



**PROFESSIONAL  
DEVELOPMENT  
WORKSHOPS  
FOR SCHOOLS**

**bts spark**   
developing education leaders

# Inspire your team

## Professional development with immediate impact

Are you looking for professional development that will give your people some new strategies and a shared approach? Through participating in a BTS Spark professional development workshop, your team gets ...

- A chance to reflect on their practice
- An opportunity to upskill and learn new strategies
- A supportive environment to share problems of practice and try new approaches
- Time to reenergize and reconnect with colleagues

Our professional development workshops are highly interactive, allowing plenty of time to apply the learning in pairs or small groups, and get feedback from a coach facilitator.

## Learn from professional leadership coaches

All our workshops are delivered by professional coaches who are experienced at supporting school leaders and teachers. Our coach facilitators are adept at differentiating the learning to your school context and are skilled at creating a safe environment where everyone is engaged.

## How can we book a workshop?

This brochure outlines our most popular one-day and half-day workshop options. All workshops can be delivered face-to-face in your school or virtually. Workshops can be booked throughout the school year.

Contact us to discuss your workshop needs on 203.391.5222 or email [spark.america@bts.com](mailto:spark.america@bts.com).

# Developing your Personal Leadership



## Overview

This program enables you to reflect on your personal leadership and learn some practical strategies to widen your 'leadership toolkit', whether or not you currently hold a formal leadership role.



## Learning objectives

- Get clearer on your natural leadership strengths
- Identify a key leadership shift that feels important in your current context
- Gain a deeper level of self-awareness
- Learn how to manage your state so you can increase your personal effectiveness
- Learn some practical strategies to build rapport and influence others
- Uncover the core values that motivate you to do your best work



## Who is this for?

This program is popular with both school leadership teams and whole school staff

## Key content

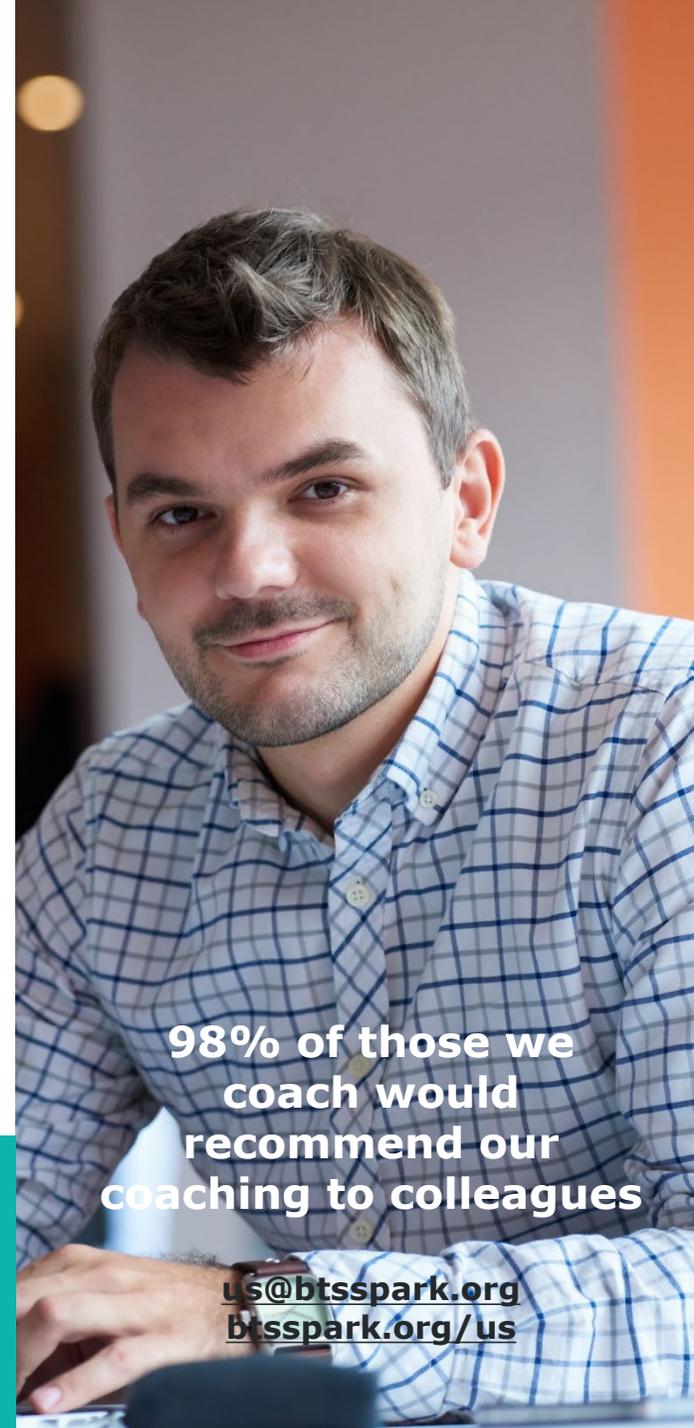
- Personal leadership review
- Mindtraps, In and Out of the Box
- ETC process to manage your state and increase your personal effectiveness
- See Hear Speak
- Perceptual positions process
- Values lifeline

## ONE DAY WORKSHOP

Interactive professional development day for 25 people facilitated by a professional coach

US\$2,500 + expenses

Can\$3,375 + GST + expenses



**98% of those we  
coach would  
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# Level One coach training

## Powerful Conversations



### Overview

This program helps you to strengthen the quality of your everyday conversations with colleagues, students or parents. Our Powerful Conversations framework and tools help you to create genuine two-way dialogue and intentionally make the most of 'coaching moments'.



### Learning objectives

- Understand how to build connection and trust with a wide range of people
- Learn how to appreciate others' perspectives
- Gain greater awareness of when to speak and when to listen
- Use more open questioning to support others to grow
- Become more confident and competent in giving effective feedback
- Learn how to make the most of corridor conversations



### Who is this for?

The program is popular with school leaders at all levels, and teachers seeking to improve their communication skills.

### Key content

- See Hear Speak
- Perceptual positions process
- Playback and mirroring
- Four levels of listening
- Powerful questions
- [www.ebi](http://www.ebi) and AFIRM

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# Level Two coach training

## Coach



### Overview

This program enables leaders to develop the talent in their team, tap into their natural coaching style and learn from a professional leadership coach.



### Learning objectives\*

- Unlock potential in your team members, helping them get more confident and competent in their roles
- Tap into your natural coaching style to hold great coaching conversations
- Practice flexing your coaching style to meet the needs of different individuals
- Know how to succeed with more challenging individuals
- Learn the art of coaching by experiencing a professional coach in action

\* Varies slightly depending on delivery format



### Who is this for?

Education leaders (Directors, principals, assistant principals) seeking to develop the talent of others

### Key content\*

- Coaching styles self-assessment
- Four Faces of Coaching
- Push/Pull and Skill/Will
- Coaching to shift mindsets
- Coaching Mindtraps

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# Giving Feedback



## Overview

This program enables you to become more confident and more competent at giving feedback to others to help them to develop. You will lose your fear of feedback as you practise holding a range of feedback conversations.



## Learning objectives

- Explore what holds you back from giving feedback
- Become more confident at giving feedback
- Apply feedback models to plan and rehearse a real feedback conversation you need to have
- Know how to respond if the other person reacts badly
- Learn how to embrace feedback from others



## Who is this for?

Principals, Assistant Principals, heads of department, teachers

## Key content

- Finding the balance between pussyfooting and clobbering
- Five feedback traps
- Giving everyday feedback using www.ebi
- AFIRM as a structure for a feedback conversation
- 3-2-1 process for receiving feedback

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# Personal Resilience



## Overview

This popular one-day workshop affords an opportunity for busy educators to develop their own strategies for building personal resilience, focusing on areas within their control – managing their own state, handling difficult relationships and renewing their sense of purpose.



## Learning objectives

- Become more aware of your state and how triggers can impact you
- Identify your typical 'Mindtraps'
- Learn a practical tool for managing your state when under pressure
- Handle difficult relationships with greater ease, so they don't drain you
- Reflect on what brings you motivation and job satisfaction and how you can bring more of this into your day-to-day
- Get clear on your 'winning formula' for work-life balance



## Who is this for?

All adults working in the education system – executives, leaders, teachers and support staff

## Key content

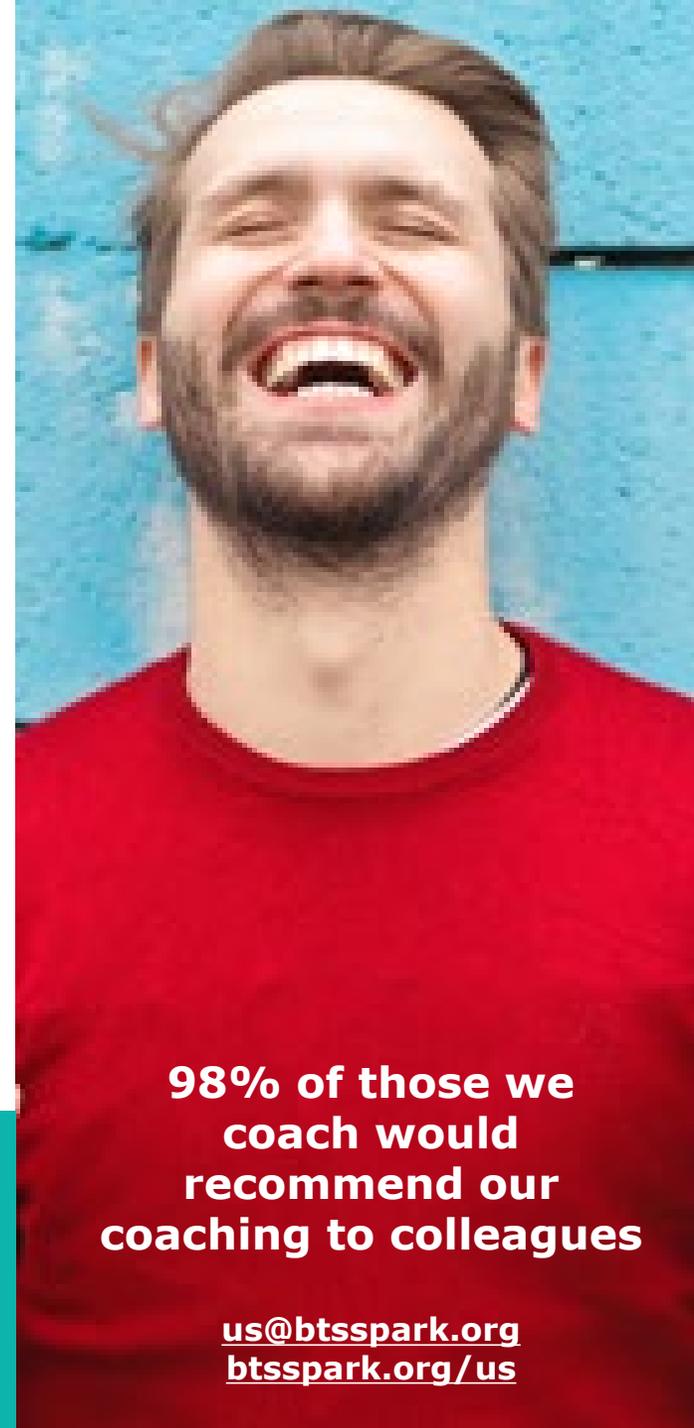
- In and Out of the Box
- Mindtraps
- ETC process for managing your state
- Patterns of misunderstanding
- Core values
- Winning formula

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Can\$3,375 + GST + expenses



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# Engaging Parents



## Overview

This program enables you to become more confident and more capable at interacting with parents, both engaging them as partners in their children's learning and working through their concerns and difficult situations as they arise.



## Learning objectives

- Reflect on what gets in the way of effective relationships with parents
- Learn how to build trust and rapport
- Widen your listening and questioning techniques to enhance the quality of your conversations with parents
- Understand how to shift a relationship dynamic by getting curious about the parent perspective
- Know how to hold your own in a conversation, whilst not coming across as overpowering



## Who is this for?

All school-based staff, including school leaders, teachers and support staff

## Key content

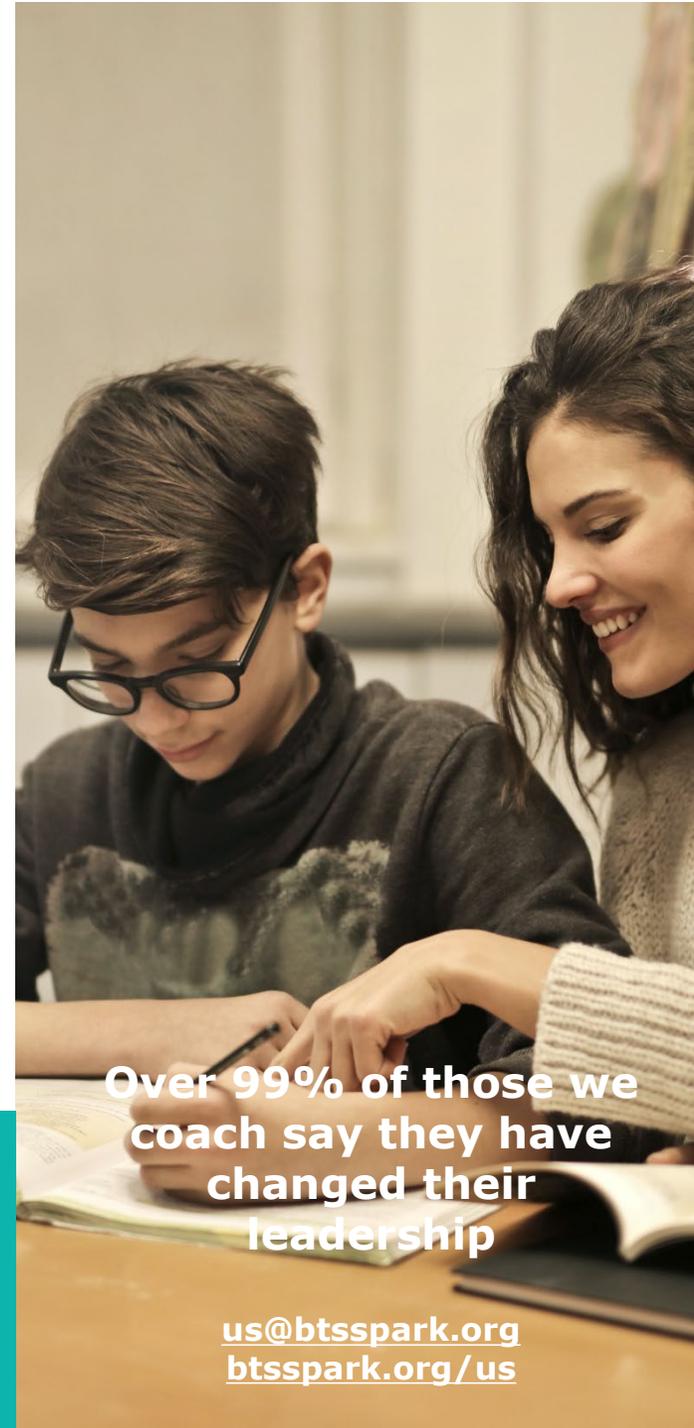
- See Hear Speak
- Power dynamics
- Levels of listening
- Powerful questions
- Perceptual positions

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# Mindful Mentoring



## Overview

This program sets mentors up for success, giving them the structures, skills and confidence to build trusting relationships with their mentees and provide them with effective support and challenge.



## Learning objectives

- Learn how to build trust, safety and rapport
- Understand how and when to share expertise
- Reflect on your natural mentoring style
- Know how to flex your mentoring style to match the needs of your mentees
- Practice listening and questioning at a deeper level
- Explore some practical tools you can use to support your mentees
- Learn 'tricks of the trade' from a professional coach



## Who is this for?

Anyone in a mentoring role. The program has been successfully delivered to mentors of principals, teachers and students.

## Key content

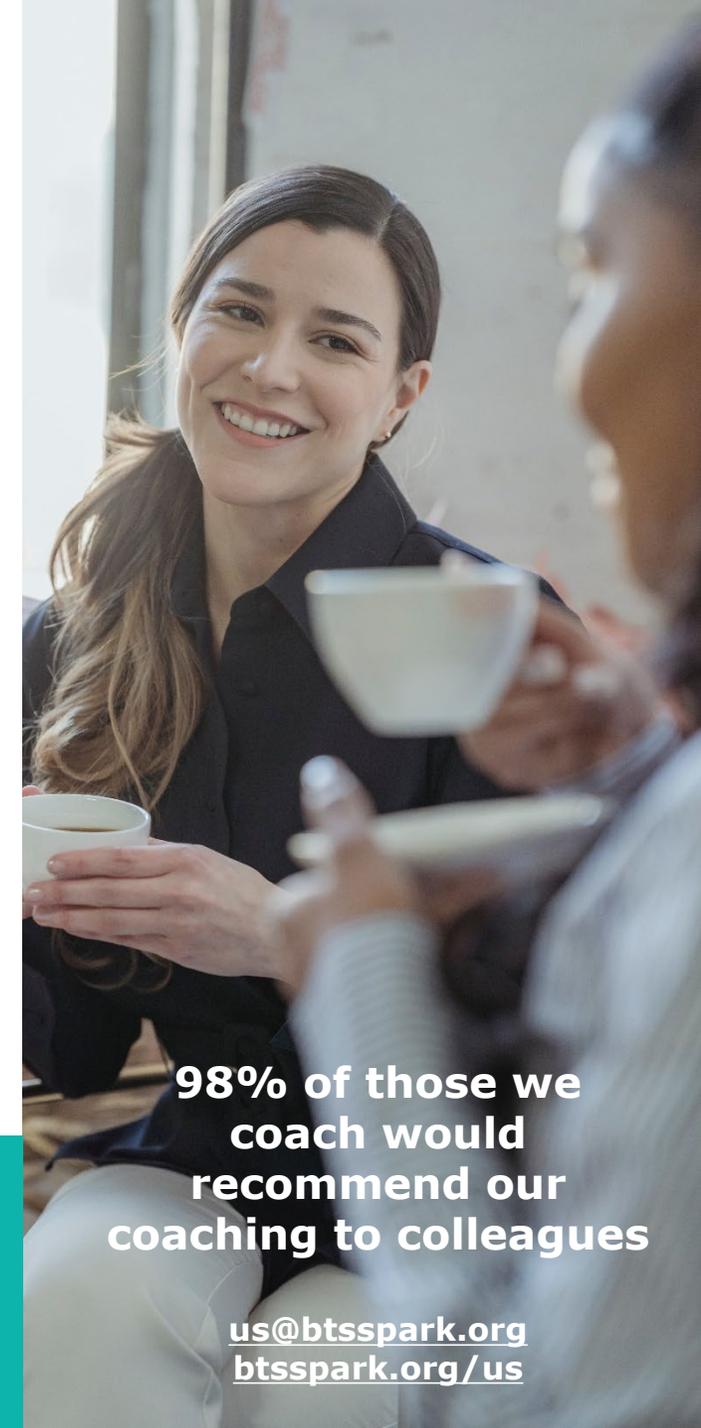
- Mentoring contract
- Four Faces
- Situational mentoring
- Trust equation
- See Hear Speak
- Levels of listening
- Powerful questions

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# Team Effectiveness



## Overview

This program supports your team to come together to set the foundations for effective teamwork – forging an open and inclusive culture, building strong working relationships and creating a shared sense of purpose.



## Learning objectives

- Seek feedback from all team members on their current experience of the team
- Develop a shared understanding of how to improve team effectiveness
- Build collaboration between team members from different backgrounds
- Support team members to embrace critical team mindsets
- Challenge team members to take personal responsibility for the success of the team



## Who is this for?

School leadership team, executive team or teacher team

## Key content

- Team effectiveness audit
- Four stages of team development: Alliance – Functioning – Performing – Transforming
- Four team mindsets: Team Connection – Team Purpose – Team Truth – Team Wisdom

## TEAM SUPPORT PROGRAM

Supporting a large team of 15, including a team effectiveness audit, followed by two team development days with a leadership coach

US\$5,000 + travel    Can\$6,750 + GST + travel

*The above is an example of a team effectiveness program. Each team's needs are unique. Contact us to discuss your needs.*



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# Flexible Half Day Workshops



## Overview

Do you need to integrate professional development workshops into your school schedule? Schools request flexible half day workshops to...

- Offer professional learning bursts within a staff retreat or teacher professional development day.
- Provide a series of monthly professional learning opportunities to a target group of people.

Facilitated by professional coaches, these workshops are interactive and practical, offering a chance for your team to widen their skillset and gain new strategies in a wide range of soft skills. Our coach facilitators differentiate the learning to your context and ensure that all participants are actively engaged.

Workshops can be delivered in person at your school or virtually. You can choose your preferred timing – morning or afternoon.



*There are 33 different workshops to choose from, each targeting a different soft skill.*

## HALF DAY WORKSHOP

Each workshop comprises 4 hours of professional learning for 25 people

US\$1,800 + Expenses

Can\$2,430 + GST + Expenses

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T: 203.391.5222

W: [www.bts.com/spark](http://www.bts.com/spark)

E: [spark.america@bts.com](mailto:spark.america@bts.com)

