

**Ministry of Education**

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**Ministère de l'Éducation**

Division de l'enseignement et du  
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**MEMORANDUM TO:**

Directors of Education  
Supervisory Officers and Secretary-Treasurers of School  
Authorities  
Director of the Provincial Schools Branch  
Ottawa Region

**FROM:**

Paul Anthony  
Director  
Teaching Policy and Standards Branch

Marg Connor  
Director  
Leadership and Development Branch

**DATE:**

Tuesday, September 7, 2010

**SUBJECT:**

Invitation to participate in *Support for Continued Growth of a  
Mentoring Culture: Ottawa Regional Session*

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We are aware that mentoring, for teachers and school leaders is a key focus in your boards. In response to requests from NTIP contacts and Mentoring for Newly Appointed School Leader board leads we are pleased to offer a regional session focused on mentoring. The session will provide an opportunity for key staff to network, gain additional insights from a guest speaker, and to continue to develop their mentoring skills. We are convening this regional joint mentoring session on November 8<sup>th</sup>, 2010 in Ottawa and we invite up to twelve staff from each board, two staff from each school authority and two staff from provincial schools.

As we continue to move forward with the New Teacher Induction Program and Mentoring for Newly Appointed School Leaders, we realize that mentoring and coaching is a common thread woven through many education initiatives. In an effort to support the development of a mentoring culture in schools and boards, both of our branches are offering this opportunity to share, align and coordinate our efforts and resources.

As per the attached agenda, the session will feature Jennifer Abrams, author of *Having Hard Conversations*; copies of this book will be provided to the participants. Abrams' workshop will focus on having hard conversations including identifying the conditions and providing strategies on how to speak with clarity, confidence and courage.

If you have any questions, please contact Doug Tateishi at the Ottawa regional office.

We hope that you will encourage your staff to attend this session.

Sincerely,

**(original signed by)**

**(original signed by)**

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Paul Anthony  
Director, Teaching Policy and Standards Branch

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Marg Connor  
Director, Leadership Development Branch

**Date and Time:** Monday, November 8, 2010 8:30 am to 4:00 pm

**Location:** Hellenic Meeting and Reception Centre  
1315 Prince of Wales Drive, Ottawa ,Ontario K2C 1N2  
613-225-8016

**Participants:**

Up to twelve staff per board, two staff per school authority and two staff per provincial school who have a significant role in Mentorship including:

- NTIP and Ontario Leadership Strategy/Mentoring for Newly Appointed School Leaders (MNASL) SOs,
- NTIP Contact and OLS/ MNASL Lead,
- Members of the NTIP and OLS/ MNASL steering committees,
- Federation and association representatives,
- Elementary teacher mentors,
- Secondary teacher mentors, and
- VP/Principal mentors
- Literacy / Numeracy coaches/facilitators/leaders
- Student Success Leaders

**Cost**

Boards may use NTIP and Ontario Leadership Strategy funds to cover the cost of travel and accommodation (according to government guidelines).

The Ministry will cover the cost of the speaker, resources, and meals provided at the session, (breakfast and lunch ).