MPAAA: HOW TO SPEAK BOSS 😊
“THE TALK”

Presenters: Janet Gruber, Sheila Holly, RJ Webber

EQ: HOW DO WE ENGAGE IN DIRECT DIALOGUE
TO BUILD GREAT ORGANIZATIONS 🤔

Who Are We?

- Janet Gruber = Student Data Manager for the Novi Community School District
- Sheila Holly = Executive Assistant to Assistant Superintendent for Academics
- RJ Webber = Assistant Superintendent for Academics, Novi Community School District

Schedule of Day

- 8:30 – 9:00 Introductions
- 9:00 – 9:30 Workshop
- 9:30 – 9:45 Role Play
- 9:45 – 10:00 Questions and Answers
INTRODUCTIONS: SPEED DATING

- Share a Passion of Your Life
- Share a Great Part of Your Job
- Share a Particular Challenge of Your Job

HOW DO WE BUILD GREAT SCHOOL SYSTEMS?

Level 5 Leadership

Level 5 leaders are ambitious first and foremost for the cause, the organization, the work — not themselves — and they have the fierce resolve to do whatever it takes to make good on that ambition. A level 5 leader displays a paradoxical blend of personal humility and professional will.

- Jim Collins

The Flywheel

In building greatness, there is no single defining action, no grand program, no one killer innovation, no solitary lucky break, no miracle moment. Rather, the process resembles relentlessly pushing a giant, heavy flywheel in one direction, turn upon turn, building momentum until a point of breakthrough, and beyond.

- Jim Collins
IT BEGINS WITH A CONVERSATION

• Essential Question
• Conversation Framework
• Courage and Will

SO MUCH TO DO...SO LITTLE TIME.

❖ Get in front of the situation
❖ Stop and Think...who needs to know?
❖ Know your audience
  ❖ Involve Critical People – make them part of the process
  ❖ Build a relationship (build a team) = Trust
  ❖ Make a connection
  ❖ Listen to your audience response (2 ears/1 mouth)
  ❖ Be responsive

HOW TO MANAGE THE CHAOS

❖ Have a quick 5 minute communication plan
  ❖ Always explain the why!
  ❖ Be transparent
❖ Organize your ideas with a Communication Plan
  ❖ Have 3 simple “Talking Points”
  ❖ Keep the core message simple and make it clear
  ❖ Don’t get side tracked
❖ Keep your message in the forefront
  ❖ Repetition – Repeat your core message 7 times
WORKSHOP: ISSUE, EQ, FRAMEWORK, AND WILL

- You will be tasked with identifying an issue that needs to be addressed, building an essential question for your conversation, developing three main talking points, and being prepared to engage in a role play at the conclusion of the workshop.
- Janet, Sheila, and I will guide you in this exercise.
- We want to help you to be a leader in your district
- We want to help you push the fly wheel

ROLE PLAY

- 5 of you will be randomly chosen to engage in a discussion with me...the goal is to model what a focused and intentional conversation looks like.

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<td>IDENTIFY THE ISSUE TO BE COMMUNICATED:</td>
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<td>3 SIMPLE BULLET/TALKING POINTS</td>
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WHAT!
THANK YOU: QUESTIONS?

- Resources: Office of Academics Flow Chart
- Conversation Template
- Good to Great and the Social Sectors Jim Collins
Donna Tiberi, Director of Student Services

Wanda Ciancio, Technology System Operations Manager

Jimi Fry, Director of Technology

Bob Steck, Director of Community Education

Stella Holly, Executive Secretary

Nick Kalakalis, Director of Community Education

Responsibilities:
- Develop & coordinate additional year round, Japanese School 4 parochial schools. Hire staff/monitor compliance as it pertains to state PPA.
- Purchase all 9 schools in the district
- Plan, develop, & implement a comprehensive training program for ESL teachers.
- Support compliant administration & effective teaching & assessment.
- Develop/coordinate all district-wide systemic change initiatives related to interventions, serve in capacity of instructional technology related bid projects.  Maintain & develop the Alternative Ed Program. Apply for, conduct & monitor compliance of all county, state & federal programs supporting the program.
- Coordinate assessment & curricular review of the district's instructional program.
- Direct the development, administration & management of evaluating the district's technology plan.
- Establish guidelines & schedules for compliance & support of all systems.
- Supports the integration of instructional technologies in the delivery of instruction & the learning process.
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- Develop/coordinate all requests for District related bid projects.
- Provide Leadership & coordination of the instructional goals of the district & the Technology Department's support of technology & the integration of technology.
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- Development of instructional technologies in the delivery of instruction & the learning process.
- Review current research & literature for best practices in instruction & provide PSID based on those practices.
- Support the integration of instructional technologies in the delivery of instruction & the learning process.
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Communication Plan
3 Simple Bullet/Talking Points

IDENTIFY THE ISSUE TO BE COMMUNICATED:


ESSENTIAL QUESTION:


3 SIMPLE BULLET/TALKING POINTS

➢ The What?

➢ The Where?

➢ The Why/When?