

Applications Now Being Accepted for the Advanced Leadership Program!

Do you have aspirations to a leadership role within the organization? Have you considered yourself working towards a position as a principal, vice-principal, head custodian, head secretary, manager, supervisor, or other leadership role?

Our department is now in its third year providing this program and we are pleased to announce that we are now accepting applications for our fourth cohort of aspiring leaders. The program will begin September 2015. For more information on how you can apply to the Advanced Leadership Program, including a schedule and outline of the 2015 – 2017 program, please [click here](#).

The “X” Factor

Do you know what the “X-Factor” of great leadership is? Have you ever wondered why some people seem to be able to achieve exceptional results more so than others? Are you aspiring to a leadership position? Are you committed to being exemplary in that role?

Jim Kouzes and Barry Posner, authors of *“The Leadership Challenge”* define leadership as “the art of mobilizing others to want to struggle for shared aspirations.” Their research has shown that exemplary leadership comes from disciplined practice of certain behaviours.

One of my favourite chapters in Jim and Barry’s book “The Leadership Challenge” is the chapter entitled *“Leadership is Everyone’s Business”*. Too often we think of “leaders” as the people at the top of the organization and forget that we too have an important role in making a difference in our organization each and every day. The chapter starts with a quote *“Don’t ever let anyone tell you that you can’t make a difference. If we all work on our little parts of the planet we will change the world.”* Wow—how powerful is that? It also talks about leadership as a skill that can be strengthened, enhanced and called upon by ordinary people of all ages, in order to lead others at school, home, and work, or in the community, to get extraordinary things done.

Our Board’s Advanced Leadership Program focuses on what those exemplary leadership practices are and how they relate to the [KPR Leadership Profile](#).

Tracy Vandenberg

Manager – Leadership, Staff & Organizational Development



*Deadline
to apply:
April 13, 2015
by noon.*

*“I start with the
premise that
the function
of leadership
is to produce
more leaders,
not more
followers.”*

~Ralph Nader



SPECIAL FEATURE: Continuing Your Education ... Or, Embarking on a New Path

Where do you start when you are looking to change positions or upgrade your current skills for a position to which you are aspiring, and can't give up your current full-time job? Most adults do not have the privilege of going back to school on a full-time basis, for a variety of reasons. The good news is there are several options available to gain the skills needed in order to move ahead.

First and foremost, be sure you understand the qualification requirements for the positions to which you are aspiring, *before you register for any courses*. As you go higher in any role, additional (formal) educational requirements must be met to be considered for the position. Does it require a certificate or diploma through a recognized college or university? Can you take in-house training to meet the job requirements? Review the job descriptions and/or speak with the appropriate HR Staffing Specialist staff for more information.

Colleges offer certificates and diplomas through part-time programs that vary in length and learning delivery options. **Part-time students** can apply directly through a college for on-campus classes (evenings or weekends) through the college's continuing education department. Alternatively, *OntarioLearn* is a partnership of 24 Ontario community colleges that have pooled their resources to increase your online learning options. You can search through their program inventory and register with any partner college offering the course. Check out OntarioLearn.com for more information.

For example, for those aspiring to an Administrative Assistant or similar position, the educational qualification requirements are *two (2) years of post-secondary training in Office Administration or an equivalent program*. This diploma is offered full-time, part-time or online through distance education. At Fleming, for example, students can take courses in the Office Administration General and Executive program on a part time basis. Students would need to have met admission guidelines and courses would be subject to availability (they usually have room for extra students in the courses that full-time students attend). Students need to have pre-requisites, in some cases, for beyond the first semester. The limitations to in-class learning may include scheduling as it can be difficult for some to work full time and take a course unless it runs in the evening/after work. The links below give you information on some of the "Office Administration" programs offered at various eastern Ontario colleges. Programs vary, so some colleges offer them online, on-campus, or a combination of both:

- [Fleming](#)
- [Loyalist \(pg. 15\)](#)
- [Algonquin](#)

Are you considering a career change and need to attain and/or upgrade your skills? Then consider a (one-year equivalent) certificate program, like an Office Administration Certificate, as an example, for those looking to move into a Secretarial role. If you are not confident in using business software, such as the Microsoft Suite of programs, but enjoy multitasking and developing interpersonal relationships, this certificate could give you the skills you need. If you already possess some knowledge of business software, this certificate also allows you to upgrade your skills to a more advanced level.

- [St. Lawrence](#)
- [Centennial](#)
- [Fleming](#)
- [Loyalist \(pg. 14\)](#)
- [Seneca](#)

Quite often, you can apply for a “*Prior Learning Assessment and Recognition*” (PLAR) with the college to evaluate the skills and knowledge you acquired either through continuing education, outside the classroom, through work experience, volunteering, life experience and many other avenues. The assessment results can be applied toward academic credit for courses offered towards a certificate or diploma. There is no set PLAR standard in Ontario and colleges develop their own prior learning process. For information on PLARs, contact the continuing education department directly at the College of your choice.

You may also be able to attend in-house training offered through the Leadership and Staff Development department to further develop your skills. As with College PLARs, if you feel you have already attained some of the skills/knowledge being gained through a program offered by our department (for example, you have taken a Time Management course already, and feel this would count towards the course by the same name in the Building Leadership Capacity program), then feel free to contact us to discuss this further. We would base any exceptions on a written submission by you, to us, listing the number of hours the course was, what was covered (content) and what you are requesting (i.e. an exception of one specific course). You can send these requests to leadership@kprdsb.ca

Remember, education is not a destination but a lifelong journey. No matter what your goal — you can get there with a wide range of options.

Mentoring Matters Certificate Program

Audience: All Employees

Mentoring is a vital component of our leadership programming. This certificate program has been designed to support those individuals providing this very important service as part of the Board’s formal New Teacher Induction Program (NTIP) and the New School Leaders Mentoring Program (NSLMP). However, it is important to note that this program is **open to all employee groups**. While there are only two formal mentoring programs currently in the Board, people often participate in this program for their own professional growth, as the skills learned (level two listening, questioning, etc.) are useful in all roles within the organization. If you are interested in being a mentor, you could look for informal opportunities both within and outside of our organization.

IMPORTANT: All participants are required to complete a short online video “Introduction to Mentoring” **prior to attending their first session**. It will take approximately 15 minutes to complete. During the end of the last slide, you will be prompted to print a certificate. Please send a copy of this certificate to Leadership and Staff Development at the board office. To access the online video you can [click here](#).

Engaging in Meaningful Feedback and Overcoming Obstacles

Date: March 26, 2015, 4:30 p.m. – 5:30 p.m.

Location: Port Hope High School, Library

In-service # 6510

Description: This session will focus on deepening our understanding of the importance of the feedback cycle within the mentor-learning partner relationships. This session will also address potential obstacles to a successful mentoring relationship, and how you can work together to strategize solutions to anticipate and overcome these challenges. [click here](#).

Coaching Skills

Date: March 26, 2015, 5:30 p.m. – 7:30 p.m.

Location: Port Hope High School, Library

In-service # 6511

Description: Coaching skills support people through the process of achieving a specific personal or professional result. Learning these skills provides creative and reflective opportunities for the learning partner to maximize their potential.

For more information on this session, please [click here](#).

Building Leadership Capacity Program (BLC)

Audience: All Employees

The BLC program is focused on the foundational aspects of leadership and provides staff with the softer skills necessary to interact with staff, students and the community while reflecting the values of the Board.

IMPORTANT: If you are planning on attending the BLC sessions in July 2015 – register now, seats are limited! For more information on the Building Leadership Capacity program [click here](#).

New Teacher Induction Program (NTIP) Orientation

The New Teacher Induction Program (NTIP) is legislated and funded by the Ministry of Education and directly supports teachers hired in their first contract in Ontario, and those in the first LTO of longer than 97 days. These supports include orientation, mentoring and professional development.

NTIP Professional Development

Audience: *New First and Second Year Contract and Beginning Long-Term Occasional Teachers*

Title: Various (NTIP Teachers - [click here](#) for information on in-services being offered)

Date: March 4, 2015

Location: Education Centre, various rooms

Additional NTIP Information:

The NTIP Learning Centre is available on the Leadership and Staff Development website by [clicking here](#) and offers specific information for teachers, mentors and principals, which is updated on a regular basis.

NTIP Professional Development days are scheduled immediately following the NTIP orientations and on alternative dates. NTIP teachers will be contacted directly with registration information.

FEATURE:

Getting to Know the KPR Leadership Profile

We continue our journey this month highlighting the KPR Leadership Profile. To recap, we have now highlighted the four foundational Leadership Character Attributes including Character Development, Resiliency, Self-Awareness, Equity and Inclusion. We also looked at the next level of leadership requirements in our January and February issues, starting with Sets Direction and Secures Accountability. This time, we are looking at the next competency in our Leadership Profile, Knowledge and Skills

✓ 1. Knowledge and Skills

“We spend the early part of our life learning knowledge and skills. We should spend equal time learning how to use our mind.”

~ Murray Johannsen

This domain describes a cluster of competencies to do a specific job

What does this mean? Want to learn more?

- **Description & Suggested Development Activities,** [click here](#)
- **Programs Supporting the Leadership Domain,** [click here](#)

Employees, regardless of the position they hold, can play a significant role in improved student achievement and well-being through the demonstration of effective leadership.

Leadership in the Kawartha Pine Ridge District School Board is defined through the KPR Leadership Profile, which is the central element that connects succession planning and talent development activities and is essential in fostering high-quality leadership throughout the organization.

The KPR Leadership Profile has been developed to help all employees’ articulate common messages using a shared leadership language, and to create clear, transparent processes. This profile incorporates the Ontario Leadership Framework competencies along with KPR’s own leadership requirements including effective communications and the knowledge and skills required of specific positions within the Board.

If you have questions about any of the information in this newsletter, please feel free to contact one of us in the Leadership Development and Staff Training Services department at the Education Centre.

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