

Jennifer Abrams

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650-868-1916

Description of services for William S. Hart Union High School District

Preparation and delivery of two 2-hour professional development sessions on the topic of "Having Hard Conversations" with the mentors and the topic of "Swimming in the Deep End" for administrators.

Descriptions of the Workshops

Having Hard Conversations

As administrators, coaches or colleagues, we often come up against situations where difficult topics must be addressed. What do we know about the best strategies for those moments? What questions should we be asking ourselves before we speak, and what environments are best for when we do speak? Based on Jennifer's book, *Having Hard Conversations*, and her work with conflict and interpersonal communication, this session will provide participants with action plans and scripting tools for having those necessary hard conversations.

Participants will learn how to:

- Identify why they hesitate having hard conversations
- Choose questions to ask themselves before they choose to speak up
- Articulate in professional language the challenges they are facing
- Determine the goals of the conversation and write an action plan of support
- Script the conversation avoiding trigger words that put others on the defensive
- Choose the best 'wheres' and 'whens' for a productive discussion

Swimming in the Deep End – Four Foundational Skills for Leading Successful School Initiatives

No matter where what role we play in a school (teacher, team lead, admin), we all strive to make a difference for students. We have initiatives we want to roll out, mandates to fulfill, and projects to design. Yet with how fast we move in education these days, we don't spend enough time on our communication around those projects and we end up being less successful as we could be in getting our messages across. We need to build up a skill set of messaging

capabilities, 'resistance management' strategies and for the sake of our health, our 'stress tolerance.' This workshop will provide support, a laugh, and some cognitive, social and psychological resources to help you communicate more effectively, confidently and collaboratively about whatever project or initiative you are undertaking.

Participants will learn how to:

- Assess their cognitive, social and psychological 'deep end' skill sets
- Learn more about decision making and implementation of decisions, the complexity of it all and where we 'trip up' in our messaging around decisions
- Look at the research around resistance to change and develop a tool kit for managing resistance
- Develop a bandwidth and strength around psychologically managing our ourselves and building our 'stress tolerance' during times of change

Date of Workshops: Thursday, September 19, 2019

Notes: Cost includes preparation, presentation, materials, and travel expenses.

Travel Expenses: Will be billed separately

Total Cost: \$5,000 plus travel expenses (including airfare, hotel, meals per diem at \$60 per day, car rental, and parking)

Service agreement accepted by:



William S. Hart Union High School District Representative

4-9-19
Date

Please make payment to:

Jennifer Abrams