

WAEOP AREA 6
Professional Development Day

SATURDAY, FEBRUARY 8th
8:00 AM – 4:30 PM

Heatherwood MS Library
1419 Trillium Blvd SE
Mill Creek, WA 98012

**Please join us for a full day of topics
you won't want to miss:**

"Enhancing Workplace Climate"
"Rising to the Challenge"

*"Being Prepared for the Perfect Job—learn
skills for a great resume, cover letter and
interview"*

*Financial Yoga "Stretching Your Hard-Earned
Money"*

*Enjoy our special lunchtime fashion
presentation by Christopher & Banks Clothing
Store "Dressing for Your Leadership Role"*

Continental Breakfast and Lunch Provided

**You will earn 8 workshop hours towards your
PSP Certification**



Winter
WORKSHOP DETAILS

"Enhancing Workplace Climate"
Presented by Linda Clark

Dissatisfaction with workplace culture is one of the foremost reasons employees leave their jobs. This workshop reveals the latest research in relation to workplace climate including: workplace climate and its impact on liability, the role of leadership in fostering an enhanced workplace, and how employees define successful leadership. Each session is designed to meet the needs of both leadership and employees alike. By blending current research with contemporary best-practice analysis, participants learn the essential building blocks to enhance their workplace.

"Rising to the Challenge"
Presented by Eldene Wall, CEOE

The view changes as we rise in altitude and climb the ladder of success. How do we succeed despite seemingly overwhelming circumstances? How do we keep on going "when the air is thin" and we feel ourselves growing weak? "Rising to the Challenge" will include some strategies for continuing our journey and reaching our goals despite difficult experiences.

We will also learn how to nurture and mentor those under our care, whether in our WAEOP, at work or at home. We will learn to put ourselves in our colleagues' shoes and remember how it was during our own journey when a caring and insightful teacher, mentor

or friend helped us break through the clouds of inexperience and reach the summit of extraordinary leadership. Twelve keys to extraordinary leadership will be shared, including how to encourage, enrich, engage, enthuse, and energize others.

***"Being Prepared for the Perfect Job—
skills for a great resume, cover letter and
interview"***
Presented by Vivian Belcher, CEOE

Class will be reviewing cover letters and resumes. The class will break up into groups of 4 and practice being interviewed. Each participant will be interviewed with 4 questions and then their answers will be critiqued, i.e. great eye contact, or you need to speak louder, or loved the example of ..., or next time give more examples. If your district requires you to apply online, what you can do in advance to prepare. She will suggest how to dress for an interview and tips on how to ask for recommendations. After everyone has been interviewed and critiqued then as a whole group attendees will share tips they learned. Participants will go home with flyers with links to cover pages and resumes available online as well as their interview questions and their group critiques.

***"Financial Yoga-Stretching Your Hard-
Earned Money"***
Presented by Mary Dawson

In today's tough economic climate, stretching a paycheck is more important than ever. Reduce financial stress with tips to help you gain control.

REGISTRATION

Name

District

Address

City, State, Zip

Email

____ Yes, I am a WAEOP Member

____ No, I am not a WAEOP Member

**Session Fee includes refreshments
and lunch**

____ WAEOP Member \$35

____ Non-Member \$55

____ Add a WAEOP Member-
ship \$15.00*

____ Total Enclosed

***Please enclose this form with a check,
money order or purchase order made
payable to WAEOP and send to:***

Pam James, CEOE

Area 6 PDD Registrar

18325 5th St NE

Snohomish, WA 98290

***Inquiries should be made to Pam
James at pjames@everettsd.org
or cell: 425-343-2911***

R.S.V.P. Jan 31, 2014



Our Presenters

Linda Clark, Canfield Solutions

Linda is a former Marketing Instructor, Career and Technical Director, and coach. As an Educational Service presenter for Canfield, she currently provides the following workshops: True Colors, Sexual Harassment, Diversity in the Workplace, Diversity with Focus on Sexual Harassment, Enhancing Workplace Climate, Challenging Job of the School Bus Driver, Supervision of Students During Unstructured Times, and Recognizing and Reporting Child Abuse and Misconduct

Eldene Wall, CEOE – WAEOP Board Member

Eldene serves as Executive Assistant/Public Relations Specialist at North Central Educational Service District in Wenatchee, WA where she has worked for 23 years. She serves as Liaison to the NCESD Educational Foundation and as editor of *Teachers Make a Difference*, a book that is sold to raise money for scholarships for high school graduates who want to become teachers. Eldene is co-author of several articles (with Dr. Rich McBride and Dr. Gene Sharratt) for office professionals,

including *At the Leading Edge of Success, Falling to the Top, Success in Life is Not*

Accidental and Mistakes: Opportunities in Disguise.

Eldene served as the 2007-2008 Washington Association of Educational Office Professionals (WAEOP) President and was the 2010 Wenatchee Valley Educational (WVEOP) Office Professional of the Year. She was selected as 2011 WAEOP Office Professional of the Year. She has been presenter and co-presenter with Dr. Rich McBride, NCESD Superintendent for community events and at various WAEOP and WVEOP conferences and meetings.

Eldene is active in the community, serving on the board of the Wenatchee Community Concert Association for the past 15 years (secretary for the past 8 years) and on the board of Write on the River, a community writing group that sponsors an annual conference. She served 15 years as leader of "Women's Time Out," a Christian women's group.

Eldene is a graduate of Grace University in Omaha, Nebraska and received her Bachelor's in Business Administration degree from Walden University in July 2010 and her M.S. in Nonprofit Management and Leadership in May 2012 from Walden.

Eldene and her husband have four sons, three daughters-in-law, 6 grandsons and 4 granddaughters who she loves dearly and of whom she is very proud!

***Vivian Belcher, CEOE – WAEOP Board
Member***

Vivian Belcher is a mother of 3 grown children, all in college away from home.

She was a flight attendant for 26 years and has been working for Seattle Public Schools the past 12 years. She is currently the Administrative Secretary for Ballard High School. Vivian has served as the SAEOP President and as the WAEOP Area 8 Director. She currently is co – chair of WAEOP’s PSP committee. Vivian has served as an instructor for the WEA ESP Issues Conference this past year. Vivian lives in Ballard and is very involved with the major sport teams in Seattle, working with the Mariners, Sounders and Seahawks in her spare time.

***Mary Dawson, School Employees Credit
Union***

Mary is an Education and Community Development Representative for SECU and has been giving financial seminars for over 10 years. A longtime friend of WAEOP, Mary is a former teacher and plays well with others.

Schedule for the Day

8:00 am	Registration/Continental Breakfast
8:15 am	Welcome & Overview of WAEOP/NAEOP/PSP
8:30 am	Linda Clark “Enhancing the Work Place Climate”
9:30 am	Short Break/Transition next speaker
9:35 am	Eldene Wall, CEOE “Rising to the Challenge”
12:00 pm	Working Lunch “Dressing for Your Leadership Role” by Christopher & Banks Clothing Store
12:30 pm	Vivian Belcher, CEOE “Being Prepared for the Perfect Job—skills for a great resume, cover letter and interview”
3:15 pm	Short Break/Transition next speaker
3:20 pm	Mary Dawson “Financial Yoga: Stretching Your Hard-Earned Money”
4:20 pm	Closing Comments by Area 6 Director Pam James
4:30 pm	Dismissal

***WAEOP
Washington
Association
Of Educational
Office Professionals***

**Would you like to join WAEOP? Membership forms are available at www.waeop.org. Annual dues are \$35. Complete and return the form with your registration and form of payment. If you elect this option you may register for the session as a WAEOP Member (total fee would be \$55).*

***2013-2014 WAEOP
Presidential Logo***

