



# Leadership Development Series

Course Offerings  
2024-2025

Click the section#  
to register

1

## **Evaluation Best Practices (33750) HR**

This course is designed to assist school and district-based administrators with utilizing evaluation instruments as a tool to enhance employee performance by delivering effective formal and informal feedback. The course will incorporate performance management into an ongoing process leading to increased engagement, retention, and productivity.

**Tuesday, December 10, 2024**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130342

**Tuesday April 15, 2025**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130345

2

## **District Strategies and Policies for a Positive Culture in the Workplace (33773) HR**

This course is designed to promote leadership opportunities within Pinellas County Schools. This course is recommended for newly appointed administrators. The course provides an overview of important school board policies and Federal Laws impacting the hiring process, employee treatment and equal opportunity employment.

**Thursday, October 24, 2024**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130385

**Thursday, March 27, 2025**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130386

3

## **Success Plans and Progress Discipline (33756) HR**

This course is designed to assist school and district-based administrators in understanding in developing success plans with employees and understanding the progressive discipline continuum. Participants will be provided tools and resources to support struggling employees with performance concerns.

**Thursday, October 10, 2024**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130357

**Thursday January 30, 2025**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130358

4

## **Best Practices: Hiring (33757) HR**

This course is designed to provide school and district-based administrators with research-based strategies, tools and resources. Participants will leave with hiring plans, interview questions and techniques to find the right candidates for their open positions.

**Tuesday, November 19, 2024**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130346

**Tuesday February 11, 2025**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130347

5

## **Navigating the Nuts and Bolts of Workplace Essentials: FLSA, ADA, and FMLA (33753) HR**

This course is designed to provide school and district-based administrators the tools to ensure workplace compliance surrounding attendance, accommodations and Federal laws. The session will delve into critical aspects of the Fair Labor Standards Act, the American with Disabilities Act, and the Family Medical Leave Act.

**Wednesday October 16, 2024**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130353

**Tuesday March 4, 2025**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130354

6

## **Effective Leaders: How to Manage Difficult Conversations (33754) HR**

This course is designed to assist school and district-based administrators in facilitating difficult conversations that lead to more effective, engaged and committed staff and faculties.

**Wednesday, September 25, 2024**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130348

**Thursday January 16, 2025**

*Admin. Bldg., Rm 134/135 4:30-7:30 pm*  
Section# 130351

7

## **Retaining Our Best Employees (33755 & 33772) HR**

This course is designed to assist school and district-based administrators with high-yield employee retention strategies. This course investigates research-based strategies and guides participants as they create and implement retention plans. Participants will leave with robust plans that include retention strategies tailored for their school or department.

**Thursday, September 26, 2024**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130384

**Thursday February 27, 2025**

*Admin. Bldg., Rm 134/135 5-8 pm*  
Section# 130355



### **Time Management/Prioritization (33651) PD**

This course is designed to assist school and district-based administrators with managing time to allow for efficiency and increased productivity. This course will also help with prioritization and how to create ways of distributive leadership work, as well as, developing personal goals and action plans.

**Thursday, September 12, 2024**

*Admin. Bldg., Rm 134/135 5-7 pm*

Section# 129820

### **How to Engage Learners (33652) PD**

This course is designed to assist school and district-based administrators in engaging all staff. Participants will engage with setting clear learning goals, making learning convenient, how to get creative with course content and creating open communication channels with staff. They will also discuss providing timely and specific feedback.

**Wednesday, October 23, 2024**

*Admin. Bldg., Rm E111 5-7 pm*

Section# 129821

### **How to Create Effective PLC's (33654) PD**

This course is designed to assist school and district-based administrators in leading effective Professional Learning Communities. Participants will engage in multiple ways to cultivate and sustain effective professional learning communities, such as aligning and communicating goals and creating a culture of collaboration and empowerment.

**Tuesday, November 12, 2024**

*Admin. Bldg., Rm B213 5-7 pm*

Section# 129823

### **How to Lead a Lesson Study (33655)PD**

This course is designed to assist school and district-based administrators in conducting a successful Lesson Study with staff. Participants will examine Lesson Study research, elements, and structures. They will engage in mock facilitation and debrief structures and plan for implementation in their context. Participants will obtain resources from Lesson Study Step by Step.

**Wednesday, March 26, 2025**

*Stavros Institute Doyle Rm. 5-7 pm*

Section# 129824

### **Article Study; Smart Leaders, Smarter Teams (33656) PD**

This course is designed to promote deeper thinking and understanding of leadership practices through a detailed study of an excerpt from Swartz's work: Smart Leaders, Smarter Teams. This article study proposes new concepts and ideas in the field of leadership. (This is a two- part professional learning. You must attend both days to obtain credit)

**Tuesday, February 4, 2025**

*Admin. Bldg., Rm E111 5-7 pm*

*and*

**Thursday February 20, 2025**

*Admin. Bldg., Rm ABC-203 5-7 pm*

Section# 129827

### **Leader as Coach (33660) PD**

This course is designed to promote opportunities for school and district-based administrators to step into a coaching role to build staff capacity. Participants will gain understanding in questioning, listening, and monitoring as well as understand how to provide direction, communication, and support to empower and grow staff.

**Monday, March 3, 2025**

*Admin. Bldg., Rm ABC-203 5-7 pm*

Section# 129829

HR- Course provided by HR Department  
PD - Course provided by PD Department



**A CAPACITY-BUILDING  
PROFESSIONAL DEVELOPMENT SYSTEM**

