



## 2017 ELT Leadership Management Certificate Program TexTESOL Conference, 2-4 November 2017

### Workshop Descriptions

- [Leadership and Management Fundamentals](#)
- [How to Run Effective Meetings](#)
- [Facilitating Groups and Building Teams](#)

#### REQUIRED ELT LMCP WORKSHOP

- **Leadership and Management Fundamentals**

**Thursday, 2 November 2017, 1–9 pm**

This interactive workshop focuses on three key areas of leadership and management: qualities of effective leaders, strategic planning, and leadership for teacher change: supervision.

Participants will be able to

- Reflect on leadership styles and roles
- Become aware of important skills to develop as leaders and administrators
- Explore assumptions underlying strategic planning in language education
- Understand the goals and process of strategic planning
- Begin developing a strategic plan for their institutions
- Reflect on their beliefs about teacher supervision
- Learn about different approaches to teacher supervision and teacher observations

#### ELECTIVE WORKSHOPS

- **How to Run Effective Meetings**

**Date and Time TBD**

This workshop focuses on the essential components of organizing and running a good meeting from the perspective of working as a team. Participants discuss setting agendas, establishing priorities, keeping the meeting on track, and dealing with difficult people.

Participants will be able to

- Describe key elements of effective meetings
- Articulate valid purposes for holding a meeting
- Discuss essential steps in planning and preparing for a meeting
- Think through the process of organizing a meeting agenda
- Consider how to facilitate a meeting and keep it on track
- Identify types of meeting detractors, including difficult participants, and how to address them
- Distinguish critical aspects of meeting follow-up

- **Facilitating Groups and Building Teams**

**Date and Time TBD**

This workshop focuses on the skills you will need to facilitate groups and build teams. Workshop participants will consider the advantages and disadvantages of working in teams and groups, examine what characteristics make a good team, understand the dysfunctions of teams, and review team leadership functions.

Participants will be able to

- Decide when using a team is appropriate for the task
- Understand team leadership functions and why trust is so important to effective teamwork
- Determine how to build a team that gets results and to master goal setting
- Differentiate facilitation vs. management
- Develop awareness of the downside of group work and how to work around negative issues

**Workshop Leader**

**Dr. Fernando Fleurquin** is the Director of the Student Success Center at the University of Michigan, Flint, USA. With over 30 years of experience as an ESL/EFL teacher, teacher educator, writer, assessment specialist, program evaluator, and administrator, Dr. Fleurquin is also a medical doctor, has a master's in Marketing and Business, and is currently enrolled in an EdD program in Higher Education. His areas of interest include assessment, standards, leadership, online education, and program administration.