



NIKAYO COBLE
EDUCATION SOLUTIONS



PROFESSIONAL EDUCATOR TRAINING OFFERINGS

www.nikayocoble.com

www.maryshelm.org

HIGH LEVEL OVERVIEW

Module	Topics Addressed	Target Audience	Duration
Dynamics & Delivery	Public Presentation & Communication	Students	1 hour & 30 minutes
Effective Evaluations	Public Presentation, Communication, & Interpersonal Skills	Senior leaders, middle leaders, teachers, assistants	1 hour
Terrific Topics	Public Presentation, Communication, & Creativity	Students	1 hour & 30 minutes
Interpersonal Impacts	Interpersonal Skills, Relationship Management, & Communication	Senior leaders, middle leaders, and teachers	1 hour
Golden Goals	Strategic Thinking & Planning & Organizing/Management	Senior & middle leaders, and teachers	1 hour & 30 minutes
Data Details	Planning & Organizing, Assessment, Data, Goal Setting	Senior leaders, middle leaders, & teachers	1 hour & 30 minutes
Powerful Presentations	Presentation Skills & Communication	Senior leaders, middle leaders, teachers, & students	6 hours
The Posh Professional	Communication, Organizing, & Interpersonal Skills	Students	1 hour
Partnership Power	Interpersonal Skills, Communication, & Creativity	Parents & Teachers	1 hour
Workplace Wellbeing	Personal & Professional Wellbeing	Teachers	Varies



DYNAMICS & DELIVERY

Whether intentional or unintentional, people are always sending messages to one another about who they are. For this reason, it is important for students to be aware of how to send the right message to others and have the ability to quickly make adjustments as needed. This workshop explores the importance of sending clear messages about ourselves through both our words and actions.

By the end of this session participants will...

- Understand the importance of delivering strong & clear messages
- Learn how to develop shareable messages for various audiences
- Identify ways to add interest to messages you deliver
- Identify ways to add excitement to messages you deliver

SPECIFICATIONS

Topics Addressed: Public Presentation & Communication

Target Audience: Students of all ages interested in strengthening their communication skills. This course is modified to meet the needs of the age range of the audience.

Type: On-line or In Person

Duration: 1 hour & 30 minutes

Add On Service Available?: Yes. Consultant can be assigned to view live or view a recording of the attendee making a presentation or delivering a speech. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off concepts taught in the workshop.



EFFECTIVE EVALUATIONS

In order to get desired results from teachers and students school leaders must provide clear and actionable feedback about what's occurring in the school. The information they share must be delivered in such a way that their recipients can utilize it. Additionally, teachers must understand how to effectively receive and respond to any feedback their senior and middle leaders provide them with. This workshop explores the "A.R.T." of effective evaluations.

By the end of this session participants will...

- Understand the importance of Effective Evaluations for a teacher
- Understand the importance of Effective Evaluations for a school leader
- Learn the steps to give & receive an Effective Evaluation
- Evaluate a feedback session using the Effective Evaluation steps

SPECIFICATIONS

Topics Addressed: Public Presentation, Communication, & Interpersonal Skills

Target Audience: Any staff member who is responsible for evaluating the performance of another individual (ex: senior leaders or middle leaders) and any staff member who is responsible to perform a given task and receives a performance review (ex: teachers or assistants)

Type: On-line or In Person

Duration: 1 hour

Add On Service Available?: Yes. Consultant can be assigned to view live or view a recording of the attendee providing an evaluation for another individual. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off concepts taught in the workshop.



TERRIFIC TOPICS

Students are often called forth to give presentations in front of peers and adults. They also often have to collaborate with unfamiliar classmates. The experience can be nerve wrecking and an undesirable outcome can have long lasting impacts that negatively impact their self-esteem and make them doubt their abilities. How can we set them up for success? This workshop takes out the guess work and helps students feel confident when the need arises for them to begin speaking on a given topic.

By the end of this session participants will...

- Generate a list of topics that they can confidently speak about in any circumstance
- Learn strategies to clearly articulate their thoughts in ANY speaking situation
- Apply the topic selection and organization strategy to ANY speaking situation
- Understand the objectives of various types of presentations and speaking opportunities

SPECIFICATIONS

Topics Addressed: Public Presentation & Creativity & Communication

Target Audience: Students of a all ages interested in strengthening their communication skills. This course is modified to meet the needs of the age range of the audience.

Type: On-line or In Person

Duration: 1 hour & 30 minutes

Add On Service Available?: Yes. Consultant can be assigned to view live or view a recording of the attendee making a presentation. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off concepts taught in the workshop.





INTERPERSONAL IMPACTS

Schools are very interactive and relational environments. School leaders, teachers, support staff, parents, and students all interact on a regular basis both in written and verbal exchanges. From personal discussions, feedback, and meetings, each of our interactions has the potential to build, strengthen, or weaken our working relationships. This workshop is designed with practical information and resources to support positive school community relationships.

By the end of this session participants will...

- Identify key relationships
- Learn strategies to build new school relationships
- Learn strategies to maintain existing positive school relationships
- Learn strategies to improve existing strained school relationships

SPECIFICATIONS

Topics Addressed: Interpersonal Skills, Relationship Management, & Communication

Target Audience: Senior leaders, middle leaders, and teachers

Type: On-line or In Person

Duration: 1 hour

Add On Service Available?: No.





GOLDEN GOALS

Benjamin Franklin once stated, “Failing to plan is planning to fail” but what happens when you struggle with planning? It is important to have clearly defined goals. Once goals have been clearly planned every action that follows should strategically crafted to meet the goal . This workshop is designed to explore planning and organization skills through a strategic lens.

By the end of this session participants will...

- Understand the strategic backwards design model as a way to view school environments from start to finish
- Understand the S.M.A.R.T. goal setting and progress tracking process
- Apply the backwards design model & S.M.A.R.T. goal setting process to real life situations

SPECIFICATIONS

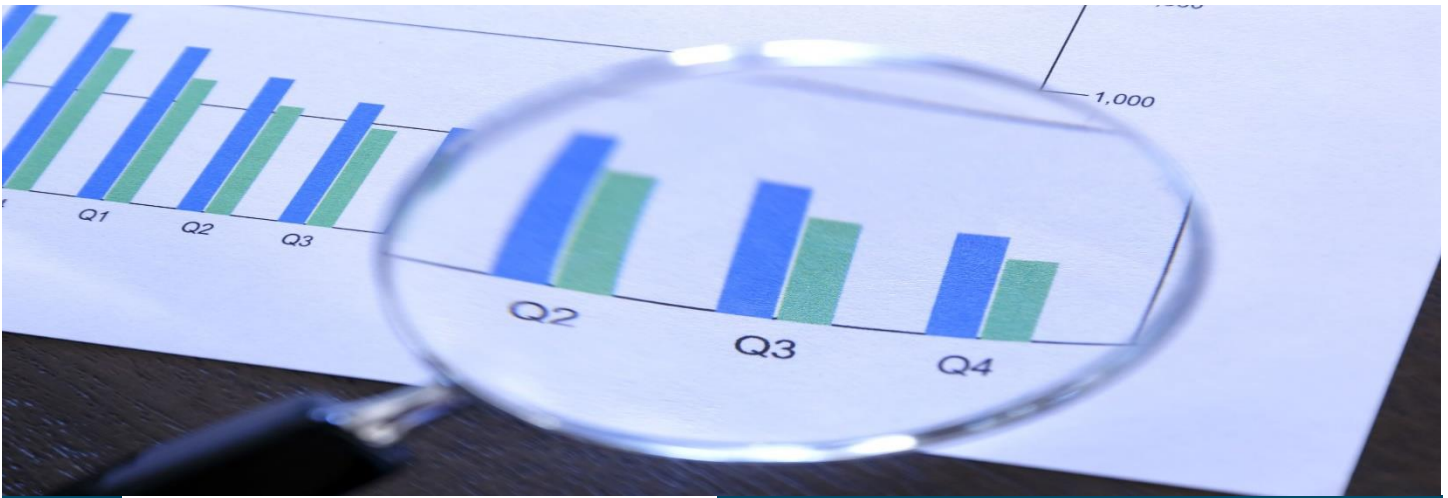
Topics Addressed: Strategic Thinking & Planning & Organizing/Management

Target Audience: Senior & middle leaders, and teachers

Type: On-line or In Person

Duration: 1 hour & 30 minutes

Add On Service Available?: Yes. Consultant can be assigned to review strategic plans and/or goals. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off concepts taught in the workshop.



DATA DETAILS

Schools are filled with data and statistics about student performance, but how well is the information used and understood?

By the end of this session participants will...

- Understand different types of data and their purpose
- Know how to validate data
- Learn strategies to effectively use data
- Analyze student data
- Create a student goal and action plan based on student data

SPECIFICATIONS

Topics Addressed: Planning & Organizing, Assessment, Data, Goal Setting

Target Audience: Senior leaders, middle leaders, & teachers

Type: On-line or In Person

Duration: 1 hour & 30 minutes

Add On Service Available?: Yes. Consultant can be assigned to review school data. The consultant will provide feedback to the attendee about strengths and opportunities for growth based off the data and concepts taught in the workshop.



POWERFUL PRESENTATIONS

Whether communicating in written or verbal format basic presentation skills are a must. This workshop infuses basic presentation skills with hands on tasks utilizing the Microsoft Office tool, PowerPoint.

A personal device with the Microsoft Office PowerPoint is required.

By the end of this session participants will...

- Make an informational presentation using PowerPoint
- Respond to an authoritative concern
- Advertise a simple product using PowerPoint
- Be exposed to other tools that support powerful presentations

SPECIFICATIONS

Topics Addressed: Presentation Skills & Business Communication

Target Audience: Senior leaders, middle leaders, & teachers

Type: On-line or In Person

Duration: 6 hours

Add On Service Available?: Yes. Consultants can be assigned to assist with presentation creation work and/or provide feedback and suggestion on a presentation.



THE POSH PROFESSIONAL

In a globally competitive environment how can an individual make themselves stand out in a swarm of applicants and shine during an interview? This workshop is designed to boost applicant confidence and prepare them to apply for a variety of professional opportunities.

By the end of this session participants will...

- Know how to prepare for applicant success
- Understand the relationship between cover letters, CV/résumés, and interviews
- Learn how to self-evaluate their interviewing skills

SPECIFICATIONS

Topics Addressed: Communication, Organizing, & Interpersonal

Target Audience: Students preparing for college/university, applying for scholarships, or seeking employment

Type: On-line or In Person

Duration: 1 hour

Add On Service Available?: Yes. Consultants can be assigned to assist with modifying and/or creating a cover letter, CV/résumé, supporting with college applications, and/or conducting mock interview with a post interview debriefing session..





PARTNERSHIP POWER

From digital learning, to face to face session, and a variety of blends in between a unique culture has arisen where home and school have combined like never before. Whose responsibility is it when it comes to teaching, behavior, and wellness? Is it the teacher? The parent? And what if an individual is serving in both roles? There is an answer to this question and it lies in the word “partnership.” This interactive workshop explores the power of partnership.

By the end of this session participants will...

- Define the roles and responsibilities of parents, teachers, and children
- Learn strategies to strengthen the relationship between parents, teachers, and children

SPECIFICATIONS

Topics Addressed: Communication, Organizing, & Interpersonal

Target Audience: Parents & teachers

Type: On-line or In Person

Duration: 1 hour

Add On Service Available?: Yes. Participating parents and teachers can be enrolled in a one year membership to access our weekly interactive parent and educator workshops and receive a discount off all our other education support products.



WORKPLACE WELLBEING

Strong teachers result in strong and confident students. Educators endure a wide variety of pressures from students, parents, administrators, home, and life in general. In addition to the vast requests that they receive from varied places they also have many different needs that would help them perform their best from improving organization skills to requiring behavior management support the possibilities of what would help them strive are endless. This unique support plan meets teachers were they need to be met for the amount of time required no matter how long or short.

By the end of this session participants will...

- Identify their unique needs that would improve wellbeing
- Have a unique support plan to meet their wellbeing needs
- Receive on-going coaching & constructive criticism
- Participate in workshops & activities relevant to improvement plan
- Recognize and learn how to showcase unique strengths

SPECIFICATIONS

Topics Addressed: Personal & Professional Wellbeing

Target Audience: Teachers

Type: On-line & In-Person

Duration: Varies

Add On Service Available?: Yes. Participating teachers can be enrolled in a one year membership to access all our monthly interactive wellbeing related educator workshops and receive a discount off all our other education support products.

