

# Two-Day Instructional Coach Institute

## Maximizing Your Effectiveness as an INSTRUCTIONAL COACH

(Grades K-12)



A Unique Two-Day In-Person Institute  
or Live Online Institute Presented by

**Jaime Bailey**

Outstanding Teacher, Instructional Coach and Trainer

**Specifically Designed for Instructional Coaches, Professional Development Trainers and Administrators Who Work at Elementary, Middle or High School Levels**

**Powerful coaching techniques** that motivate buy-in when supporting struggling or resistant teachers

**Proven ways to inspire change** while engaging in coaching conversations, including strategic questions and authentic feedback formats that result in meaningful shifts

**Proven flexible coaching structures** that better meet staff members where they are and deliver results in any setting

**Highly effective ways** to build successful, collaborative coaching relationships with both novice and veteran teachers

### Illinois

**Chicago – December 14-15**  
(Elk Grove Village)

### New Jersey

**Newark – December 12-13**  
(West Orange)

### LIVE ONLINE INSTITUTES

**November 7-8**

**9 AM Central**, 8 AM Mountain,  
7 AM Pacific, 10 AM Eastern

**November 29-30**

**9 AM Eastern**, 8 AM Central,  
7 AM Mountain, 6 AM Pacific

CEUs and Graduate Credit Available  
See page 6 for details

### CAN'T ATTEND?

Order the recorded version and take the institute online at your convenience (see page 6)

# Two-Day Intensive Instructional Coach Institute

*"Jaime is a very informative presenter. Her presentation style is one I want to mirror with my staff! Great resources that can be used right away also made this institute very valuable!"*

— ANNE ESSELBURN,  
INSTRUCTIONAL COACH

## A Practical, Two-Day Institute Focused on Increasing Your Effectiveness as an Instructional Coach



Plan to attend as a school or district instructional coach, a representative team member or a district team leader to increase the effectiveness of your coaching skills to improve instruction and impact student learning. You will deepen your understanding of coaching as an ongoing process to better meet teachers where they are instructionally. You'll learn how to build stronger relationships of trust with adult learners, use the

coaching cycle to kick-off purposeful interactions, and provide valuable feedback that will build teacher capacity. You will leave better equipped to get teacher buy-in using instructional strategies and coaching structures to grow teacher instructional expertise. You will learn how engaging in collaborative conversations, whether you are in-person or using online tools, can improve decision-making using specific strategies, structures, data, or evidence of student learning. Leave with enhanced skills in your coaching toolkit that will help you be more successful with even the most reluctant or struggling teachers. You will also receive proven professional development ideas that engage all staff members and have a high success rate at implementation.

## Structure Your Coaching for the Greatest Results and Boost Teacher Expertise AND Student Achievement

Learn proven ways to more skillfully incorporate the critical attributes of highly effective instruction with effective coaching strategies that ensure meaningful implementation, teacher growth and increased student learning. You'll learn practical ways to build teacher instructional expertise working with struggling students as well as those who are high achieving. Strengthen your coaching skills in working with both novice and veteran teachers and gain high leverage ideas for conducting motivating and engaging professional development opportunities. During these intensive two days, you'll learn highly effective coaching techniques and a variety of ways to conduct powerful professional development opportunities that can have a major impact on both the instructional skills of your teachers and the achievement of your students in grades K-12.



### Who Should Attend

Instructional Coaches,  
Professional Development  
Trainers and Administrators  
Who Work at Elementary,  
Middle or High  
School Levels

# Two-Day Intensive Instructional Coach Institute

## Specific Topics ... Here's What You Will Learn ...

- **Engage your staff in engaging coaching conversations** to build more successful collaborative relationships
- **The nuts and bolts for initiating a growth mindset approach** with teachers
- **Proven ways** to make best use of the coaching cycle to guide your work and to help you track steps and progress
- **How to build stronger relationships** of respect with both the novice and veteran teachers you coach
- **Practical strategies** for becoming a more skilled intentional listener in all your interactions with teachers
- **How to guide your teachers** in more effectively using the Gradual Release Model to impact and scaffold student instruction
- **Ways to build and support a culture** of learning and curiosity
- **How to ask powerful questions** that build teachers' capacity to think and deeply analyze their own instruction
- **Ways to drive home a student-centered focus** using formative assessments, data, student artifacts, scales, and student and class action plans
- **How to more clearly define your role as a coach** when it has not been clearly defined for you or your staff
- **Highly effective techniques** to work with struggling or reluctant teachers
- **How to make better use of your state standards** and lesson planning to orchestrate coaching with teachers
- **Ways a video protocol can be used** to improve the art of teaching, coaching, and student learning



*"The resources, conversation, and pacing, was excellent. I would highly recommend this training to others."*

– GOLDIE GOLDING, TEACHER



# A Message From Institute Leader, Jaime Bailey



## Uniquely Qualified Instructor

**JAIME BAILEY** is an outstanding educator and popular national presenter with a wide variety of experience. She has served as a classroom instructor, elementary literacy coach, curriculum coordinator, assessment specialist trainer, professional development coordinator and is passionate about designing high-quality professional development that can be easily replicated by others. Jaime is the author of *Maximizing Your Effectiveness as an INSTRUCTIONAL COACH (Grades K-12)*, the comprehensive digital resource handbook you will receive at the two-day institute. Jaime brings years of diverse experience to her seminars in providing practical and replicable professional development with a wealth of ideas you'll want to use immediately as you train others. Jaime is a highly effective presenter whose excitement about professional development is contagious. Spend two days with Jaime where she will share dozens of highly practical tips, tools and materials you can adopt or adapt into your training.

Dear Colleague:

As educators, we must develop our students' capacity to think deeply, to become effective learners and to be efficient problem solvers. As coaches, we can begin this movement by our influence on teachers and building a culture of learning. As an experienced instructional coach, I have seen first-hand how the right partnership between coach and teacher can help construct clarity, articulate direction and accelerate this journey. I'm energized and motivated to share with you what I know works.

I can relate to the many challenges coaches face as well and I will provide you with numerous techniques for working through tough situations. During this intensive two-day institute, I will share with you my best proven methods for targeting what is the most beneficial for students – in any situation. I will help you engage in more meaningful interactions when working side-by-side in the trenches with teachers. You will learn coaching structures that build on your expertise and immediately impact your ability to inspire change. You will also take away concrete ideas about feedback and questioning. I promise you more wins and better methods for overcoming the challenges we all face as coaches. Please join me and your colleagues, for two, fast-paced invigorating days devoted to enhancing your instructional coaching skills. I look forward to working with you in this game-changing work. You will leave this institute excited and equipped with innovative approaches and new ideas!

Sincerely,

Jaime Bailey

**P.S.** The focus of our two days together will be on **sharing practical ideas and strategies I've learned from my own teaching and coaching** that I know will build greater teacher capacity and accelerate student learning.

*"I will share with you my best proven methods for targeting what is the most beneficial for students."*

# What Your Colleagues Say About Jaime Bailey

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*"Thank you for providing templates to be able to use and for modeling protocols. It takes skills to manage all the tech for the whole day – kudos to Jaime; she made it look easy."*

Noreen Jafri, MS Teacher

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*"I received an incredible amount of information that will be beneficial with the close of this year, as well as the upcoming school year."*

Alyson James, Instructional Coach

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*"Jaime is so knowledgeable and shared amazing resources. She invited us to be active in this learning, just as we should with our teachers and they should be with their students."*

Katie Prall, Reading Specialist

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*"Inspiring! Jaime is fabulous! I learned so many innovative strategies to take back to my school. I'll be in the lookout for another Jaime Bailey institute!"*

Jeannie Abt, Elementary Supervisor

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## About BER Institutes

### Outstanding Instructors

All programs are led by outstanding, top-rated BER national trainers.

### Extensive Digital Resource Handbook

You'll receive an extensive digital Resource Handbook full of practical strategies and resources.

### Highly Interactive

You'll be able to ask questions, consult with the instructor, and share ideas with other participants.

### Program Guarantee

As we have for 45 years, we guarantee the high quality of our programs. If you are not satisfied, we'll give you a 100% refund.

# Special Benefits of Attending



*"Jaime is a very energetic presenter. Her strategies are relevant and can be immediately implemented. Thank you!"*

KATHERYN WARD,  
READING SPECIALIST

## On-Site Training

Most BER seminars can be brought to your school or district in-person or online. See the options at [www.ber.org/onsite](http://www.ber.org/onsite) or call 877-857-8964 to speak to one of our On-Site Training Consultants.

## Extensive Instructional Coaching Digital Resource Handbook

Each participant will receive an extensive digital resource handbook giving you access to countless strategies. The handbook includes:

- Practical habits and actions to accelerate collaborative coaching relationships
- Powerful sample questions and effective feedback examples for strengthening coaching conversations
- Proven coaching structures to increase teacher effectiveness
- Formative assessment tools along with data and goal setting tools
- Resources for documentation of the coaching cycle, planning tools, notetaking, and more

**For in-person institutes, registrants will also receive a printed copy of the resource handbook as long as their registration is received in the BER office at least 15 calendar days before the event.**

## Share Ideas with Other Educators

This institute provides a wonderful opportunity for participants to share ideas with other educators interested in increasing their effectiveness as an instructional coach.

## Consultation Available

Jaime Bailey will be available to answer your specific questions and the unique needs of your own program.

## Meet Inservice Requirements / Earn State CEUs

Participants of In-Person Institutes, Live Online Institutes, and those completing the Recorded Version online can receive a certificate of participation that may be used to verify ten continuing education hours. For details about state CEUs available, visit [www.ber.org/ceus](http://www.ber.org/ceus)

## Earn One to Four Graduate Semester Credits



University of  
Massachusetts  
Global A nonprofit  
affiliate

Up to four graduate level professional development credits are available with an additional fee and completion of follow-up practicum activities. Details may be found at [www.ber.org/credit](http://www.ber.org/credit)

## Can't Attend?

### Other Professional Development Options:



#### Recorded Version of the Institute

Order the recorded version of this institute to take online at your convenience. You'll have access to the entire course and to the extensive digital resource handbook. To enroll, see registration form on page 7, and for optional CEUs and graduate credit, please visit [www.ber.org/credit](http://www.ber.org/credit)



#### Related On-Demand Online Courses

BER offers educators a wide range of online courses that are affordable, fun, fast, and convenient. BER is now offering On Demand Video-Based courses. You may earn optional graduate-level credits for most courses. See the catalog of available courses at [www.ber.org/online](http://www.ber.org/online)

# Maximizing Your Effectiveness as an INSTRUCTIONAL COACH (Grades K-12)

## Registration (AIB3F1)

1. **Chicago** (Elk Grove Village), IL – December 14-15, 2022
2. **Newark** (West Orange), NJ – December 12-13, 2022
3. **LIVE ONLINE:** November 7-8, 2022 (Start time: 9 AM Central)
4. **LIVE ONLINE:** November 29-30, 2022 (Start time: 9 AM Eastern)
- or—
5. **I'd like to order the recorded version of this institute**

FIRST NAME	M.I.	LAST NAME
_____		
POSITION, SUBJECT TAUGHT	GRADE LEVEL	
_____		
SEMINAR LOCATION NUMBER: _____ (Please see list above)		

*List additional registrants on a copy of this form*

SCHOOL NAME	
_____	
SCHOOL MAILING ADDRESS	
_____	
CITY & STATE	ZIP CODE
_____	_____
SCHOOL PHONE NUMBER	HOME PHONE NUMBER
(     )	(     )

*Registration confirmations and login details are sent via e-mail*

E-MAIL ADDRESS (REQUIRED FOR EACH REGISTRANT)	
_____	
HOME MAILING ADDRESS	
_____	
CITY & STATE	ZIP CODE
_____	_____

**IMPORTANT – PRIORITY ID CODE: EAIB3F1**

## METHOD OF PAYMENT – Team Discount Available

The registration fee is \$595 per person, for teams of three or more registering at the same time, the fee is \$545 per person. **Payment is due prior to the program.** No cash, please.

- A check (payable to **Bureau of Education & Research**) is attached
- A purchase order is attached, P.O. # \_\_\_\_\_ (Be sure to include priority ID code on the P.O.)
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- Please print name as it appears on card                      Signature (required for credit card purchases)

## FIVE EASY WAYS TO REGISTER:

-  **REGISTER ONLINE** at: [www.ber.org](http://www.ber.org)
-  **EMAIL this form to:** [register@ber.org](mailto:register@ber.org)
-  **PHONE toll-free:** **1-800-735-3503**  
(Weekdays 5:30 am - 5:00 pm Pacific Time)
-  **FAX this form to:** **1-425-453-1134**
-  **MAIL this form to:** **Bureau of Education & Research**  
915 118th Avenue SE • PO Box 96068  
Bellevue, WA 98009-9668

## Program Hours

- All **In-Person** Institutes are scheduled 8:30 AM – 3:15 PM. Check-in is 8:00 AM – 8:30 AM.
- All **Live Online** Institutes are scheduled 9:00 AM – 3:30 PM in the time zone indicated. Check in 15 minutes prior. Registrants will be sent login information by email four days before their Live Online Institute.

## Fee

The registration fee is \$595 per person, \$545 per person for groups of three or more registering at the same time. Call us at 1-800-735-3503 for groups of ten or more. **Payment is due prior to the program.** Fee includes institute registration, a certificate of participation and an extensive digital resource handbook. The fee is the same for In-Person Institutes, Live Online Institutes, or Recorded Institutes.

**For in-person institutes, registrants will also receive a printed copy of the resource handbook as long as their registration is received in the BER office at least 15 calendar days before the event.**

## Meeting Sites and Hotel Accommodations

- Seminars will be held at the following sites:
- Chicago: Holiday Inn - Elk Grove Village, (847) 437-6010
  - Newark: The Wilshire Grand Hotel - West Orange, (973) 731-7007
- If needed, please make your own hotel reservations by calling the appropriate hotel listed above.

## Cancellation/Substitutions

100% of your paid registration fee will be refunded if you can't attend and notify us at least 10 days before the institute. Late cancellations made prior to the event date will be refunded less a \$15 service fee. Substitutions may be made at any time without charge.

## Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at [www.ber.org](http://www.ber.org). The Bureau is North America's leading presenter of PD training for professional educators. Programs are based on sound research, are highly practical in content and consistently receive excellent evaluations.

## Program Guarantee

We stand behind the high quality of our programs by providing the following unconditional guarantee: If you are not satisfied with this program, we'll give you a 100% refund of your registration fee.

AIB3F1

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## Two-Day Instructional Coach Institute

# Maximizing Your Effectiveness as an INSTRUCTIONAL COACH (Grades K-12)



An outstanding two-day In-Person or Live Online Institute

Includes an extensive digital Resource Handbook

Can't Attend Live? Order the Recorded Version to access online at your convenience

## Two-Day Instructional Coach Institute

# Strengthen Your Instructional Coaching Skills

AIB3F1



## Two-Day Instructional Coach Institute

# Maximizing Your Effectiveness as an INSTRUCTIONAL COACH (Grades K-12)



A Unique Two-Day In-Person Institute  
 or Live Online Institute  
 (Also available as a Recorded Online Version  
 to Use at Your Convenience)

Presented by

## Jaime Bailey

Outstanding Teacher, Instructional Coach and Trainer

**Techniques for successfully coaching** teachers in all areas and leveraging teachers for change

**Powerful coaching techniques** that motivate buy-in when supporting struggling or resistant teachers

**Proven ways to inspire change** while engaging in coaching conversations, including strategic questions and authentic feedback formats that result in meaningful shifts

**Proven flexible coaching structures** that better meet staff members where they are and deliver results in any setting

**Highly effective ways** to build successful, collaborative coaching relationships with both novice and veteran teachers

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