

# NEW ADMINISTRATOR MENTOR-MENTEE PROGRAM

## Tier I & II – Program 5

April 12, 2006

7:45-8:20	Registration/Continental Breakfast
8:20-8:30	Welcome and Explanation of Program
8:30-9:30	Workshop I (see attached)
9:40-10:40	Workshop II (see attached)
10:50-11:50	Workshop III (see attached)
11:50-12:30	Mentor-Mentee Discussions
11:50-12:30	Lunch (Courtesy of Subway)

**All mentors and mentees, urban and state-wide, are invited to this program. Please contact your mentor or mentee for attendance and telephone, fax, or email your response to Mike Buckley by April 3, 2006. Tel: (203) 250-1111 Fax: (203) 250-1345 Email: [mbuckley@casciac.org](mailto:mbuckley@casciac.org). You may also register online at: [www.casciac.org](http://www.casciac.org). Scroll down to “Mentor-Mentee Workshop” under CAS “News and Announcements”. Please send both pages unless you register online.**

Name	
Title	
School	
Circle one	Mentor    Mentee    Committee Member

\_\_\_\_\_ I will be attending the program and lunch.

\_\_\_\_\_ I will be attending the program only.

\_\_\_\_\_ I am unable to attend.

***Participants who attend this full program will be eligible for 0.3 CEUs.***

Directions:

From Danbury and Points West: Take I-84 East to Exit 27 (Route I-691). Take Exit 3 (Route 10) of Route 691. At the end of the ramp, turn right onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).

From Hartford and Points East: Take I-84 West to Exit 27 (Route I-691). Take Exit 3 (Route 10) off Route 691. At the end of the ramp, turn right onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).

From I-91 South or North: Take I-691 in Meriden West to Exit 3 (Route 10). At the end of the ramp, turn left onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).

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Please choose your top 5 priorities by listing your choices in priority order from 1-5. You will be scheduled for 1, 2, or 3 workshops according to your preference (and interest in reserving time for mentor-mentee “networking”). We will do our best to schedule you according to your preference.

1. “Survival Tactics for New Administrators” \_\_\_\_\_
2. “Hiring New Staff – Making the Best Choices” \_\_\_\_\_
3. “Resolving Conflicts before Grievances – Working Relationships between Teachers and Administrators” \_\_\_\_\_
4. “Developing a School Improvement Plan in Response to No Child Left Behind” \_\_\_\_\_
5. “Implementing Change with Veteran Teachers” \_\_\_\_\_
6. “Better School Communication and Public Relations” \_\_\_\_\_
7. “Developing Professional Learning Groups” \_\_\_\_\_
8. “Internet Safety” \_\_\_\_\_
9. “School Safety, Security, and Crises Management” \_\_\_\_\_
10. “Writing Summative Evaluations” \_\_\_\_\_
11. “Using Technology to Improve Personal Productivity” \_\_\_\_\_

**Name** \_\_\_\_\_ **School** \_\_\_\_\_

**Circle whether you are a:**      **Mentor**      **Mentee**      **Committee Member**

**Circle the number of sessions you wish to be scheduled for:**    **1**      **2**      **3**