



# You Have Been Appointed Principal: Now What?

TWO LOCATIONS FOR YOUR CONVENIENCE

**MAY 28, 2009**  
9:00AM - 4:00PM  
KEDC -ASHLAND  
SESSION #8902

**MAY 29, 2009**  
9:00AM—4:00PM  
EMBASSY SUITES  
LEXINGTON  
SESSION #8903



**Registration Fee: \$100**  
Please make Purchase Orders to KEDC  
  
**TO REGISTER**  
Contact: Donetta Trimble at KEDC  
donetta.trimble@kedc.org  
606-929-2204

KEDC  
904 Rose Road  
Ashland, KY 41102  
606.928.0205  
800.737.0204

Embassy Suites Hotel  
1801 Newtown Pike  
Lexington, KY 40511  
859.455.5000

## Audience: Newly Appointed and Aspiring Principals

**Objective:** Research proven steps the new principal needs to take to get off to the right start while laying the foundation for future success

**Goal of Workshop:** The goal of this workshop is to provide the participants with the knowledge and skills to plan and develop their own agenda for their first 100 days as principal.

**Length:** Six Hours -EILA Credit

**Presenter:** Phil Eason, Retired Superintendent and former Principal

### The Seven Steps to Getting Off To the Right Start

- Start Preparing Yourself “Now” After Accepting The Position
- Establishing The “Right” Expectations
- Building Your Team
- Creating Your Strategic Agenda
- Starting To Transform The School Culture
- Establishing An Effective Working Relationship with Superintendent
- Effective Communication
- And drum roll.....The Top Ten Traps For New Principals

### Description

A researched based approach to the steps a leader needs to take in the first 100 days to get off to the right start. This training is designed for the participants to possess the tools, knowledge and skills to take the needed action to get off to a great start while laying the foundation for future success. The training is designed for the participants to be actively involved with ample opportunities to network with other successful administrators. The leader of this training has served both as a building principal and school superintendent.

### Benefits

- Tools to gain a better understanding of self-awareness and personal effectiveness
- Powerful and useful tips for new principals
- The five actions that are most important to getting off to the right start
- Ten guidelines to follow prior to being in charge
- Five key questions to answer when introducing yourself
- Guidelines to make the best first impression
- Six key questions that enhance your active listening ability to glean vital information
- Elements of a new leader assimilation process
- Winning conditions that create the context for execution of organizational change
- Steps to creating a strategic agenda
- Tools to gain an understanding of your staff
- Effective communication skills
- How to assess the current school culture
- Six areas for cultural transformation
- Ways to avoid the top ten traps for new leaders

