

# Student Personnel Administration

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60 Inservice Points

Component No. 7 404 001

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## **General Objectives**

1. To create an atmosphere in the independent school that attracts and retains students
2. To enable the participant to develop skills for carrying out the responsibility of dealing with students effectively, efficiently and humanely.

## **Specific Objectives**

1. Determine participant's leadership style
2. Review disciplinary procedures and due process
3. Learn methods to increase student/faculty involvement in school activities
4. Review problems of adolescent development
5. Crisis management

## **Activities/Procedures**

1. Determine participant's leadership style using testing, ie Myers Briggs, etc.
2. Workshops
3. Case studies
4. Small group/large group discussions
5. Stress inventory
6. Time management
7. Written assignments

## **Evaluation**

1. Discussions during training and assessed by the workshop leaders
2. Presentations made and assessed by the workshop leaders
3. Exercises completed during sessions

