

Ministry of Education

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Ministère de l'Éducation

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MEMORANDUM TO: Directors of Education – Sudbury/North Bay Region
Secretary-Treasurers of School Authorities

FROM: Paul Anthony
Director
Teaching Policy and Standards Branch

Marg Connor
Director
Leadership and Development Branch

DATE: Tuesday, September 7th, 2010

SUBJECT: Sudbury/North Bay Region: Invitation to participate in
Support for Continued Growth of a Mentoring Culture

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 leads for Mentoring for Newly Appointed School Leaders, in the Sudbury/North Bay Region, we are pleased to offer a professional development 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 **Tuesday, November 2nd, 2010** and we invite up to twelve staff from each board and two staff from the School Authorities to participate.

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, Student Success and Literacy and Numeracy to name a few. In an effort to support the development of a mentoring culture in schools and boards, both Teaching Policy and Standards Branch and Leadership Development Branch 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. The discussion on Tuesday morning will focus on having hard conversations including identifying the conditions and providing strategies on how to speak with clarity, confidence and courage. The afternoon is designed to provide participants with practical tools and strategies that will help guide them through the process. We hope that you will encourage your staff to attend this professional development opportunity.

If you have any questions, please contact Fernand Crépeau at the Sudbury/North Bay Regional Office.

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

Sincerely,

(original signed by)

(original signed by)

Paul Anthony
Director
Teaching Policy and Standards Branch

Marg Connor
Director
Leadership Development Branch

“Support for Continued Growth of a Mentoring Culture”

Date and Time: Tuesday November 2nd, 2010, 8:30 am – 4:00 pm

Location: ***Howard Johnson Plaza Hotel,
50 Brady Street
Sudbury, ON P3E 1C8
(705) 675-5602 / 1-800-446-4656***

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

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

Cost:

Boards may use NTIP and Ontario Leadership Strategy (OLS) funds to cover the cost of travel and accommodation (according to government guidelines). When booking accommodation at the Howard Johnson Plaza Hotel please state that you will be attending the Ministry of Education session on November 2nd, 2010.

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

If you have any questions or concerns please contact Fernand Crépeau at the Sudbury/North Bay Regional Office 705-497-6898

* ***see registration and agenda below***

Agenda

Tuesday, November 2nd, 2010

8:30 am – 4:00 pm

Hôtel Howard Johnson Plaza

50 Brady Street, Sudbury, ON P3E 1C8

(705) 675-5602 or 1-800-461-1140

- 8:30 a.m. Breakfast, Welcome, Introductions
- 9:30 a.m. “Having Hard Conversations” – Jennifer Abrams
- Welcome, Overview of Session
 - Why we hesitate Having Hard Conversations
 - Start your own Case Study
- 10:30 a.m. Break
- 10:45 a.m. “Having Hard Conversations” cont’d
- Questions to Ask Yourself Before Deciding to Have the Conversation
 - Professional Teaching Behaviours/School Savvy Etiquette
 - Gaining Clarity Using Outcome Maps
- 12:00 p.m. Lunch
- 12:40 p.m. Having Hard Conversations –
- Scripting Out Language for Your Case Study
 - Reflection and Feedback
- 2:15 p.m. Working Break
- 2:20 p.m. “Having Hard Conversations” –
- Gaining Clarity Using Outcome Maps
 - Quick Scripts for Seizing the Moment
 - Whats, Wheres, Whens (Logistics, Body Language, etc.)
 - Conclusion
- 3:45 p.m. - Evaluation and Close