

Conference Sign-In Sheet

Name _____

Title _____

District _____ State _____

School _____

Address _____

Phone () _____ Fax () _____

E-mail _____

Additional Comments

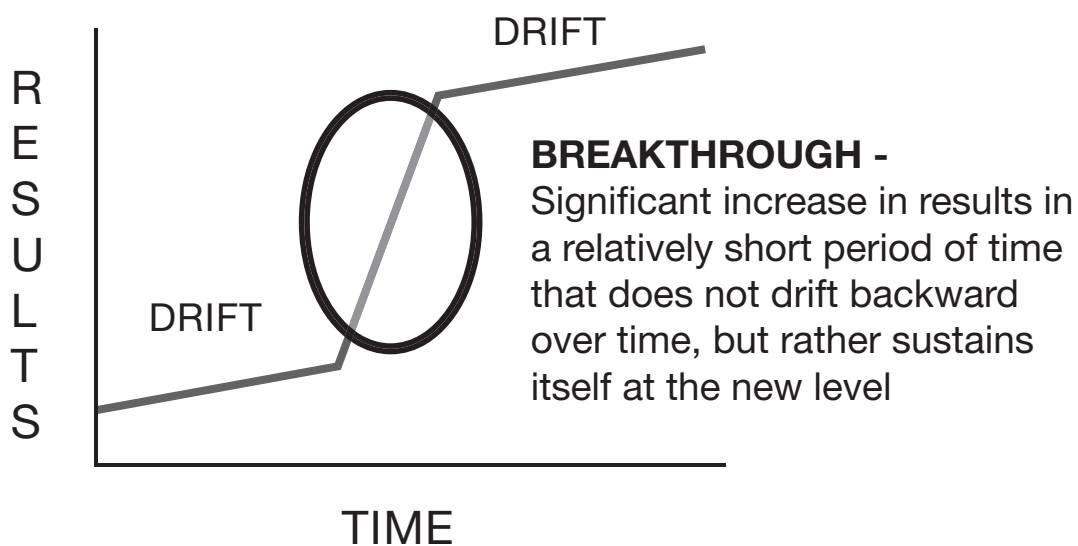
How to Work Less, Produce More and Still Get the Job Done in a Sensible School Week.

Presented By
The Breakthrough Coach

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Breakthrough Chart



TECHNICIAN

- A specialist or expert whose expertise runs narrow and deep
- Technicians do one thing and they do it well
- School Examples:
Secretary, Teacher, Librarian, Custodian, Nurse, Counselor, AP

MANAGER

- A person whose job it is to get things done through other people
- Primary functions: coordinating the actions of others, supporting and coaching, directing, orchestrating events
- School Examples:
Superintendents, Ass't Superintendents, Principals
- Managers **get paid to talk**, not to do anything

7 Steps to Producing a Breakthrough In Your Time and Results

1. Clean The Office – FUNDAMENTAL PRACTICE #1

- Get rid of everything that does not belong in the office of a manager
- Have your office be impeccable, like an operating room
- Your office should have the consciousness of a conference room

2. Redefine Your Secretary's Role

- When first invented, very high level job
- The secretary runs the show, you do what you're told

3. Hand Over Your Calendar To Your Secretary

- The secretary protects and manages your time
- All phone calls, meetings, appointments get scheduled through your secretary

4. Your Secretary Handles All Your Mail and Paperwork – FUNDAMENTAL PRACTICE #2

- The secretary needs to know more about what's going on than anyone else
- The secretary gathers, stores, and organizes your paperwork
- Your office remains impeccable

5. Your Secretary Holds A 20-Minute Meeting With You Every Day – FUNDAMENTAL PRACTICE #3

- Your secretary reviews the paperwork with you and recommends action
- The secretary takes the paper with her when complete
- The two of you do this together every day, no matter what

6. Become Superfluous to the Operation – DO NOTHING

- Become unneeded – do not play – coaches do not play
- Put your attention on developing your people so that you become replaceable

7. This is a Process

- One year to implement, three years to master
- Start with The Fundamentals
- There will be breakdowns – keep practicing

Seminar Evaluation

Name _____ Date _____

District _____ Your Title _____

How would you rate the speaker?

EXCELLENT

GOOD

FAIR

POOR

Do you have any comments for the speaker that would improve their leading style?

Was the content useful? _____

Rate the material on a scale of 1 – 10, (10 = outstanding) _____

What was the most valuable information you learned today? _____

What was the least valuable information you learned today? _____

Did the material presented meet your expectations? _____

Any other comments _____

I am interested in TBC's Curriculum for myself:

1. 2-Day Program
2. Online Community Forum
3. Day 2 Review Program
4. Follow-On Coaching Program
5. Teachers' Program

I am interested in TBC's Curriculum for my district:

1. 2-Day Program
2. Q&A Conference Calls
3. Day 2 Review Program
4. Follow-On Coaching Program
5. Teachers' Program
6. Board Presentation

Phone _____ E-mail _____

I would like to refer _____ to this program.

Their organization _____

Phone _____ E-mail _____

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If you wanted to spend your days putting out fires, **you would have become a firefighter instead of a school principal.**

Learn **How to Work Less, Produce More, and Still Get the Job Done in a Sensible School Week** with Malachi Pancoast, President, The Breakthrough Coach. It's one of the most practical – and liberating – programs you will ever attend.

TBC's program provided a leadership structure that increased my time in classrooms to monitor instruction, support teachers, and provide essential professional development aligned to the immediate needs of my students and teachers. As a result, our school attained National NCLB Blue Ribbon status and has become a model for other inner city schools at closing the achievement gap.

– Kathy Greider, Past Principal,
Dwight Elementary, Hartford, CT

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coach

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