As schools grow, evolve and transform, ensuring that all school stakeholders grow as well is essential.

This institute identifies the structures necessary for challenging the isolating silos that exist in schools, departments and offices as they inhibit adult growth. Strong collaboration structures and skills become the process necessary for organizations, teams and meetings to be high functioning ones. The institute also uncovers the components of organizational complexity, and the skill set to live in ambiguity. You will identify and practice skills to understand your colleagues’ perspectives while withholding judgment, and embrace a process of group development on a continuum which constantly evolves and transforms.

The foundation of this work, our mutual respect and support is built on a foundation of conscious trust. How we build and support trust will be explored here. In addition, as colleagues explore their beliefs, diverse perspectives and cultures, skillful facilitating among adults is necessary to expand your own capacity and the capacity of those around yourself. As a result, this institute will also be highlighting facilitative skills. Given all of the moving parts in any human system, conflict is an expected part of the process of learning and growing. Naming and practicing skills for reframing conflict into positive energy, and honoring diversity of thought and perspectives becomes an opportunity to ensure growth and collaboration in your school. Those strategies will be addressed as well.

The outcomes of this institute experience are:

1. Develop strategies to foster strong relationships, psychological safety, trust and inclusive school cultures.
2. Build collaborative structures to support adult interactions and student learning.
3. Reframe conflict as opportunity for cognitive debate, enhanced innovation and expanded perspectives.
4. Design meetings which are worth your time
5. Analyze the interrelated system of your school as you strategically expand the skills of its stakeholders.
6. Expand your capacity to influence and inspire current decisions and colleagues as build a transformative school.
**Daily Schedule (Day 1 – 4)**

Pick up: 8:00 AM

Welcome coffee: 8.30 AM

Start: 9:00 AM

Morning break: 10:45-11:00 AM

Lunch: 12:45-1:45 PM

Afternoon break: 3:00-3:15 PM

End: 4:00 PM

Return: 4.15 PM

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**ABOUT THE FACILITATOR: Dr. Fran Prolman**

The founder, president and senior consultant of The Learning Collaborative, Fran Prolman is an internationally recognized teacher, administrator, author, consultant and keynote speaker. She is known for her depth of knowledge, dynamism, energy, practical application and proven track record of results.

Fran earned her Doctorate in Teacher Training, International Education and Organizational Development from George Washington University and a Master’s degree in Educational Administration and Curriculum and Instruction from the University of Pennsylvania. She has been a two-time Fulbright Scholar in both India and Israel, and has presented numerous papers, workshops and keynote speeches nationally and internationally.

Fran brings 30 years of experience providing multifaceted work with organizations and school systems throughout the United States and the world. She was a member of the first Understanding by Design trainer cadre for ASCD designing curriculum training throughout the United States, a faculty member for ASCD and a senior consultant at Research for Better Teaching training trainers and educating thousands of administrators and teachers in effective learning practice. Fran focuses on building human capacity through a variety of avenues. She facilitates leadership retreats for teachers, administrators, school boards and executives; delivers organization-wide keynote speeches and workshops, coaches to build highly functional teams; assists organizations and teams in the appropriate use of data, designs professional growth and evaluation systems and brings insight to the change process.

She is a frequent presenter for the U.S. Department of State, European Council of International Schools, the Association for Supervision and Curriculum Development, Central and Eastern European Schools Association, Near East South Asia Association of International Schools, Association of International Schools in Africa, the Tri-Association for the Caribbean and Central America and numerous client school systems in the United States.

Fran is the author of the best-selling book, *Building Your Instructional Leadership*. Learn more on her website, [www.thelearningcollaborative.com](http://www.thelearningcollaborative.com)
Hotel information:

Arena di Serdica Butique Hotel
Budapeshta St 2, Sofia, 1000, Bulgaria
Tel: +359 2 8 107 777

Room rates:
Single room - 115.67 €
Double room - 136.34 €

Rates are per room, per night, inclusive of breakfast, internet access, fitness and 9% VAT and city tax of 0, 67 Euro.

Deadline for reservations is January 8, 2019.

CANCELLATION POLICY:
Cancellation must be made in written. Any cancellation of reservation made three days or less prior arrival results in a charge of the first night accommodation fee.

Please fill the attached reservation form and send it to reservations@arenadiserdica.com by January 8, 2019.