '08



Bertha Richarson

DAY FOUR
Dec. 5, '08



Pam Vaccaro

DAY FIVE
TWO HALF DAY
SESSIONS
Mar. 6, '09



Tom Mickes

DAY SIX
Apr. 3, '09



Cooperating School Districts

1460 Craig Road • St. Louis, MO 63146

Workshops Especially Designed to Aid You in Effectively and Intelligently Providing Your Best to Your District!

Day One, 9 a.m. – Noon Friday, October 10, 2008 Word 2003 — Tips and Tricks

Presenter: Jeen Steiger, Educational Technology Specialist, Brentwood School District
St. Louis, MO.

Location: CSD Tele Lab, 1460 Craig Road,
St. Louis, MO

Step up your use of Word 2003 by working with its custom features. Guided practice with autotext, text formatting, Save As options, mail merge, table organization, table properties, personalizing Word options, and picture layouts will be included in this half-day session.

Day One, 1:00 – 4:00 p.m. Friday, October 10, 2008 Word 2007 — Introduction

Presenter and location, see above

“Where are all my tools?” is a common response to upgrading from Office 2003 to Office 2007. Office 2007’s dynamic overhaul and enhancements will be previewed. In this half-day workshop, participants who are new to the Office 2007 suite will get a guided tour and practice opportunities in working with features of Word 2007. Compatibility settings, layout of program menu bars, and practice with some of 2007’s new options will be included.

Day Two, 9:00 a.m. – Noon Friday, October 17, 2008 Excel 2003 --- Intermediate / Advanced

Presenter: Jeen Steiger, Educational Technology Specialist, Brentwood School District, St. Louis, MO.

Location: CSD Tele Lab, 1460 Craig Road, St. Louis, MO

Using Excel features to make your work easier is the focus of this workshop. Practice in the following will be included: formatting worksheets, freezing and unfreezing columns, data entry tips, creating basic formulae, charting information, printing options, import and export formats, sorting and filtering data, plus timesaving tips.

Day Two, 1 p.m.– 4 p.m. Friday, October 17, 2008 Search Engines...How To Find What You Want Successfully!

Presenter: Greg Southard, Director of Technology Services, Pattonville School District, St. Louis, MO.

Location: CSD Tele Lab, 1460 Craig Road, St. Louis, MO

Everyone uses the Internet on a daily basis. Sometimes when you do searches nothing comes back and when it does...it is not the information you want. This class will give you many tools to create searches and get exactly the information you want. Once you locate the information, you will know where the information is coming from and how valid the Internet site might be. You will be given many sites to compare prices on items for purchasing; evaluate the reliability and safety of purchasing from an Internet based company; locate phone numbers, e-mail accounts, and addresses; and get the latest news coverage from the U.S. and other countries. Take this class and become the most efficient Internet user you can be!

Day Three, 9 a.m. - 4 p.m. Friday, November 7, 2008 Are you a Champ or a Chump?

Presenter: Jim Mullins, Author, Nonprofit Executive and Leadership Coach, Plainfield, IL.

Location: To be determined.

This fun and interactive day is based on Jim Mullins’ book Champs and Chumps: Antiphonal Proverbs for Leaders (High Tide Press, 2008). Jim has designed this time to not only increase participants’ ability to behave as Champs, but to also help them avoid being Chumps. Attendees will share in brainstorming to learn to pay attention to significant things on a regular basis. The morning session will be spent on self improvement. The afternoon session teaches how to best talk with coworkers, how to build relationships, and how to effectively improve your influence on others. Each attendee will take home a copy of Jim’s new book, *Are you a Champ or a Chump?*

Day Four, 9 a.m. - 4 p.m.
Friday, December 5, 2008
The ABCs of Positive Relationships

Presenter: Bertha Richardson, Consultant & School District of University City Retiree, St. Louis, MO.

Location: To be determined.

This workshop introduces thought-provoking activities with guiding questions designed to stimulate positive discussion around conflict resolution, balancing stress and dealing with difficult people (i.e. irate parents) and situations. This program can play a key role in enhancing your effectiveness and productivity while improving overall morale. The participants will examine real life scenarios and solutions.

Objectives:

- Present positive, productive strategies to engage others in problem-solving and conflict resolution
- Explore the how's and why's of promoting respectful behaviors to help create a climate of kindness and caring
- Learn how to take responsibility for taking charge of personal and professional lives and relationships with others
- Reveal a powerful, strength-focused approach to facing negativity

Day Five, 9 a.m. - Noon
Friday, March 6, 2009
It Was Never About Time Management Anyway!

Presenter: Pam Vaccaro, President, Designs On Time, St. Louis, MO.

Location: To be determined.

After Pam interviewed hundreds of individuals over the last 10 years, she noticed a disturbing refrain- "I was so incredibly busy today, and I got nothing done!" Interviewees stated that it was impossible to get things done and felt frustrated that email, cell phones, human expectations, and even their needs for sleep, "demanded" so much time--time they did not have! Pam has termed this dilemma FDD, Focus Deficit Disorder--the deficiency we feel from having so much demand on our attention. Take a creative look at focus from a different angle, and learn how to respond to the growing need for human attention in our technological world. Pam will explain the nine ways of viewing time and focus. Learn your particular style and how you can improve your focus of attention by controlling some of your short-comings and maximizing your assets. Also learn how you might work better with colleagues who have different styles.

Day Five, 1 p.m. - 4 p.m.
Friday, March 6, 2009
Nine Steps to More Efficient Use of Your Desk: Actual & Virtual

Presenter and location, see above

You certainly have heard "handle a piece of paper only once!" Ever found that hard to do? Of course, because the technology revolution did keep its promise to give you a paperless society. In fact, it created another in-box—your mountains of e-mails. How do you manage it all more efficiently?

Hear Pam's nine steps to a more organized physical and virtual desk. Learn how to move paper and e-mails more productively and more quickly. Learn the power of a simple strategy called EOM and shave minutes off the time you spend on e-mails. Hear about the best kept secrets of managing those piles of paper on your desk.

Finish the afternoon session with a change of pace from high efficiency to high efficacy. Examine how you spend your life after managing your desk, e-mails, priorities and interruptions. Find out how to have the time of your life and get your work done too! Pam will take you through activities that help you simplify your life and discover the value of more "you time."

Day Six, 9 a.m - 4 p.m.
Friday, April 3, 2009
Legal Issues for Educational Support Staff

Presenter: Tom Mickes, PhD, Partner, Mickes Goldman O'Toole, LLC, St. Louis, MO.

Location: To be determined.

Attend this full-day session and learn about a variety of educational issues which impact non-certified school employees including: child custody, visitation, access to records, FERPA, sexual abuse of students and overtime issues. Tom Mickes is a managing partner with Mickes Goldman O'Toole, and presents with a distinguished background in education as a former: teacher, coach, principal, assistant principal, assistant superintendent, superintendent and board of education member and is presently an adjunct professor in the doctoral program at Maryville University.

***Sign Up for the SSA Mini-Conference
by December 21 for a 20% savings!!!***

Credit Available: Sign up for three days or more and have the opportunity to earn one undergraduate credit hour from Lindenwood University. Contact Dorothy White for more information at dwhite@csd.org.

CPS or CAP Certification: (Certified Professional Secretary, Certified Administrative Professional), these classes maybe an excellent way to earn recertification points.



2008 - 2009 Support Staff Academy Registration Form

Please use one form per employee! Copy as needed.

Complete and Mail to: CSD • Attn: Dorothy White • 1460 Craig Road • St. Louis, MO 63146 or fax to (314) 872-9128
 For more information, contact Dorothy White, 314-692-1250 • email: dwhite@csd.org • www.csd.org/csdrpdc/ssa2008.html

ABOUT YOU:

Last Name	First Name	Nickname
Home Address		
City	State	Zip
Home Phone	Home E-mail	

ABOUT YOUR WORK:

Please select one: School, District, Company

Employer		
Title	Years In Profession	
Work Address		
City	State	Zip
Work Phone	Work Fax	Work E-mail

PRICING:

IMPORTANT: Please check (✓) the box to select all event dates you will attend:

	CSD Member Price per workshop	Non-member Pric per workshop
<input type="checkbox"/> Day One 10-10-08 Word 2003 Tips and Tricks (9 a.m. - noon)	\$55	\$69
<input type="checkbox"/> Day One 10-10-08 Word 2007 Introduction (1 p.m. - 4 p.m.)	\$55	\$69
<input type="checkbox"/> Day Two 10-17-08 Excel Intermediate/Advanced (9 a.m. - noon)	\$55	\$69
<input type="checkbox"/> Day Two 10-17-08 Search Engines...How to find what you really want successfully (1 p.m. - 4 p.m.)	\$55	\$69
<input type="checkbox"/> Day Three 11-07-08 Are You A Chump or A Champ	\$105	\$129
<input type="checkbox"/> Day Four 12-05-08 The ABC's of Positive Relationships	\$95	\$119
<input type="checkbox"/> Day Five 03-06-09 It's Never About Time Management Anyway! (9 a.m. - noon)	\$55	\$69
<input type="checkbox"/> Day Five 03-06-09 Nine Steps to More Efficient Use of Your Desk: Actual & Virtual (1 p.m. - 4 p.m.)	\$55	\$69
<input type="checkbox"/> Day Six 04-03-09 Legal Issues for Educational Support Staff	\$95	\$119
<input type="checkbox"/> Mini-Conf. 06-10-09 Mini-Conference	\$95	\$119
Programs subject to change without notice. Total \$		

PAYMENT:

Four Methods of Payment: (Payment includes meals and materials.)

1. **Network Credit** (An invoice will be sent for appropriate signature.)
2. **Check**, enclosed payable to CSD amount \$ _____
3. **Purchase Order** (Must Accompany Payment) PO No. _____
4. **Credit Card:** MasterCard, or VISA

Card No.	Exp. Date
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Signature On Card

This mailing was compiled from many lists and we apologize if you receive more than one. Please share any extras with a colleague.
 Participants who cancel, in writing, five days prior to the event date are subject to a 25% cancellation fee. No shows will be charged in full.