In conjunction with the Connecticut Association of Schools, Offers TBC Graduates

The Day 2 Review

As a follow-up seminar for 2-Day Graduates, this program extends and expands participants’ understanding and application of TBC’s management methodology. Additionally, graduates will have an opportunity to share their real-work experiences as interactive case studies, and submit their specific situational questions for Q & A.

Participants Will Have Multiple Opportunities To:

• Revisit the fundamental distinctions presented in TBC’s 2 Day Program
• Review standard secretarial procedures necessary to their success
• Remind participants about key how to’s that will enable their systems to function more smoothly
• Refine and upgrade scheduling process
• Create an empowering context for introducing TBC to the entire school community

Who Should Attend:

Administrative teams (Administrator + Secretary) who have completed TBC's 2 Day Program and who are practicing "The Fundamentals.” The program is also appropriate for TBC Administrator Graduates who now have a new Secretary.

Format:

This program takes place over one day and can accommodate 20 teams.
Date: October 19, 2006

Location: CT Assn of Schools, 30 Realty Drive, Cheshire, CT 06410 (203)250-1111

Time: 8:00 am - 4:00 pm  Day 2 Review
4:00 pm - 6:30 pm  Small Group Q&A
with Malachi Pancoast. Reviewers Only.
Light dinner will be provided.

Cost: $270.00 per team  (1 Principal/Admin + 1 Secretary)
$135.00 per additional Secretary

For more information, contact Mike Buckley at the CT Assn of Schools.

TO REGISTER
✓ Visit www.casciac.org, then
click on Professional Development & Conference Registration
OR
✓ Complete the Following Registration Form & Mail or Fax To Address Below

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CHECKS OR PO’S SHOULD BE MADE PAYABLE TO: CONNECTICUT ASSOCIATION OF SCHOOLS
RETURN COMPLETED REGISTRATION FORM WITH CHECK OR PO# NO LATER THAN OCTOBER 4, 2006 TO:
CT ASSOCIATION OF SCHOOLS • 30 REALTY DRIVE • CHESHIRE, CT 06410 • FAX: (203)250-1345
REFUNDS WILL NOT BE AVAILABLE FOR NON-ATTENDANCE OR CANCELLATIONS AFTER OCTOBER 4, 2006