



Minnesota Elementary School Principals' Association offers—

How to Work Less, Produce More, and Still Get the Job Done in a Sensible School Week!

Management Development for Instructional Leadership

Two-Day Workshop for Principals, APs, Office Administrators and Secretaries/Assistants

Thursday, June 14, 2012 (Administrators Only) and
Friday, June 15, 2012 (Administrators, Secretaries/Administrative Assistants)

7:30 a.m. – 4:00 p.m. – Both Days

TIES Education Center, St. Paul

Cost per team of two before May 4: \$535 — after May 4: \$550

Reduce your total work hours *and* multiply your time in classrooms by 500%!

This seminar enables administrators to fulfill their role as instructional leaders, unfettered by the administria that takes up time better spent in classrooms with students and teachers.

- ▶ Maintain a sensible workweek by increasing personal productivity and efficiency.
- ▶ Observe classroom instruction for two days each week.
- ▶ Employ best practices for using administrative support.
- ▶ Organize your school community to produce breakthroughs in student achievement.

How to Work Less, Produce More, and Still Get the Job Done in a Sensible School Week!

Administrator _____

Email _____

Secretary/Admin Asst _____

Email _____

Phone _____

Fax _____

School _____

Address _____

City/State/Zip _____

Completed registration form with check or PO, must be received no later than June 1, 2012. ALSO, please fax your registration to 651-999-7311 before mailing it, to reserve your spot. (Note on the fax that a check/PO is coming.)

Checks or POs payable to: Minnesota Elementary School Principals' Association (MESPA). Mail to: MESPA, 1667 N. Snelling Avenue, Suite C101, St. Paul, MN 55108

Confirmation of your registration will be sent via e-mail along with a map and information on reserving a room at nearby Radisson Hotel Roseville, in Roseville.

Price includes: Continental breakfast, lunch, support materials, handouts and clock-hour credits.

Cancellation/Refund Policy: This completed registration form constitutes a bill for full seminar payment. Teams registered for the seminar but unable to attend may receive a refund (less \$75 and meal costs) by sending a letter to the MESPA office before June 1, 2012. There are NO refunds after June 1, 2012.

For more information visit the MESPA Web site at www.mespa.net and click on Professional Development, or call the MESPA office at 651-999-7310 (MN toll free 800-642-6807).

MESPA Office Use: D _____ P _____ Date _____ Check # _____

PO # _____ Req. Invoice (date) _____ Invoice Ck# _____