### Workshop Descriptions

- **Leadership and Management Fundamentals**
- **How to Run Effective Meetings**
- **Facilitating Groups and Building Teams**
- **Effective Time Management Strategies for ELT Leaders/Professionals**

### REQUIRED ELT LMCP WORKSHOP

**Leadership and Management Fundamentals**

**Thursday, 19 January 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

### ELECTIVE WORKSHOPS (*choose two*)

**How to Run Effective Meetings**

**Saturday, 20 January 2017, 10:35 am–12:05 pm**

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**

**Saturday, 20 January 2017, 3:25–4:55 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

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

**Sunday, 21 January 2017, 10:35 am–12:05 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. 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.

**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.