

**21st Century Technology Leadership Training for Administrators: Using Technology to Effectively Communicate with Staff, Parents, and Students**

In this session, administrators will explore several digital tools such as wikis, blogs, podcasts, SharePoint, SchoolNet, and other free online tools that can be used to effectively communicate with staff, parents, and students. Participants will discuss the various professional uses of these tools as well as the instructional possibilities of classroom use of these tools .

**Personnel Eligible:** All Division and School-Based Administrators

**P-TECH-0761-09-001**

October 23, 2009

8:30 AM - 11:30 AM

Friday

Laskin Road Annex, Training Room

Instructor: Instructional Tech Coordinators

3 License Renewal Points

**P-TECH-0761-09-002**

October 23, 2009

12:30 PM - 3:30 PM

Friday

Laskin Road Annex, Training Room

Instructor: Instructional Tech Coordinators

3 License Renewal Points

**21st Century Technology Leadership Training for Administrators: Microsoft Outlook 2007 Part 2**

This advanced Outlook session will help administrators maximize their use of Outlook 2007. The session will take participants step-by-step through the following topics: advanced customized mail options (i.e. voting buttons, delayed delivery), rules, archiving, personal display preferences (labels and categorizing), sharing calendars, availability options, and assigning and sharing tasks.

**Personnel Eligible:** All Division and School-Based Administrators

**P-TECH-0762-09-001**

November 10, 2009

9:00 AM - 11:30 AM

Tuesday

Laskin Road Annex, Training Room

Instructor: Instructional Tech Coordinators

3 License Renewal Points

**P-TECH-0762-09-002**

November 10, 2009

1:00 PM - 3:30 PM

Tuesday

Laskin Road Annex, Training Room

Instructor: Frazier, Nona

3 License Renewal Points

**21st Century Technology Leadership Training for Administrators: Technology Best Practices for Administrators**

In this session, administrators will brainstorm, discuss, and practice specific strategies to model technology integration with faculty. Participants will also explore specific tools for evaluating teachers' use of technology and will examine various strategies for professional development.

**Personnel Eligible:** All Division and School-Based Administrators

**P-TECH-0763-09-001**

November 24, 2009

8:30 AM - 11:30 AM

Tuesday

Laskin Road Annex, Training Room

Instructor: Instructional Tech Coordinators

3 License Renewal Points

**P-TECH-0763-09-002**

November 24, 2009

12:30 PM - 3:30 PM

Tuesday

Laskin Road Annex, Training Room

Instructor: Instructional Tech Coordinators

3 License Renewal Points

