



## **Skills Studio Session Proposal Guidelines**

### **About the Skills Studio**

Welcome to our dynamic workshop space, located in the Quad, where creativity meets skill development! Here participants will immerse themselves in hands-on activities designed to enhance their abilities in a specific area. Whether it's coding, crafting, interview techniques, résumé building, or more, our expert instructors provide personalized guidance to help you master new techniques and refine your talents.

These sessions are not:

- A sit-and-get
- An informational session
- A case-study session

These sessions are:

- Hands-on and interactive
- Designed to help with a practical skill

Topics of particular interest include:

- Arts/Crafts
- Talent Management/Hiring
- Career Growth
- Personal Growth
- Wellness
- Finance
- Behavior Management for Adults or Students
- AI for Workload Management
- Leadership Skills

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Keep in mind the following requirements as you prepare your proposal for a Skills Studio session (60 minutes):

- Presentation Title (100-character limit)
- Maximum of 2 presenters

- Conference Track: Choose the track that most closely matches your intended outcome and audience:
  - **Governance:** Designed for trustees and heads of school, these workshops focus on all aspects of board governance, from board orientation to stewardship and beyond.
  - **Leadership:** Designed for heads and all academic and administrative leaders, these workshops focus on effective school leadership and professional development at all levels, including trustees, heads of school, midlevel leaders, and teacher-leaders.
  - **School Climate and Culture:** Designed to strengthen the strategy, policies, and programs related to inclusion and belonging work and well-being initiatives within and across the school. These workshops could include topics such as anti-bias work, learning support services, managing mental health issues, polarization, school culture, and more.
  - **School Operations:** Designed to support initiatives and roles that involve the day-to-day and strategic management of a school, these workshops discuss topics such as communications, advancement, enrollment, financial sustainability, facilities management, human resources, and more.
  - **Strategy and Innovation:** Designed to showcase original and inspired strategies and programs that solve myriad school challenges, these workshops could include noteworthy organizational innovations, teaching and learning approaches, inventive financial models, and solutions to perennial issues.
  - **Teaching and Learning:** Designed to explore teaching and learning through a leadership lens, this track investigates practices and perspectives around topics like leading for curriculum implementation, pedagogy and engagement, neurodiversity and student support, technology and artificial intelligence (AI), assessment, peer coaching, and more.

Select up to two topical tags that best relate to the content of your studio session. These tags will help the organizers understand the relevance and importance of your proposal.

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|--------------------------------|---------------------------------------|
| ❖ Adult Well-Being             | ❖ Curriculum                          |
| ❖ Advancement                  | ❖ Data and Research                   |
| ❖ Adult Well-Being             | ❖ Differentiation                     |
| ❖ Advancement                  | ❖ Diversity Strategies                |
| ❖ Anti-Bias                    | ❖ Engagement/Classroom Community      |
| ❖ Artificial Intelligence (AI) | ❖ Enrollment Management               |
| ❖ Assessment                   | ❖ Facilities Management               |
| ❖ Auxiliary Programs           | ❖ Financial Models and Sustainability |
| ❖ Board of Trustees            | ❖ Future Trends                       |
| ❖ Coaching and Evaluation      | ❖ Head of School Leadership           |
| ❖ Communications               | ❖ Higher Education                    |
| ❖ Crisis Management            | ❖ Human Resources (HR)                |

- ❖ Instruction
- ❖ Leadership Teams
- ❖ Learning Services
- ❖ Mid-level Leadership
- ❖ Neurodiversity
- ❖ Polarization
- ❖ Professional Development
- ❖ School Culture
- ❖ Social Justice
- ❖ Social-Emotional Learning

- ❖ Strategic Planning
- ❖ Student Support
- ❖ Student Well-Being
- ❖ Talent Management and Retention
- ❖ Teacher Leadership
- ❖ Technology
- ❖ Vision, Mission, Values
- ❖ Other: \_\_\_\_\_

- In one or two words, what skill will your participant receive training on? (3-word limit)
- Description (500-word limit): Explain the context of your session. Please include topics, intended audiences, facilitation techniques, research and data, and any other important information.
- Conference Program Abstract (100-word limit): This shorter description will appear on the website and in the program for marketing purposes. If your workshop only applies to specific groups, e.g., lower-school administrators, please include that here.
- Three Learning Objectives (20-word limit each)
- Facilitation Experience and Biographies
- CV Upload (Optional)
- Target Audience (20-word limit)
- Agenda Outline: Include a working outline of how your workshop will unfold. Include time estimates for each portion.
- Special Notes: Indicate any considerations not already included in your proposal.
- Does this workshop involve legal issues? Yes/No
- Would you be interested in participating or volunteering for any other conference programming?
  - Yes/No/Maybe