

## S.O. – WHAT’S IT ALL ABOUT?

AN OPSOA PROGRAM FOR ADMINISTRATORS PREPARING FOR ENTRY INTO THE ROLE OF SUPERVISORY OFFICER

### REWARDS \* RELATIONSHIPS \* REQUIREMENTS \* REFLECTION

Sunday, November 20 & Monday, November 21, 2011

*Queen’s Landing, Niagara-on-the-Lake*

SUNDAY, NOVEMBER 20	
1:00 - 2:00 p.m.	Registration
2:00 - 2:30 p.m.	<b>RE-ORIENTATION</b> <ul style="list-style-type: none"> <li>• You have received a copy of OPSOA’s “Framework for Leadership in Education”. In our letter confirming your registration, we asked you to take time to reflect on your experiences to date as an educator as they relate to this Framework. This Opening Session will help you to focus on your strengths and to relate them to the requirements of the S.O. role.</li> </ul>
2:30 - 3:00 p.m.	<b>ROLES/RESPONSIBILITIES/RELATIONSHIPS OF SO’S</b>
3:00 – 4:00 p.m.	<b>A DAY IN THE LIFE OF AN S.O.</b> <ul style="list-style-type: none"> <li>- What are the demands?</li> <li>- How to establish priorities</li> <li>- Ensuring Wellness</li> <li>- Role of OPSOA</li> </ul>
4:00 – 4:30 p.m.	<b>THE REWARDS OF LEADERSHIP</b> <ul style="list-style-type: none"> <li>• Comments by our host Frank Kelly, OPSOA Executive Director and Kenneth Bain, OPSOA President</li> </ul>
5:00 – 6:30 p.m.	Pre-Dinner Hospitality Suite
6:30 – 8:30 p.m.	Dinner

MONDAY, NOVEMBER 21	
8:00 - 8:45 a.m.	Breakfast
9:00 - 9:30 a.m.	Welcome and Comments
9:30 - 10:30 a.m.	<b>REQUIREMENTS/RESPONSIBILITIES/REMUNERATION/RENEWAL</b> <b>Group A:</b> Preparing for the S.O. Role <ul style="list-style-type: none"> <li>- The Interview</li> <li>- Developing a Portfolio/Resume</li> <li>- Mentoring</li> </ul>
	<b>Group B:</b> Obtaining Credentials – S.O.Q.P./Contracts/Conditions
10:30 - 11:00 a.m.	A Time for Networking, Casual Discussion, Personal Reflection, Relaxation
11:00 - 12:00 p.m.	<b>REQUIREMENTS/RESPONSIBILITIES/REMUNERATION/RENEWAL</b> <b>Group B:</b> Preparing for the S.O. Role <ul style="list-style-type: none"> <li>- The Interview</li> <li>- Developing a Portfolio/Resume</li> <li>- Mentoring</li> </ul>
	<b>Group A:</b> Obtaining Credentials – S.O.Q.P./Contracts/Conditions
12:30 - 1:30 p.m.	Lunch
1:45 – 3:00 p.m. Coffee available at 2:15 p.m.	<b>REFLECTION/RESPONSE</b> <ul style="list-style-type: none"> <li>- What have you learned about the role?</li> <li>- What have you learned about yourself?</li> <li>- Is the S.O. Role an appropriate one for you?</li> <li>- Developing a Career Plan</li> </ul>
3:00 p.m.	Adjournment