

## AVAILABLE WORKSHOP TOPICS

- Frontline Leadership
- Collaborative Teams
- Managing Conflict on Campus
- Five Behaviors of a Cohesive Team
- Improving Communication Through DISC

## CUSTOMIZED PROGRAMS AVAILABLE

All of our workshops are designed to be interactive and practical. Concepts and processes are designed for immediate application to the school environment. Content can be customized to the unique needs of the school or District.

All sessions can be held on-site or at a location conducive to the learning experience. We will work with you to determine an appropriate location.

## TESTIMONIALS

*We utilized "Collaborative Team Training" to train leadership teams from each of our sixty-five campuses and all district level departments. Based on the feedback from the sessions, the training was successful and has proven to be beneficial as the district works toward quality improvement to meet district goals and objectives. The training is hands-on and relevant to help staff members master collaboration skills and master steps in moving a team toward consensus. District staff members continue to talk about the training and what they learned about their own style of decision-making and their ability to conduct meetings and complete projects. At the school level, the training has helped campus leaders facilitate campus planning meetings and encourage teacher collaboration. The training has helped Aldine move forward in building professional learning communities on each campus. The training has had a strong impact on the staff development in Aldine ISD, and I can recommend the training without reservation.*

**Wanda Bamberg**

Superintendent of Schools, Aldine Independent School District

*I have been flooded with calls and comments from staff, managers, and cooks saying that this was the most useful information they have ever received for effectively communicating with their cafeteria team, campus staff, students, and parents. The most surprising part of the day was understanding for the first time that effective communication requires that we both understand and appreciate our differences in order to pool the strengths each of us have. You added icing on the cake when you interjected the part on cultural differences. Thank you for a great beginning to our school year.*

**Pat Barker**

Child Nutrition Director, Beaumont Independent School District

*"I can strongly recommend Frontline Leadership without reservation. The program has been instrumental in transforming a staff of more than 125 managers and potential managers into leaders. We have a diverse staff in terms of backgrounds, educational levels, experience, and skills. The trainers created tools and content that not only addressed those differences, but also provided the foundation necessary to be more effective leaders. We were able to meet the needs of our diverse staff by receiving presentations and training materials in both Spanish and English. The training has given my staff confidence to deal with the challenges they face every day. The feedback from our staff has been overwhelmingly positive and without a doubt has had a positive impact on the individual leaders and the Department as a whole."*

**Marshall Schroeder**

Director of Maintenance and Custodial, Conroe Independent School District



www.trinitytd.com | TEL: (832) 483-5535 | FAX: (866) 805-3599



# Connecting Educators with Effective Solutions



## BUILDING COLLABORATIVE SCHOOLS

Most organizations are measured by the quality of their product. Schools are no different – our product is learning and is measured by the success of our students. However, for learning to occur, those within the organization need to have the skills to work together as part of an educational team.

Our mission is to build collaborative schools. Whether you need help in building collaborative teams, leading staff, or providing outstanding customer service, we can help. Through a careful assessment of your needs, we customize a program to meet your specific objectives and outcomes. We utilize the latest research, tools, and processes that target behavior change and skill development.

All of our facilitators are specially trained in adult learning methods to ensure high quality, positive learning experiences for your staff.





## CONFLICT MANAGEMENT

### MANAGING CONFLICT ON CAMPUS

#### **NEW**

Knowing how to manage conflict through self awareness and effective communication is one of the best ways to increase cooperation, improve performance, and build a collaborative environment where people work effectively towards organizational goals.

This program helps participants:

- *Understand their communication strengths and weaknesses and the impact their style has on conflict*
- *Learn how to adapt communication to be more effective with different types of people*
- *Understand the causes and impact of unresolved conflict*
- *Learn tools for preventing conflict on a team*
- *Explore their own conflict style and its corresponding strengths and weaknesses*
- *Learn skills for constructive dialogue*
- *Learn how to conduct conflict discussions with another person as well as mediating a conflict between two people*

#### PROGRAM DESIGNED FOR:

Entire Campus Community  
Interactive course involving group activities.  
25 – 30 participants recommended.

**1.5 day learning experience**

## LEADERSHIP

### FRONT LINE LEADERSHIP **NEW**

Front Line Leadership is a flexible, 10-module program that provides leaders with a toolkit of practical communication and employee development tools that reduce conflict, improve employee performance and enhance team effectiveness. Leaders learn to deliver clear direction, coach employees, and deliver effective feedback. These skills create work environments that foster employee engagement, performance, and satisfaction. Topics include:

- *Role of the Supervisor*
- *Managing Different Personalities*
- *Motivating and Engaging Employees*
- *Teamwork and Collaboration*
- *Communication Effectiveness*
- *Managing Performance*
- *Coaching for Commitment*
- *Managing Change*
- *Managing Conflict*
- *Time Management*

#### PROGRAM DESIGNED FOR:

Those in a leadership at the school level or school operations leader roles, including AP's, department or grade level chairs, office supervisors, child nutrition managers, custodial and maintenance supervisors or leads, and other leader positions. Interactive course involving group activities.

25 – 30 participants recommended.

**Program offered in a variety of configurations according to the need of the organization. Up to 40 hours of content offered in four-hour sessions covering ten different topics.**

**Available in English and Spanish**

## TEAM BUILDING

### COLLABORATIVE TEAMS

Many school districts are discovering the benefit of teachers sharing best practices and working as part of a collaborative team to improve student performance and learning. However, effective teams do not “just happen.” Leaders must have an awareness of individual differences, an understanding of group dynamics, and a framework for structured, focused, and productive meetings. This workshop is designed to give new and experienced team leaders a clear framework for enhancing collaboration.

#### PROGRAM DESIGNED FOR:

Team members, department/grade level chairs, administrators, and team leaders. Interactive course involving group activities.  
25 – 30 participants recommended.

**One or Two-day learning experience available**

### IMPROVING COMMUNICATION THROUGH DISC

The DISC is a proven model of communication designed to increase interpersonal effectiveness, reduce conflict, and enhance relationships both in and out of the classroom. Through this highly interactive session, individuals will develop specific skills for adapting their behavior and communication to increase effectiveness in a variety of workplace situations. Improving Communication Through DISC is an excellent workshop for new teams, as a team building activity for the beginning of a school year, or for teams who need help in communication.

#### PROGRAM DESIGNED FOR:

All staff members. Interactive course involving group activities. 25 – 30 participants recommended.

**A half or one-day learning experience**

## TEAM BUILDING

### FIVE BEHAVIORS OF A COHESIVE

#### TEAM **NEW**

The Five Behaviors Model is used to help team members learn to work together more efficiently and effectively and become a more cohesive team. A productive, high-functioning team:

- *Makes better, faster decisions*
- *Taps into the skills and opinions of all members*
- *Avoids wasting time and energy on politics, confusion, and destructive conflict*
- *Avoids wasting time talking about the wrong issues and revisiting the same topics over and over again because of a lack of buy-in*

#### PROGRAM DESIGNED FOR:

**Intact leadership or department teams** that want to do an in-depth analysis of strengths and challenges, and who are ready to explore ways to take the team to a higher level of functioning and performance.

*A one or two day experience*

**For intact teams only**- small group of no more than 15 or so team members

Trinity Training and Development • [www.trinitytd.com](http://www.trinitytd.com)  
[rwinter@trinitytd.com](mailto:rwinter@trinitytd.com) • TEL (832) 483-5535 • FAX: (866) 805-3599