COUNCIL FOR EXCEPTIONAL CHILDREN

Leadership Institute for Units and Divisions
July 8-10, 2016

Hilton Old Town
1767 King Street
Alexandria, VA 22314

Schedule of Events

Friday, July 8

Unit and Division Leaders Arrive

4 – 6 p.m. Registration & Information Desk Open; Grand Ballroom Foyer, Lobby Level

5 – 6 p.m. Interdivisional Caucus Orientation; Potomac B, Lobby Level

6 – 7 p.m. Leadership Institute Welcome Reception; Grand Ballroom Foyer, Lobby Level

Saturday, July 9

Breakfast on Your Own; Grand Ballroom Foyer
(Morning snacks, including granola bars, whole fruit, coffee and tea will be provided.)

7 – 8:45 a.m. Interdivisional Caucus Meeting; Potomac B, Lobby Level

7:30 a.m. Registration & Information Desk Open; Grand Ballroom Foyer, Lobby Level

9 a.m. Opening Session with Jeff Hurt: Mastermind Education Hacker: Revolutionizing Your Organization’s Learning Opportunities; Grand Ballroom AB, Lobby Level

Education is being disrupted across the globe. School, higher education, education institutions, adult education programs, teaching and presenting are all changing. Especially now that the Web connects us to information and people the way that it does. It has to change. We need to rethink our association education programming and create some learning hacks. Learning hacks are any scientifically, biologically and cognitively sound methods that increase learning effectiveness. In other words, anything that helps our learners create attitude, behavior and skill change in unique ways. Discover some compelling conversations around four big disruptive changes in professional development for your organization to create learning hacks: The Function of Content, The Job of the Speaker, The Process of Education, and The Role of Technology

10:15 a.m. Break

2016 Leadership Institute – Schedule of Events
10:30 a.m. **Breakout Sessions** (sessions are concurrent and repeating throughout the day)

**Session 1:** Salon C, Lobby Level

**State of the Profession: Special Education in the New Millennium**—In this interactive session, we will explore the trends and issues affecting the profession, the current and future needs of special education professionals, and ways to enhance our ability to be relevant, build relationships and ensure that current and emerging professionals want to belong to CEC. We will also discuss the CEC Pioneers Division’s proposal to conduct a state of the profession study, a collaboration between the division and the CEC Board of Directors. **Speakers:** Past Presidents Mary Ruth Coleman and Bill Bogdan

**Session 2:** Potomac A, Lobby Level

**Marketing Your Conference**—Often considered mysterious, marketing is really a process that requires some basic organizational skills. This session is designed to help you understand why promoting your event doesn’t require a marketing degree, and show you how to put together a promotional plan that is short, simple, and will help ensure your event’s success. CEC’s annual Convention & Expo will be used as a case study. **Speaker:** Diane Shinn, Director of Marketing and Communications.

**Session 3:** Potomac B, Lobby Level

**The ABCs and 123s of CEC** – Why do we do what we do as an organization? This session is designed to give you as a leader an overview of how CEC works as an organization and a greater awareness of leadership opportunities and avenues for involvement in various governance and other volunteer activities. From the Board of Directors to our committees and staff, unit and division leaders will have a comprehensive overview of the organization. There will be CEC trivia games with prizes, so be ready! **Speakers:** Jim Heiden, Immediate Past President; Alex Graham, Executive Director; and Sharon Rodriguez, Executive Assistant.

**Session 4:** Jefferson – Plaza Level

**You’re a New CAN Coordinator--Now What?**

This session will assist new CAN Coordinators to understand their role and responsibilities as CEC’s premiere grassroots advocates, and provide techniques for establishing, building, organizing, and maintaining a successful grassroots network. Learn how coalition partnerships can further your advocacy goals, the latest techniques to develop and build positive relationships with elected officials and their staff, and hone your understanding of the legislative and appropriations processes.

11:45 a.m. Break/Get Lunch

12 p.m. **Divisions & U.S. Units Lunch Session:** Legal Issues and Your Unit/Division; **Grand Ballroom AB, Lobby Level**
Back by popular demand, Art Herold, Esq., partner with Webster, Chamberlain & Bean, will address everything you ever wanted to know about legal requirements for your unit or division but were afraid to ask. This session is a legal primer for board leadership.

**Provincial Units Lunch Session: “21st Century Grassroots Advocacy”**  [Washington, Plaza Level]

Responding as “thought leaders” to changing political environments and leveraging 21st Century practices – learning from successful Canadian examples.

1:15 p.m. **Breakout Sessions Continue**

  - **Session 1:** Salon C, Lobby Level
  - **Session 2:** Potomac A, Lobby Level
  - **Session 3:** Potomac B, Lobby Level
  - **Session 4:** Jefferson, Plaza Level

**Building and Implementing an Effective CAN Network**

This session of both new and seasoned CAN Coordinators will focus on analyzing, evaluating, and building an effective CAN network. CAN Coordinators will have an opportunity to rethink IDEA within the context of IDEA reauthorization. Hear about the activities of CEC’s IDEA Reauthorization Work Group and identify top issues for reauthorization. CEC’s ENGAGE website will be formally introduced to the CAN Coordinators through a hands-on presentation. **Continues at 2:45.**

2:30 p.m. Break

2:45 p.m. **Breakout Sessions Continue**

  - **Session 1:** Salon C, Lobby Level
  - **Session 2:** Potomac A, Lobby Level
  - **Session 3:** Potomac B, Lobby Level
  - **Session 4:** Jefferson, Plaza Level (CAN Strand: Continuation of 1:15 – 2:30 Session.)

4 p.m. Break

4:15 p.m. **PAC Meeting; Washington, Plaza Level**

**Bonus Session!: CEC/Pioneers Mentoring Program; Potomac A, Lobby Level**

This program offers teachers-in-training and early year teachers a valuable opportunity to learn from and be supported by experienced teachers and administrators. Mentors and mentees alike report enhanced enthusiasm for the future of special education, and professional growth for having participated. It provides an avenue for volunteer engagement, leadership development, and a chance to “pay it forward” as noted by a 2015 mentor. During this session, attendees will learn how the program functions; how it can be promoted to enhance membership; and how it can contribute to professional development.
Dinner on Your Own

7:30 p.m.  Dinner on Your Own; Capitol Steps Outing, Washington, DC (optional; additional fee applies). Logistics details to be provided at Leadership Institute registration.

Sunday, July 10

Breakfast on Your Own; Grand Ballroom Foyer
(Morning snacks, including granola bars, whole fruit, coffee and tea will be provided.)

8 a.m.  Registration & Information Desk Open; Grand Ballroom Foyer, Lobby Level

8:30 a.m.  Breakout Sessions (sessions are concurrent and will repeat again at 10:00 a.m.)

Session 1: Salon C, Lobby Level

Business Planning Basics for Units and Divisions – This session will provide an overview of the business basics for 501c3 organizations, plus the always important national, state and local reporting requirements for your unit/division. Speaker: Craig Evans, CEC Controller and Director of Operations

Session 2: Potomac A, Lobby Level

Insurance and Your Unit/Division – When running a nonprofit, one faces very unique risks and challenges when planning and executing your risk management strategy. In this session, ways to protect your organizations will be discussed. The focus will be on property and liability protection as well as protecting your organizations revenue. General liability insurance, umbrella coverage, event cancellation, automobile exposure and professional liability insurance will be covered in this one hour risk management presentation. Don’t worry, there will also be plenty of time to ask specific insurance questions! Speaker: Michael R. Williams, Director of Association Sales with Forrest T. Jones. Michael is the Account Representative for about half of the 66 Educational Associations which comprise the Trust for Insuring Educators (TIE).

Session 3: Potomac B, Lobby Level

How Leaders Create Strategic Conversations for Change – It’s probably one of the most important skills that they don’t teach at universities. Or anywhere else. How to design strategic conversations that lead to change. Strategic conversations are necessary when stakes are high, answers are unclear and the participants are expected to create real insights together—rather than play out prepared scripts—across organizational boundaries. Designing strategic conversations is a craft—not a crapshoot. It can catapult a “been there, done that” meeting into a gathering that few will forget. It’s about eradicating as many time-sucking, energy-depleting strategy meetings as possible. And replacing them with inspiring productive strategic conversations. It engages participants not just analytically but creatively and emotionally as well. Speaker: Jeff Hurt
**Session 4:** **Jefferson, Plaza Level**

**Policy Issues: “Digging In”**

CAN Coordinators will have an opportunity to dig in on the topical policy issues on the Congressional agenda as they get ready to “storm The Hill” on Tuesday. Topics will include appropriations and budget, IDEA, ESRA, Perkins and HEA Reauthorization, Gifted and Talented, early childhood, school climate, mental health, and vouchers. Prepare to lead your state teams on “The Hill”! **Continues at 10 a.m.**

**Session 5:** **Washington, Plaza Level**

**Theory of Collective Impact: Opportunities with Shared Outcomes**

Engaging in collaborative opportunities with other provincial and federal non-profit organizations.

9:45 a.m. Break

10 a.m. **Breakout Sessions Continue**

**Session 1:** **Salon C, Lobby Level**

**Session 2:** **Potomac A, Lobby Level**

**Session 3:** **Potomac B, Lobby Level**

**Session 4:** **Jefferson, Plaza Level** (CAN Strand: Continuation of 8:30 – 9:45 Breakout Session.)

11:15 a.m. Break

11:30 p.m. **Unit & Division Leadership Team Planning Lunch; Grand Ballroom AB, Lobby Level; Other locations TBD**

This time is designated for leadership team members to identify how what they have learned can be taken back to address their unit’s or division’s most pressing issues.

**Provincial Unit Leaders Conference Call & Lunch; Washington, Plaza Level** This time may also be used to discuss the impact of the transition from the Canadian/U.S. Committee to the new Canadian Committee, effective January 1, 2017.

1 p.m. **Leadership Briefing; Grand Ballroom AB, Lobby Level**

CEC President Antonis Katsiyannis and Executive Director Alex Graham will provide an update on CEC’s major initiatives and operations.

2 p.m. Leadership Institute adjourns.

3 p.m. **2016 Special Education Legislative Summit** begins.