



2017 ELT Leadership Management Certificate Program

Workshop Descriptions

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REQUIRED ELT LMCP WORKSHOP

- **Leadership and Management Fundamentals**

Tuesday, 21 March 2017, 9 am–5 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

Workshop Leaders

Dr. Neil J Anderson is a Professor in the Department of English Language Teaching and Learning at Brigham Young University—Hawaii. He has taught and presented papers and workshops in over 45 countries. His research interests include second language reading, language learner strategies, learner self-assessment, motivation in language teaching and learning, and ELT leadership development. Professor Anderson served as President of Teachers of English to Speakers of Other Languages, Inc. from 2001-2002. He was also a member of the Board of Trustees of The International Research Foundation (TIRF) from 2002-2008, serving as the President of the Board from 2004-2006. He has been a Fulbright Teaching and Research Scholar in Costa Rica (2002-2003) and in Guatemala (2009-2010). Professor Anderson was the 2014 recipient of the prestigious James Alatis Service Award to TESOL.

Dr. Fernando Fleurquin is the Director of the Intensive English Language Institute at the University of North Texas, Denton, Texas, 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 and has a master's in Marketing and Business. His areas of interest include assessment, standards, leadership, online education, and program administration.

REQUIRED ELECTIVE WORKSHOPS (*choose two*)

- **Financial Planning: Budgets and Course Costing**

Wednesday, 22 March 2017, 9:30–11 am

This workshop provides an introduction to budgeting and course costing. ELT professionals who are not familiar with financial concepts will be able to prepare and understand institutional or program budgets and to determine the cost of a course or program.

Participants will be able to

- Understand the main variables that affect a program's budget
- Analyze budgets and make financial decisions
- Prepare a budget for a specific program
- Determine the cost of a course or program

Workshop Leader

Fernando Fleurquin, University of North Texas, Denton, Texas, USA (see bio above)

- **Hiring Essentials**

Wednesday, 22 March 2017, 12:30–2 pm

This workshop focuses on the skills you will need to recruit and vet applicants for positions in your organization. Workshop participants will consider how to match the skills required for specific positions with appropriate applicants in order to find the right persons for the jobs.

Participants will be able to

- Understand recruitment and vetting processes
- Write a basic job description
- Determine what to ask for in the application package
- Differentiate applicants to narrow down the field
- Evaluate CVs and other application materials
- Conduct interviews for particular jobs

Workshop Leader

Renee Feather has worked in the TESOL field, both in the U.S. and abroad, since 1996. Prior to entering the field of education, Renee worked for over 20 years with Verizon Communications in various management capacities. Her recent professional work includes teacher training, consulting related to vetting of TESOL professionals, and advising for English language programs seeking accreditation. Renee has been active in professional organizations, serving as a Board Member of WATESOL, a site reviewer for the Commission on English Language Program Accreditation, and an Emeritus Board Member of Language ETC, a nonprofit serving the language needs of the immigrant community of Washington, DC.

• How to Run Effective Meetings

Thursday, 23 March 2017, 9:30–11 am

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

Workshop Leader

Richard Robison serves as chair of the Global Studies, Sociology and TESOL Department at Azusa Pacific University, in Azusa, California, USA, and teaches courses on pronunciation, language acquisition, and language assessment. An alumnus of MIT (SB, Mathematics) and UCLA (MA, Linguistics; PhD, Applied Linguistics), he has been engaged in ESL for over 25 years and in teacher preparation since 1991. His research interests are second language acquisition, self-directed language learning, teaching pronunciation, and professional preparation of nonnative-English-speaking teachers. In his capacity as department chair for the past 11 years, he has led a variety of monthly and bi-weekly meetings, including department meetings, program planning meetings, and one-on-one meetings with staff and program directors.

• Facilitating Groups and Building Teams

Thursday, 23 March 2017, 11:30 am–1:00 pm

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 Leaders

Renee Feather, Educational Consulting Services, LLC, Denver, Colorado, USA (see bio above)

Suzanne Matula has over 20 years of experience in the field of TESOL as an administrator, teacher trainer, and language instructor. Her recent experience in Georgetown University's Center for Language Education and Development has included tailored program development, implementation, and evaluation, curriculum and materials design, and faculty development and supervision. She has conducted in-service teacher training workshops in the US and overseas,

including Panama, the Republic of Georgia, Spain, and Tajikistan. Suzanne has presented at the TESOL, ACTFL, NAFSA and GURT conferences, as well as at the Second International Symposium on Languages for Specific Purposes and at monthly meetings of the Interagency Language Roundtable (ILR). She has also served as a board member of WATESOL, as an ESL Curriculum Specialist for on-site reviews with the Accrediting Council for Continuing Education and Training (ACCET), and has reviewed manuscript and textbook material. Suzanne holds an M.S. and Ph.D. in Linguistics from Georgetown University.

- **Effective Time Management Strategies for ELT Leaders/Professionals**

Thursday, 23 March 2017, 3:00 pm–4:30 pm

This workshop focuses on the skills, strategies, and tools you will need to more effectively manage your time. Workshop participants explore their current definitions and uses of time, learn about the most common time wasters, and review the most successful time management strategies identified in the literature.

Participants will be able to

- Understand current definitions and uses of time management
- Evaluate good and bad time management practices
- Generate a time log
- Determine their most pressing time management issues
- Review and evaluate time management tools
- Identify individual time management practices

Workshop Leaders

Dr. Christine Coombe has a PhD in Foreign/Second Language Education from The Ohio State University. She is currently on the English and Liberal Studies faculty at Dubai Men's College in Dubai, United Arab Emirates. She has managed assessment programs for the past 20 years. In 2008, she co-edited a volume on leadership skills and strategies in ELT. Christine served as TESOL International Association President 2011–2012.

Justin Shewell recently completed his PhD in Educational Technology at Arizona State University in Tempe, Arizona, USA, while working full time at the American English and Culture Program. He is the father of five children and serves actively in the leadership of the CALL-IS and the TESOL Awards Committee. His ability to do these things depends on his time-management skills.

Dr. Mashael Al-Hamly is an Associate Professor of Applied Linguistics. She chairs the Department of English Language and Literature at Kuwait University in Kuwait City, Kuwait. She has a PhD in Computer-Assisted Language Learning from the University of East Anglia in the U.K. Dr. Al-Hamly teaches English language and linguistics to undergraduate and postgraduate students as well as to the community-center adult learners at the Faculty of Arts, Kuwait University. She has published in regional as well international journals in the areas of computer-assisted language learning, testing, and translation studies.