

MHSSC

Mid-Hudson School Study Council

Support Staff Workshop

November 6, 2007

Paraprofessionals,  
Aides, Monitors  
and  
all support staff personnel

8:30 am - 2:30 pm

Morning refreshments will be served from 7:45 am - 8:25 am

Anthony's Pier 9, Rt. 9W, New Windsor

*Please use parking lot entrance on side of building*

## WORKSHOP AGENDA

### **De-escalating Conflicts in Schools**

- *School Risk Factors That Create Safety Problems*
  - *Supportive Intervention Procedures*
- *Implementing the POWER Model for Problem Solving*

### **Stress**

- *Causes, Cures, Techniques, and Tips*
  - *Dr. Selye's Recipe*
- *Self-Management Strategies That Work*

Once again, MHSSC is offering an excellent **election day** in-service program for all support staff members in our schools. Focusing on communicating skills to de-escalating conflicts in schools and stress reduction, this full day conference is an essential professional development session.

After receiving rave reviews from last year's session, educational consultant Thomas J. Connelly will join us again this year with a new and invigorating program. A nationally recognized leader and expert in the field of school safety and intervention techniques, Mr. Connelly will utilize interactive learning activities and skillful presentations to deliver his powerful messages.

Experienced trainer, Susan McNeil, will deliver an informative and enlightening session on communicating with difficult people.

To take advantage of our group rates, be sure to combine the registration numbers for both election day support staff programs. Invoice/Registration forms are enclosed.

**This will be MHSSC's only workshop for paraprofessionals, aides, and monitors during the 2007-08 school year.**

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Mid-Hudson School Study Council

Support Staff Workshop

November 6, 2007

# Education Office Professionals

9:00 am - 3:00 pm

Morning refreshments will be served from 8:15 am - 8:55 am

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## WORKSHOP AGENDA

### Difficult People

Communication strategies to deal effectively with difficult people

### Stress

k Causes, Cures, Techniques, and Tips

k Dr. Selye's Recipe

k Self-Management Strategies That Work

This **election day** program offers a full day of professional development for the education office professionals in our schools. Noted educational consultant Susan McNeil will return to the Hudson Valley to present a new, exciting, and informative program on how to communicate effectively with difficult people.

Nationally recognized presenter, Tom Connelly, will address the topic of stress. He will review the causes and stages of home and work stress. In explaining practical techniques and tips for dealing with stress, Mr. Connelly will explain self-management strategies we can use everyday—at work and at home.

To take advantage of our group rates, be sure to combine the registration numbers for the two (paraprofessionals and education office professionals) November 6th programs.

Invoice/Registration forms are enclosed.

**Please note: This will be MHSSC's only workshop for education office professionals offered during the 2007-08 school year.**

# INVOICE / RESERVATION FORM

Workshop for Teacher Aides, Paraprofessionals,  
Monitors, and all other support staff members

November 6, 2007

8:30 am - 2:30 pm

Morning refreshments from 7:45 am - 8:25 am

Anthony's Pier 9, Rt. 9W, New Windsor

*Please use parking lot entrance on side of building.*

*Because temperatures vary in meeting rooms, we suggest layered clothing.*

**Cost:** Includes all registration fees, materials, morning refreshments, and lunch.

\$70.00 per person for 1-3 registrations

\$65.00 per person for 4 - 25 registrations

\$60.00 per person for 26 or more

*If necessary, attach a separate registration list.*

District \_\_\_\_\_

Names \_\_\_\_\_ Names \_\_\_\_\_

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## **Registration Deadline: October 24, 2007**

To take advantage of our group rates, be sure to combine the registration numbers for the two MHSSC November 6th support staff programs. With 5 or more reservations, each district may register one school administrator without fee.

Cancellation refunds cannot be granted after 10/24/07. No-shows will be billed.

This reservation form is your invoice; please copy for your records.

Payments received after 60 days of the event will be subject to a late fee.

Please return completed form with check to MHSSC

Room 101E, OMB, 800 Hawk Drive, SUNY New Paltz, New Paltz, NY 12561

TEL: (845) 257-2820 FAX: (845) 257-2797

Or register on line at [www.newpaltz.edu/mhssc](http://www.newpaltz.edu/mhssc) or [mhssc.net](http://mhssc.net)

# INVOICE / RESERVATION FORM

## Workshop for Education Office Professionals

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