

Effective, Efficient, and Energizing Meetings

with Alexis Filippini, PhD

Who?

If you are a busy administrator responsible for regular faculty meetings, a coach or professor who delivers professional development, or a lead teacher facilitating professional learning communities (PLCs), this series is for you.

Why?

Prevent meetings from being swallowed up by logistical announcements, complaints without solutions, and other distractions. Instead, make the most of the limited time you have, whether you are offering professional development to graduate students, gathering input for faculty decision making or communicating staff “nuts & bolts.”

How?

Dr. Filippini will demonstrate and unpack strategies to make meetings more effective, more efficient, and even more energizing, based on research from education and business sectors. The first day includes guided work time to design your own meetings, so bring your notes and “to-do”s for upcoming meetings or trainings. Days II and III will include a debrief of your fall meetings, and will also explore how to plan an arc of in-house professional development across the span of the school year.

Strategies to Energize Your Meetings:

- *Using interactive structures to increase engagement and learning*
- *Embedding community building into your content*
- *Modeling best practices for teaching*
- *Communicating important (but sometimes boring) information*
- *Managing meeting/training time efficiently*
- *Turning faculty input into action steps*

Friday mornings September 23, October 21, & November 4 – 9am to 12pm, breakfast included

The Berkeley School, 1310 University Ave, Berkeley, CA 94702

\$195 for three-part series, including materials - 25% Early Bird Discount

20% discount for Bay Area Coaching Network or Parents Education Network members

Register: www.buildingonthebest.com/workshops



Alexis Filippini has been facilitating professional development, teaching graduate courses, and coaching teachers and administrators for more than ten years. Her workshops are known for their interactive strengths-based approach and rich content spanning universal design for learning, literacy, special needs, and behavior.

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