

## Sustaining Energy, Enthusiasm, and Excellence Every Day

Teachers and administrators return from the Capturing Kids' Hearts and Flippen Leadership Series trainings filled with energy, enthusiasm, and a renewed commitment to excellence. They're determined to improve both individual and organizational performance, knowing it will make a significant difference in the lives of the kids they serve. They're ready to put these new-found skills to work, but they often need assistance.

Process Champions serve as mentors and facilitators for Flippen Group processes. Their role is to help fellow staff members succeed by serving as a bridge between their experience at training and their implementation of the processes within the organization. Process Champions provide support, answer questions, coordinate activities, and help teachers and administrators overcome obstacles that could derail positive momentum if left unattended. It's a critical role.

Ideally, an organization will implement *Process Champions* at the district, campus, and classroom levels. We recommend that the superintendent and other essential district administrators attend the two-day *Process Champions* training. Then these Process Champions will assist their organization in identifying and training Process Champions at other levels.

## Process Champions Training

*Process Champions* training covers all topics necessary to support Flippen Group processes in real-world environments. The initial two-day training includes:

- Strategic use of the EXCEL Model™
- Effective implementation of accountability tools
- Learning good questioning techniques
- Training in conflict resolution
- Developing commitment instead of compliance
- Creating and implementing social contracts
- Practicing essential group facilitation skills

## Process Champions Responsibilities

*Process Champions* was designed to maximize the impact of Flippen Group skills in order to promote long-term success. In addition to responding to needs, Process Champions will facilitate and participate in a number of ongoing activities, including:

- Attending FLS-1 and FLS-2 within two years
- Hosting follow-up meetings for teachers returning from Capturing Kids' Hearts
- Meeting with other Process Champions in the District
- Developing one Classroom Process Champion for every
- 25 teachers trained in Capturing Kids' Hearts



## Process Champions Selection Criteria

Process Champions must be leaders, motivators, and ambassadors. They will serve as point persons for systemic implementation of Flippen Group processes at the district, campus, and classroom levels. Selecting the right people is important to the success of the program. How do you know who's right for the job?

- They have attended Capturing Kids' Hearts training.
- They practice the EXCEL Model™ and demonstrate good relational skills with students and peers.
- They have the ability to give and receive feedback.
- They have the authority to hold others accountable.
- They have a reasonable amount of time to give to the Process Champions role.
- They are open to assisting with our research study and will participate in data collection.

## Supporting Your Process Champions

Process Champions serve as mentors and facilitators for Flippen Group processes. It's a role that requires not only skill, but time - a precious commodity for educators. For optimum results, school districts should support their Process Champions with innovative time-management and work-load distribution to help them do the job right.

## General Information

- Each participant will be sent a confirmation letter with the schedule, facility information, and what to bring.
- If you'd like to discuss arranging a training for your **private group**, just contact our office at **1-800-316-4311**.
- If you have **questions** or require further information, please contact our main office and we'll be happy to help! We are open Monday through Friday from 8:00 am until 5:00 pm CST.
- To learn more about **Capturing Kids' Hearts** or **The Flippen Group** and our renowned **leadership and development** processes, please visit our website at [www.flippengroup.com](http://www.flippengroup.com)
- The Flippen Group is the sole source for this training.



## TRAINING DATES

### Hartford, CT

December 6-7

*Please contact our office for additional training dates*

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# Participants	Cost To Attend Training
Each	\$695

*Pricing does NOT include lodging or meals.*

## Registration and Rescheduling Policies

1. All training registrations must be made using the Capturing Kids' Hearts Registration Form. To register additional participants, please use a separate sheet of paper and send it along with the Registration Form. To register for a different date or location, please use an additional form.
2. Registration for 10 or more participants for the same training date requires a 50% non-refundable deposit.
3. All final participant names must be submitted using this form at least 14 days prior to the start of training.
4. To avoid rescheduling, cancellation, or no-show penalties, we recommend that you have an alternate participant ready in the event one of your scheduled participants cannot attend. However, should you need to reschedule your participants or to release registrations, please see the guidelines below:
  - a. For September-May trainings - call at least 30 days prior to the start of training to release or reschedule, in order to avoid cancellation penalties.
  - b. For June-August trainings - call at least 30 days prior to the last day of your regular school year (but no less than 30 days prior to the start of training) to release or reschedule, in order to avoid cancellation penalties.
  - c. All registrations not rescheduled or released according to these time frames will result in a rescheduling/cancellation charge of 50% of the full training fee.
  - d. Any registrants that are not rescheduled or released according to these guidelines, and fail to attend their scheduled training, will be charged 100% of the training fee.

