

INTERPERSONAL AND TEAM COMMUNICATION SKILLS FOR SCHOOL ADMINISTRATORS

Revised in 2021-- AA# 988

VIRTUAL FORMAT

This academy will be facilitated using a 4-hour live virtual format. Also, the academy includes 2 hours pre-work and submitting an application dissemination plan following the session.

ACADEMY COURSE DESCRIPTION

The foundation of professional success lies in understanding yourself, understanding others and realizing the impact of personal behaviors on others. This academy provides a non-judgmental language for exploring the different workplace styles and behavioral attributes across four primary dimensions. The materials are based on research relating to the makeup of interpersonal dynamics and utilizes an industry standard behavioral-based learning assessment developed by John Wiley & Sons, Inc. The content is designed to help enhance skills to improve communication, ease frustration and manage conflict so school administrators and team leaders are more effective in their leadership roles achieving personal effectiveness and team performance. The academy is facilitated using experiential learning techniques.

Specifically, the course content can help administrators and team leaders to:

- Identify the 4 primary workplace styles and explain their general preferences
- Understand their own behaviors and learn how to flex behaviors
- Learn personalized strategies to increase effectiveness
- Promote appreciation of differences in workplace styles
- Reduce workplace conflict

DISC® CATALYST WORKPLACE FEEDBACK REPORT

As a prerequisite to attending the academy, each administrator will complete a DiSC® Catalyst on-line assessment via the web. A 24-page personalized Feedback Report will be provided for each administrator. The report provides a non-bias view of the administrator's workplace behavioral style and a view of how others may perceive him/her. It also serves as a multi-level learning instrument. The feedback in the report covers a broad range of behavior characteristics including:

- Behavioral strengths and weaknesses
- Priorities and preferences
- Motivators and stressors
- How you react to the different styles
- Strategies for increased effectiveness
- Action planning