

# Two-Way Conversations Between HR & School Leaders

A Collaborative Virtual Workshop Series



## Two-Way Conversations

The Association of Washington School Principals (AWSP) and Washington School Personnel Association (WSPA) bring you a brand-new workshop series called Two-Way Conversations Between HR and School Leaders. The series will feature dynamic human resource director and school leader teams sharing best practices on everything from hiring and interviewing tips to how to understand MOUs and CBAs. The series features five sessions between January and May. See below for details.

### Series Details

**Time:** 3:00-4:00 p.m. each session

**Clock Hours:** 5 clock hours for the series

**Cost:** \$125 members, \$250 non-members

#### Session 1 | January 20

##### Reading an MOU/CBA

- Understanding and following CBAs and MOUs.
- Identifying key components of CBA and MOUs.

#### Session 2 | February 17

##### Teacher Evaluations

- Legal ramifications around evaluation timelines.
- Developing and monitoring Plans of Improvement.

#### Session 3 | March 17

##### Best Interviewing Practices, How To Screen Applicants

- Tips, Tools and Take-aways for how to effectively screen applicants.
- Best practices for the entire interview process.

#### Session 4 | April 21

##### Public Record Requests, Affirmative Action, FERPA

- Is there anything 'off limits' for a public records request?
- How to be understand and be proactive with Affirmative Action and FERPA.

#### Session 5 | May 19

##### The Importance of Communicating Building Needs to HR

- How to advocate for your staff, students and your building needs.
- What does your HR department need from you to make sure your building has what it needs?

### Registrant Info

AWSP Member  WSPA Member

First name \_\_\_\_\_

Last name \_\_\_\_\_

District \_\_\_\_\_

School \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Payment

**\$125 registration fee includes 5 clock hours for the series. (\$250/non-members)**

Check (Payable to AWSP)  Purchase Order (Attach)  Credit Card

Card # \_\_\_\_\_ Exp. \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

### Registration

To register, email this form to [macy@awsp.org](mailto:macy@awsp.org) or fax it to 360.357.7966.

Additional details can be found at [www.awsp.org/HR](http://www.awsp.org/HR).

Questions? Call the AWSP office at 800.562.6100.

### CANCELLATION/REFUND POLICY:

**All refund requests must be made in writing.**

Workshop Series Refund: If you purchase a workshop series package, refund requests for the series must be received 20 business days before the first session in the package.

