

GSSA's Institutes and Workshops are designed to meet the operational challenges facing today's school and system leaders. The GSSA professional learning programs are comprehensive and provide job-specific knowledge and skills in critical areas of public school leadership. These programs are designed to support individual leader professional growth goals and are aligned to the Leader Keys Effectiveness System.

Planning, Funding and Budgeting Institute

This popular institute is offered twice each year and focuses on effective use of financial resources; operational planning at the school system level; budget development, presentation and approval; the state funding mechanism; and local taxation for schools.

Instructors are Dr. Patricia Stokes, Mr. Steve Smith, and Mr. Tim Cochran

Fall 2017 Institute

Tuition: \$595 Institute or \$245 per track

Track 1: Funding of Public Education in Georgia
September 12-13, 2018 (W, Th)

Track 2: Planning and Preparation of the Budget
October 3-4, 2018 (W, Th)

Track 3: Administering the System Budget
November 7-8, 2018 (W, Th)

Spring 2018 Institute

Tuition: \$595 Institute or \$245 per Track

Track 1: Funding of Public Education in Georgia
February 6-7, 2019 (W, Th)

Track 2: Planning and Preparation of the Budget
March 6-7, 2019 (W, Th)

Track 3: Administering the System Budget
April 10-11, 2019 (W, Th)

“Facilitator experience, expertise and humor kept us on task!”

Human Resources Institute

Tuition \$595 Institute

This Institute offers comprehensive instruction on organizing and operating a successful public school personnel office, including recruitment strategies, screening and selection criteria; fundamentals of human resources laws and policies; supervision and evaluation of employees; compensation, benefits and retirement; documenting corrective efforts; and employee termination.

The instructor is Ms. Valerie Suessmith.

August 29-30, 2018 (W, Th)

September 19-20, 2018 (W, Th)

October 10-11, 2018 (W, Th)

Facilities and Capital Outlay

Tuition \$595 Institute

The Facilities and Capital Outlay Management Institute provides each participant with three comprehensive reference manuals. The instructor guides participants through an intensive study of the processes and procedures used in planning and implementing a capital building project.

Mr. Jake Grant is the instructor for this course

January 16-17, 2019 (W, Th)

February 20-21, 2019 (W, Th)

March 20-21, 2019 (W, Th)



Great job! Great Course! Great Information!



New Superintendent Orientation

Tuition: \$295

This two-day, highly interactive orientation provides first-year superintendents with a concise overview of critical responsibilities of Georgia school superintendents.

August 27, 2018, 10:00 AM-5:00 PM (M)

August 28, 2018, 8:00 AM - 3:00 PM (T)

Human Resources Alumni Update

Tuition: \$225

A one-day Human Resources Alumni Update will be held June 26, 2019, at Homewood Suites in Macon, Georgia. This update is designed for individuals who have already completed the three-session Human Resources Institute prior to participation. The purpose of this one-day event is to provide current information regarding laws, policies, regulations, evaluations, and other pertinent human resources topics.

Administrative Assistant Workshop

Tuition: \$295

NEW We have developed a one and a half day training and networking opportunity designed specifically for superintendents' secretaries and/or administrative assistants. The workshop will be held March 11-12, 2019 at the **Anderson Center** in Macon, GA. As a key support person in the superintendent's office, administrative assistants provide a wide variety of assistance. This interactive workshop is an opportunity for administrative assistants to step away from the office and meet other individuals like them, to share ideas, and learn from one another.

Unless otherwise noted each session is scheduled for two days. For each pair of dates, the first day is from 3:00 – 6:00 PM. The second day is from 8:00 AM – 5:00 PM. For example, the Funding of Public Education in Georgia is scheduled for October 3 from 3:00 – 6:00 PM and for October 4 from 8:00 AM - 5:00 PM. The same pattern is followed for all GSSA Institutes and Workshops, unless otherwise noted.

Location

All GSSA Institutes are held at the Homewood Suites by Hilton Room rate: \$115

1514 Bass Road (I-75, exit 172)

Macon, Georgia 31210

478.477.9776

Participants are responsible for making lodging reservations at the host hotel. Be sure the hotel staff knows that you are with GSSA. Room block is released 30 days prior to the scheduled date.

Professional Development

These programs are designed to support individual leader professional growth goals and are aligned to the Leader Keys Effectiveness System.

Who should attend?

All GSSA Institutes are designed for superintendents, district office leaders, principals, and others designated by the superintendent.

Questions?

For more information on GSSA's Institute and Workshop Series and to register online, go to www.gssaweb.org or contact Keith Porter, GSSA Professional Development Director, at kporter112@gmail.com or 770.880.9212.

