

January 2, 2018

400 North Third Street  
P.O. Box 1724  
Harrisburg, PA 17105-1724

(717) 255-7000 • (800) 944-PSEA (7732)  
Fax: (717) 255-7128 • (717) 255-7124  
[www.psea.org](http://www.psea.org)

Dolores McCracken, *President*  
Richard W. Askey, *Vice President*  
Jeffrey D. Ney, *Treasurer*  
James G. Vaughan, *Executive Director*

Dear PSEA Member:

We are pleased to invite you to the Women's Leadership Training (WLT) Conference being held Friday-Saturday, March 9-10, 2018 at Kalahari Resorts, Pocono Manor, PA. The conference promises to be a wonderful opportunity for you and your colleagues.

The WLT Conference has been planned and designed to assist members and leaders in developing inclusive and efficient locals.

**Participants of the WLT Conference** will have two workshops from which to choose:

- WLT II: Toolbox for Leaders. This workshop is a series of sessions that builds on the skills learned in WLT I and is designed specifically for PSEA members who have had some Association leadership experience.
- WLT III: Taking Your Leadership Skills to the Next Level is *by invitation only*. This workshop is a series of sessions designed specifically for those who have completed WLT II. *WLT III will be by invitation only.*

Participants in WLT will follow the WLT Agenda which **begins at 6:45 Friday evening.**

By participating in this important conference, you will gain the knowledge and skills needed for meaningful involvement in PSEA at every level. Participants also will be better prepared to be effective advocates for public education and public education employees.

Enclosed is information on the available WLT sessions. Feel free to make copies for your PSEA colleagues or share the website information listed below. Register online at [www.psea.org/Quad](http://www.psea.org/Quad). Please note: hotel space is limited; register early.

**A note on this year's accommodations:** As you may know, Kalahari Resorts has an indoor waterpark to which each room includes four admission tickets. We understand that this may entice you to bring family members along. **Please be aware that while your guests are free to enjoy the hotel amenities during the conference, it is important to note that all sessions, including the socials and meals, are reserved for conference-registered PSEA members only. Credentials will be checked at the door.**

We hope to see you at this year's conference which promises to be not only informative – but powerful! If you are ready to realize your full potential as a leader, as well as be a voice for public education and all that it stands for, this conference is for you.

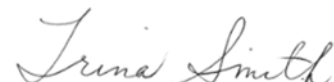
In Solidarity,



Dolores M. McCracken  
PSEA President



Tracey Hart, Co-coordinator  
PSEA WLT Cadre



Trina Smith, Co-coordinator  
PSEA WLT Cadre

Attachment

**The PSEA Mission**

*We are members who promote, protect, and advocate for our schools, students, and professions.*

Affiliated with the National Education Association



# WOMEN'S LEADERSHIP TRAINING (WLT)

Friday-Saturday, March 9-10, 2018 ♦ Kalahari Resorts, Pocono Manor, PA

(888-212-5203)

## SPECIAL SESSION – Friday, March 9, 2018: 5:00 – 6:30 p.m.

(Intended for individuals attending the Quad Conference who are considering a career as a UniServ Representative)

**UniServ Information Session** – PSEA seeks highly motivated and skilled individuals to work as PSEA UniServ Representatives. PSEA has a rigorous selection process that all UniServ candidates must complete. That process begins by attending this 90-minute UniServ Information Session where candidates will have the opportunity to learn more about the nature and demands of the UniServ position and how PSEA's UniServ Selection Process works.

## WLT II: Toolbox for Leaders Session Descriptor and Tentative Agenda

WLT II participants will benefit both personally and professionally as these modules will equip them with knowledge and skills to emerge as confident and capable leaders. Participants will commit to 9.50 hours of training during the weekend with the first session beginning at 6:45 p.m. Friday evening. The following course modules will be offered:

**Stress Awareness** – This session will help the participants identify their individual stressors, the effect these stressors have on their lives, and gain the tools necessary to help manage their stress.

**Assertive Communication** – This session builds on the skills learned from the WLT I: Assertive Behavior workshop and will give the participants communication tools to effectively handle criticism, and to improve their verbal and non-verbal communication skills.

**Group Decision Making** – The participants will become familiar with various types of decision-making models and the criteria used to determine when and how to effectively use the group decision-making model.

**Time Management** – Participants will assess how effectively they use their time, how organized they are, and then learn time-management techniques so that they become better managers of their own time.

## TENTATIVE AGENDA FOR WLT II (QUAD CONFERENCE)

(subject to change)

### Friday, March 9

4:00 – 6:30 p.m.	Women's Leadership Training (WLT) — Conference Registration
5:00 – 6:30 p.m.	UniServ Info. Session
6:45 – 10:00 p.m.	WLT II Session
10:00 p.m.	Cocktail Hour/Social

### Saturday, March 10

7:30 – 8:15 a.m.	Conference Registration/ Breakfast
8:30 – 11:00 a.m.	WLT II Session
11:15 – 12:45 p.m.	Student Performance/ Lunch
1:00 – 5:00 p.m.	WLT II Session
6:00 – 8:00 p.m.	Dinner*
8:00 pm – 11 p.m.	Social with DJ

### \*Saturday Dinner —

Grab your trivia skills and join us in a bit of friendly competition. Each participant group is invited to put together a team to participate in PSEA's own Family Feud.

## WOMEN'S LEADERSHIP TRAINING (WLT)

Friday-Saturday, March 9-10, 2018 ♦ Kalahari Resorts, Pocono Manor, PA

(888-212-5203)

### WLT III: Taking Your Leadership Skills to the Next Level Session Descriptor and Tentative Agenda

**WLT III is by invitation only.** This training consists of six modules geared to our members who have previous Association leadership experience. The knowledge and skills addressed in these sessions build on those addressed in WLT II which is a **prerequisite** for participation in WLT III. Participants in this session will gain knowledge and skills to enable them to move upward more confidently as active participants at any level within our Association. Participants will commit to 9.50 hours of training during the weekend. They will experience the following course modules:

**Gender Gap** – What are the characteristics of an effective leader? Do men and women differ in their leadership styles? Do males or females make the best leaders or managers? This session will help to answer these thought-provoking questions, and also address the notion of the "Gender Gap" when it comes to leadership in the Association and in the workplace.

**Professional Dress** – Whether we want to admit it or not, we are judged by others. One of the first things people notice about you is your dress. We get one chance to make a good first impression. If we want to be treated like professionals, then we must act and look like professionals. This session will take a look at judgments that people make and give tips on ways to ensure that our appearance makes the statement we intend to make.

**The Message We Send** – When you open your mouth a message comes out. This session will offer the participants skills in presenting clear and concise messages to the public. You will look at how to build your message, make your message personal to the members of your targeted audience, and identify and deflect the techniques used by reporters.

**Personality Types** – Identifying your personality type can help you understand your leadership style. This information will enhance your knowledge of yourself, your motivations, your strengths, and your areas of growth. It will also give insight into understanding others whose style is different from your own. By gaining insight into ourselves we can enhance our own leadership skills and improve communications with our members.

**Engaging Different Personalities** – Learn how to quickly assess others' personality types in order to foster productive communication and resolve conflict successfully.

**Assessing Readiness to Take the Next Step** – This module will be the culminating activity for WLT III. In this session, members will learn strategies to use and to help others when seeking Association or public office.

### TENTATIVE AGENDA FOR WLT III (QUAD CONFERENCE)

*(subject to change)*

#### Friday, March 9

4:00 – 6:30 p.m.	Women's Leadership Training (WLT) — Conference Registration
5:00 – 6:30 p.m.	UniServ Info. Session
6:45 – 10:00 p.m.	WLT III Session
10:00 p.m.	Cocktail Hour/Social

#### Saturday, March 10

7:30 – 8:15 a.m.	Conference Registration/ Breakfast
8:30 – 11:00 a.m.	WLT III Session
11:15 – 12:45 p.m.	Student Performance/ Lunch
1:00 – 5:00 p.m.	WLT III Session
6:00 – 8:00 p.m.	Dinner*
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Grab your trivia skills and join us in a bit of friendly competition. Each participant group is invited to put together a team to participate in PSEA's own Family Feud.

# 2018 WOMEN'S LEADERSHIP TRAINING (WLT) CONFERENCE

March 9-10, 2018 ♦ Kalahari Resorts, Pocono Manor, PA

**WLT II REGISTRATION** — Register online at [www.psea.org/Quad](http://www.psea.org/Quad). Online registration must be paid by credit card at time of registration.  
**WLT III REGISTRATION** — Contact Michelle Stonebraker at [mstonebraker@psea.org](mailto:mstonebraker@psea.org) for information on registering for WLT III.

Name \_\_\_\_\_ Member ID # (needed for registration) \_\_\_\_\_ Local Assn: \_\_\_\_\_

Home Address \_\_\_\_\_

Phone # (home) \_\_\_\_\_ (work) \_\_\_\_\_ (email) \_\_\_\_\_

## OVERNIGHT ACCOMMODATIONS

- Friday night only
- Saturday night only
- Friday and Saturday nights
- Commuter – No Lodging Required
- Double Occupancy Room Preferred roommate: \_\_\_\_\_  
*(Must be a PSEA Member attending the conference, if this person does not register a roommate will be assigned)*
- Single Occupancy Room (\$73 per night/\$146 for two nights)

## MEALS (Please check only meals you will be attending. PSEA is charged for meals based on preconference count.)

- Saturday breakfast
- Saturday lunch
- Saturday dinner

## PAYMENT OPTIONS

**Credit Card Payments - Online Registration ONLY** (we accept VISA, MC, AMEX, DISC)

**Check/Money Order Payments** — Checks/Money Orders should be made payable to PSEA and enclosed with your registration form. Return in the enclosed reply envelope or address to Patty Benedict, PSEA, 400 N. Third St., P.O. Box 1724, Harrisburg, PA 17105.

**Deadline to register: February 2, 2018**

**CANCELLATION POLICY:** If you need to cancel or change your reservation, please email Patty Benedict ([pbenedict@psea.org](mailto:pbenedict@psea.org)) or Denise Rutledge ([drutledge@psea.org](mailto:drutledge@psea.org)) or call 1-800-944-7732 ext. 7099 by **5:00 pm on Monday, March 5, 2018**. Cancellations not received by the March 5th deadline date may incur a cancellation fee.

**SESSION REGISTRATION**

**SPECIAL SESSION — UniServ Information Session** (open to all participants)

**Women’s Leadership Training (WLT) Conference Sessions:**

**Sessions – Friday, March 9 (6:45-10:00 pm) & Saturday, March 10 (8:30 am – 5:00 pm)**

*See enclosed descriptions.*

**WLT II: Toolbox for Leaders**

- Stress Awareness
- Assertive Communication
- Group Decision Making
- Time Management

**WLT III: Taking Your Leadership Skills to the Next Level**

*By Invitation Only*

- Personality Types
- Professional Dress
- Engaging Different Personalities
- The Message We Send
- Gender Gap
- Assessing Readiness to Take the Next Step

**Registration Deadline: Friday, February 2, 2018**

**Note:** WLT sessions are limited to 30 participants each and will begin on Friday evening at 6:45 p.m. *WLT III is by invitation only; participants must have previously completed WLT II. Contact Michelle Stonebraker at [mstonebraker@psea.org](mailto:mstonebraker@psea.org) for information on registering for WLT III.*

**SPECIAL NEEDS ASSESSMENT**

Persons with special needs, including those occasioned by a temporary or permanent disability, should complete this section. PSEA will make every effort to reasonably accommodate those individuals who identify themselves as having special needs. If you have any questions or concerns, please contact Denise Rutledge at PSEA (email [drutledge@psea.org](mailto:drutledge@psea.org) or 1-800-944-7732, ext. 7109.)

I require medically necessary dietary restrictions. (Please state the medically necessary dietary accommodations requested.)

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I require special room accommodations. (Please state the nature and extent of your disability, and the accommodations requested.)

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