

Browning Public Schools  
Board Agenda Request  
Meeting to Be Held: 11/28/18



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- Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to    Elementary (only)                       High School/District Wide
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**Date:**   11/19/18

**To**        **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   Wayne Hall  
                    Title:   Director of Transportation

**Subject: In State Travel: Communicating with Tact/Professionalism Workshop**

**Description:**   Request travel to attend the Communicating With Tact and Professionalism Workshop, December 12 and 13 in Billings, MT.

**Financial Impact:**   \$1,182.13

**Funding Source (Budget/grant, etc.):** Transportation Travel Budget

**Attachment(s):**   Agenda/Travel Request

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

# Two-day Seminar on Communicating With Tact and Professionalism

December 12, & December 13, 2018  
Billings Hotel and Convention Center  
Billings, Montana

- How to handle the toughest questions with finesse and polish
- Techniques for maintaining your composure when you feel like losing your cool
- How to think on your feet in meetings, interviews and impromptu presentations ... no more regrets over what you wish you'd said!
- Diplomatic ways to deliver bad news without creating bad feelings
- And much more!

## WORKSHOP AGENDA

Program hours: 9:00 AM - 4:00 PM

### DAY 1

#### *Session 1: How to be poised, calm and effective no matter what*

- Why being able to think on your feet—and then communicate effectively—is crucial in today's workplace
- What gets in your way? Here's how to pinpoint and eliminate your communication snags
- Instant solutions to the most common communication problems
- How to tell the truth without fear
- Proven tips for making sure your instructions are clear and understood
- How focusing on the person's feelings allows them to "get" your message
- Responding to questions, even when you don't know the answer
- Techniques for handling disagreements
- What's your credibility quotient? Gain and maintain respect with these strategies
- How to capture your listener's attention and get your point across—even when they're resistant, upset or angry
- Excuses, excuses—how they can torpedo your reputation and career
- How showing others how to please you will make your life easier
- Don't shoot the messenger! Diplomatic ways to say "No," deliver bad news and give helpful feedback
- Phone vs. face-to-face communication—important differences you must be aware of
- No more "foot-in-mouth" disease—how to avoid saying things you'll regret

#### *Session 2: The secrets to getting the information you want*

- Breaking the ice ... tips for getting a conversation rolling
- How skillful listening will bring you great power
- What are the filters you listen through?

- How to get the information you need ... more quickly
- Tips on understanding and communicating effectively with different personality types
- Listening between the lines—identifying the hidden agendas and false signals that lead to misunderstandings
- How to get a “rambler” to cut to the chase
- 7 body language signs to watch for—and what they mean
- The 4 steps for handling complaints masterfully
- When you’re the target—how to handle criticism, barbs and wisecracks
- The dangers of saying too much ... how to know when to keep your mouth shut
- He said/she said ... it pays to understand how gender-oriented communication styles differ

## **DAY 2**

### ***Session 1: How to manage conflicts and prevent communication problems***

- Where do most problems come from?
- How being unconditionally constructive is the key to your success
- The 5 most powerful words in the English language
- All we want is a little respect ... ways to encourage this all-important practice
- Sure-fire ways to prevent or reduce defensive behavior
- The 4 types of questions ... how to know which to use to get the information you need
- How to deal with hotheads, bad-mouthers, habitual fault-finders and other morale busters
- Handling other people’s conflicts without getting caught in the crossfire
- Putting it on paper—writing skills that will see you through touchy situations
- The do’s and don’ts of documentation ... these guidelines could save your hide!
- When things get out of hand—techniques for defusing tense or explosive situations
- “We’re in this together” ... how to turn tough cases into team players
- Getting to win-win solutions—there’s no reason to have any “losers” in your company anymore

### ***Session 2: How to be positively persuasive: Getting people to buy into your ideas***

- The secret to projecting an aura of confidence and power
- Being a person of your word ... how cultivating that reputation gives you great power
- Negotiation strategies for getting agreement without giving in
- How to make it easy for a person to change his or her mind
- When there’s no budging them—how to formulate a Plan B
- Master the sound bite: How to package concepts and information into memorable nuggets
- 5 steps to follow to respond to any question successfully
- Killjoys, skeptics and wet blankets—how to deal productively with even the toughest objections and resistance
- How to participate in and lead productive meetings
- Tips and techniques for delivering knockout presentations
- How to be a great leader—learn to communicate in a way that motivates and inspires

**BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request**

**Employee Name** Wayne Hall  
**Building** Transportation

**Employee #**  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>12/11/18</u>	<u>8 hrs</u>	<u>SR</u>
<u>12/12/18 - 12/14/18</u>	<u>24 hrs</u>	<u>SR</u>

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved; Condition upon the specific leave being available for the specific employee**       **Not Approved**

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

**(Master Contract Relationship)**

**\*If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

**TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)**

**Conference/Workshop** Communicating With Tact and Professionalism (Attach Brochure/Agenda)

**Location** Billings, MT

**Departure Date** 12/11/18

**Return Date** 12/14/18

**Departure Time** 1:00 p.m. .

**Return Time** 2:00 p.m.

**Transportation:**       Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 692x.545      = \$ 377.14  
**Per Diem** 3 @ \$35.00      = \$ 105.00  
 **Registration PO#** \_\_\_\_\_ = \$ 299.99  
 **Hotel PO#** \_\_\_\_\_ = \$ 400.00  
 **Other PO#** Airfare      = \$ 0.00  
 **Other PO#** Luggage      = \$ 0.00

**Sub Total \$1,182.13**

**Budget** 110.96.167.2710.582 (75 %) \$154.41  
210.96.167.2710.582 (25 %) \$ 51.47

**Check Total \$ 482.14**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_