

**BCEA/NJEA 2011-2012
Professional Development Workshops**



Burlington County Education Association
East Ridge Plaza
621 Beverly Rancocas Road
Willingboro, NJ 08046
(609)871-2232
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Registration Guidelines:

- Workshops are open to all staff members who may be required to accumulate professional development credit hours. Participants must meet NJEA membership criteria and work in Burlington County.
- NJEA is a registered Professional Development provider. These workshops do qualify for professional development credit hours. You must determine if the workshop you attend is clearly outlined in your Professional Improvement Plan or if it pertains to the goals listed in your PIP.
- We must limit participation due to the high demand for attendance at workshops that qualify for professional development credit. Each workshop is limited to 40 members unless noted.
- Registration will be on a first-come basis. There will be a \$8 refundable registration fee. Arrival of registration form and fee at the BCEA office confirms registration providing the workshop has not reached full capacity. It is the obligation of the participant to confirm receipt of registration with the BCEA office before the end of the registration period for that workshop.
- Registration for each workshop will be accepted during the allotted registration period only. Forms received after the deadline or without payment will be returned.
- Each participant must submit their own personal check or payment and registration form. **One \$8 check for each workshop or you may send one check and carry it over to the next workshop once you attend.** Multiple attendees on one check or form will not be accepted. If you fail to attend a workshop, you will have to remit a new check.
- Cancellations must be received by phone at the BCEA office 48 hours prior to the workshop to receive a refund.** (609)871-2232 (24 hour answering machine)

PROFESSIONAL DEVELOPMENT WORKSHOPS

- Box lunches will be provided 3:30 - 4:30 p.m.
- Workshops begin promptly at 4:30
- You must arrive by 4:30 and stay until the conclusion of the two-hour workshop to receive the Professional Development credit hours and certificate of attendance from NJEA and the return of the registration fee. Late arrivals will forfeit the above.

School ID or Photo ID must be shown for admittance

WINTER WORKSHOPS:

#2012-3 January 12, 2012 Web 2.0 Tools for Educators, Part 1
Google Documents for Educators
Participants must bring their own laptop. Class limited to 25
Basic computing skills are required.

This workshop will provide an overview of the Google Docs applications, discuss pros and cons of the service and demonstrate the collaborative functionality of the suite. Real-life, concrete examples of using Google Docs with students and colleagues will be provided. Participants must come to the session with either a Google account and/or Gmail address.

Registration deadline: January 5 or when the maximum number of participants is reached.

#2012-4 February 7, 2012 Web 2.0 Tools for Educators, Part 2
Online Presentation Tools
Participants must bring their own laptop. Class limited to 25
Basic computing skills are required.

Break out of the box, beyond basic slides and bullet points. Upload, create, edit and share creative presentations. We will explore various online presentation tools focusing upon VoiceThread. We will discuss how you can use these presentation tools to engage students.

Registration deadline: February 2 or when the maximum number of participants is reached.

#2012-5 Conflict Resolution (Elementary Grades)
April 18, 2012 — Registration ends: 4/11/12

This workshop deals with conflict management for those who work with students. It covers the basic concepts of conflict resolution, as well as ways to apply those concepts in reducing conflict as it naturally appears in the educational setting. The ideas, activities, and handouts focus on ways to help elementary students learn peaceful alternatives to dealing with conflict.

#2012-6 Team Building
May 30, 2012 — Registration ends: 5/23/12

A team is a group of people working towards a common goal. Team building is the process of enabling that group of people to reach their goal. The most effective form of team building is undertaken as a form of collegial construction. The program explores: How to clarify the team goals; How to identify those issues which inhibit the team from reaching its goals; How to address those issues, remove the inhibitors, and enable the goals to be achieved.

WINTER WORKSHOPS

- #2012-3 Google Documents for Educators
- #2012-4 Online Presentation Tools
- #2012-5 Conflict Resolution (Elementary Grades)
- #2012-6 Team Building

\$8 check payable to BCEA enclosed — each workshop requested must have a separate \$8 check. Or, you can send one check and when you attend the workshop have it put toward the next workshop. Check off all you wish to attend. If you fail to attend or cancel, you must send a new check.

PLEASE PRINT

Name Professional Support Staff

Street Address _____ EMAIL ADDRESS _____

City, State, Zip _____ School Building _____

Home Phone _____

Signature _____

Mail to: Burlington County Education Association
PD Workshop
East Ridge Plaza
621 Beverly Rancocas Road, Willingboro, NJ 08046

