

# Two-Day Institute AGENDA

## **Get Focused...Stay Focused!® (GFSF) for Principals, Administrators, & Instructional Leaders** *Best Practices for Building Your School-Wide Team*

Time is precious on any school campus today. Educators are busy in the classroom with their focus on their students' success. Therefore, to launch any new program, particularly one that is school-wide, it requires a workable system to make it easy and efficient to implement.

Using the 10-Step Planning Process developed for The George Washington University's Freshman Transition Initiative and adapted for the Get Focused...Stay Focused!® program, participants of this two-day workshop will learn a step-by-step process that will help their schools efficiently and effectively plan and implement a Get Focused...Stay Focused!® program on their campus.

**You will leave this institute with a detailed Action Plan that will make your implementation of GFSF program efficient and effective.**

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### **DAY ONE**

#### **PHASE ONE – GFSF Awareness and Stakeholder Buy-In**

##### **What is Get Focused...Stay Focused!®?**

Getting buy-in for this whole-school initiative from the beginning is critical to its success. You'll learn about and experience a presentation you can easily deliver to your stakeholders upon returning to your schools.

##### **Step 1: Gather Your Resources**

Gather checklists, videos, manuals, funding resources, strategies, and more for managing your planning and implementation. In particular, you will receive a detailed job description and work plan for your GFSF Program and Curriculum Specialist.

##### **The Online 10-Step Planning Tool**

Throughout this institute you'll refer to an extensive online planning tool that will help you stay on track as you plan and implement your program. Here you'll find all the resources referred to in an easy-to-use format. With this tool, your team back on campus can efficiently customize your GFSF program.

##### **Step 2: Create a Vision**

Find templated presentations and capacity-building videos to use in key stakeholder meetings to get buy-in and create your program methodology. Learn the essential questions to address that will help your Executive Steering Committee refine that program model and ensure all of those involved are receiving the same message so you can quickly move forward to create a program with fidelity.

##### **Step 3: Form a Team of Champions to Help Finalize Your Plan and Buy-In Strategies**

Compile committee job descriptions, checklists, and strategies for the efficient and effective operations of school and district advisory committees, recognizing that the human resources are what will make this project successful. Learn how to use the responsibility and decision-making charting process to help your teams executive their projects efficiently and without frustration or numerous meetings.

#### **Step 4: Generate School and Community Buy-In for the New Courses and 10-year Plan**

Receive proven meeting agendas, presentations, videos, funding sources, and strategies to make what could be a time-consuming, daunting process efficient, easy, and enjoyable to deliver. You will also find resources for getting buy-in from your school board, parents, and community.

### **PHASE TWO - Freshman Course Planning and Implementation**

#### **Step 5: Plan Your Freshman Course Structure Using the Career Choices Series & My10yearPlan.com®**

Collect resources that will make course planning and implementation easy and effective. The videos and resources provided, based on nearly 30 years' experience supporting thousands of schools with their freshman course, will help your instructional leadership team develop a course with fidelity, thereby ensuring successful outcomes.

#### **Step 6: Recruit Your Most Experienced Instructors to Conduct the Courses**

Acquire resources to assist in the recruitment of enthusiastic, high-functioning instructors who have the higher-order teaching skills of facilitators of learning. Without this critical, make-or-break step, the tools (workbooks and online My10yearPlan.com®) will be less likely to produce the desired outcomes.

#### **Step 7: Provide Professional Development and Course Planning Time**

Obtain detailed examples of a two-year professional development plan, along with the online Self Study Quick Start Guide, which ensures all course instructors are prepared from the first day of class. You will also receive lesson plan pacing guide spreadsheet templates that can easily be customized to match your course goals.

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## **DAY TWO**

### **PHASE THREE - Planning and Implementation for a GFSF School-Wide Initiative**

#### **Step 8: Make Your Get Focused...Stay Focused!® Program a School-Wide Initiative**

Access videos and planning documents to facilitate the integration of the GFSF follow-up modules and the 10-year Plan into the culture of the school along with recommendations for whole-school meetings and professional development.

#### **Step 9: Share All Students' 10-year Plans for Counseling, Advisory, and Academic Coaching**

Discover professional development resources that will change the culture of your school by making the online 10-year Plan accessible to all counselors, advisors, and academic instructors as a data-driven tool for personalizing their work with their students.

#### **Step 10: Evaluate, Invigorate, and Celebrate**

Use the resources and online tools provided to develop a formal assessment process so you can continually evaluate and upgrade your work with your individual students and program as a whole. Suggestions for celebrating your efforts with all stakeholders are included.

#### **Your Action Plan: Your Road Map to Success**

Throughout this institute, in each step, you will be working on developing and building your detailed action plan as you brainstorm and create worksheets on each of the 10-Step topics. During the afternoon of day two, under the guidance of the trainers, you will consolidate this work into a first draft action plan to share and enhance with your stakeholders. You will return to your campus with a road map to plan and launch a comprehensive GFSF program from the first day of class next semester.