

Institute Sessions

Two tracks: Technology and Leadership

Google! Finders Keepers

Amanda Dobson
Technology Director
District Five Schools of Spartanburg County
Tuesday, July 11, 2017
8:30 AM – 5 PM

There are so many things to juggle on a daily basis in a school office. You need a place to hold it all and a tool to help you do it all. Many people look to Google to help them “find” things, so this class will help you use Google to “find” extra time in your day. We will use Google Forms to collect daily data, Google Sheets to download and use the data, Google Calendar to keep it all synced together and Google Slides/Docs to keep your projects, papers and notes ready for your deadlines. This class will help you stay organized by teaching you how to use cloud storage and add-ons in Google to simplify your life. You will need a laptop for this class.

WebTools for YOUR Toolbox

Amanda Dobson
Technology Director
District Five Schools of Spartanburg County
Wednesday, July 12, 2017
8:30 AM – 5 PM

The web has so many tools, but where to start? Are there any out there to help YOU? This class will provide many free tools for multiple types of projects. We will explore different websites and create accounts and mock-ups to get you started. The list will include websites that will help you manage multiple calendars, create flyers, distribute mailings and save those important documents. The day will also include tools to send staff reminders, record important events, record your own To-Do list and create the menu for the upcoming luncheon with just a few clicks. You will need a laptop for this class.

Working and Communicating with the Public and Press

Melissa Robinette
Information Services Director
District Five Schools of Spartanburg County
Tuesday, July 11, 2017
8:30 AM – 12:15 PM

Present yourself as poised and self-assured. Melissa Robinette, former WSPA Reporter and now Information Services Director of District Five Schools of Spartanburg County, will share her

expertise on working with and communicating with the public and the press. Learn to maintain your composure and control and use tact when dealing with difficult situations.

Women in Leadership Roles

Rita Allison

Tuesday, July 11, 2017

1:15 – 5 PM

Polished is the best way to describe Merita “Rita” Allison. She has grown from the beauty queen stage to the Chairman of the Education and Public Works Committee in the South Carolina House of Representatives. Rita is an advocate of women in leadership roles and has served in advisory positions in education and legislation for South Carolina Governors and on many community and state-wide committees to benefit women and children. Learn from her inspirational life how to become a true leader.

Updating Your Business English and Writing Skills

Nancy Tuten

Columbia College Professor

Wednesday, July 12, 2017

8:30 AM – 5 PM

Be prepared to become a leader with a Business Writing/English update. Ensure that your writing is clear, logical, and grammatically correct by avoiding some of the most common errors. Avoid ambiguity and make sure your words convey precisely the message you intend to convey. Nancy Tuten, a favorite Professor at Columbia College, has a gift of making English and grammar interesting.