

*The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.*

- William A. Ward

# Kit Overview

## To the Recognition Committee:

Congratulations on your selection to the staff recognition committee. You are in a unique position to really make a difference! Each of you represents an important stakeholder in the process of education. By creating a year-long plan which includes contributions from each of you, you can reinforce the community spirit that sets your school apart. Your administrators' lives are very hectic so anything you can do to organize and complete parts of this recognition program will be greatly appreciated.

This kit, *Helping Hands*, includes 4 powerful tools:

1. The "How-To" video (choose from VHS or DVD formats)

This video is a brief discussion of the workings of recognition and the processes to ensure your success as you build collegiality while you reinforce "purpose" among your staff with a brief discussion of the year long planner, the "Because We Care" survey and the other slicks and tools available.

2. Four customizable PowerPoint® presentations designed to help you showcase/motivate your staff (*on the enclosed CD-ROM*) These presentations are designed to be used in conjunction with the other ideas outlined in this book.
  - a. "Welcome To..." - a presentation designed to help everyone understand the "big picture" of your school community and the important roles they play
  - b. "What A Difference You Make" (Faculty) - a presentation designed to reinforce the emotional connection of your faculty and students.
  - c. "What A Difference You Make" (Staff) - a presentation designed to identify the strong bond between your classified staff and the student body.
  - d. "Because Of You..." - a year-end presentation highlighting many of the differences that have been made.
3. A workbook / CD-ROM (PC compatible) featuring ideas, resources, forms and slicks for helping you easily and quickly help your staff (faculty and classified) capture and recapture the respect and self-respect they deserve.
4. "Booster shots" - short inspirational video elements that can be used to periodically stimulate the motivational cycle with positive thoughts and ideas. You can use these at in-service meetings, in morning announcements and with newsletters and bulletins. (*choose from VHS or DVD formats*). We have also included an inspirational screensaver and quotes to add the extra "boost" when your staff needs it most.

Helping Hands will provide you with all the tools you need to plan and execute a year of staff appreciation. You will use these tools in a number of ways - from your year-long plan to "booster shots." The constant reinforcement of the value of great mentoring and modeling will only enhance your staff's self-image. And as an added bonus, these programs lend themselves to public relations outside the walls of your school as well.

The important thing is to plan an entire year's worth of events and activities and to include as many people in the presentation ideas as you can. *The more the merrier!*

