Directions for Registering for 2015 Summit Training Sessions  
(All attendees must pre-register for breakout sessions)

Please read the following carefully before registering for Summit breakout sessions. This information will help you navigate the system and make informed choices as to your desired sessions. There are a variety of sessions that address each member’s unique leadership skill set and years of Association experience.

NEA members will have the option of signing up for a Facilitative Leadership Track (same room throughout the summit) or choose five individual sessions. The following information is for members choosing to attend five individual sessions.

*Each class size is limited*, and seats will be assigned on a first-come, first-served basis. Once a class session is full, no further changes/additions can be made to the class roster and participants will need to select another class that is still open. It is recommended that members have a first, second and third choice in mind when selecting classes, in the event that their first choice is not available.

There are three components to consider when making class selections: the session topic, the “competency,” and the leadership level.

**Session topics:** All sessions are listed on the attached excel document. Each of the five tabs at the bottom of the spreadsheet contains specific breakout session information. For example, tab one lists all breakout sessions offered during the first breakout time, Friday, February 27, from 5:30 – 7:00 pm.

**Competencies/Competency Domains:** help define the areas of knowledge, skills and experience that well-rounded leaders possess. Members can select sessions in any of the following six Competency areas:

- **Advocacy (ADV):** Advances the cause of public education through social justice and how it benefits our students and members’ professional needs and rights.
- **Business (BUS):** Builds the brand and accomplishes the goals of the association through effective financial management and understanding of fiduciary responsibilities.
- **Communication (COM):** Builds an integrated communications strategy that drives the goals of our professions.
- **Governance and Leadership (GOV):** Sets the mission and establishes strategies necessary for a relevant and thriving organization; empowers, motivates and fosters a pipeline of talent for the future.
- **Leading our Professions (LOP):** Advocates for quality inside our professions and promotes our union’s role in advancing education transformation and student learning.
- **Organizing (ORG):** Mobilizes to influence successful organizing outcomes, strengthen internal and external relationships, and membership capacity; as well as recruit and identify new members and potential leaders into the association.

**Leadership Level:** is a way of describing where each leader is on a leadership experience scale or proficiency progression:

- **Level I, Foundational** (noted as “1” beside the Competency abbreviation): Typically used to describe those new to leadership, this progression focuses on *“Leading of the Self,”* or what one member can do his/herself to lead and/or impact change.
• **Level 2, Mobilizing & Power-Building** ("2" beside the Competency abbreviation): This describes members who are leaders in the mid-range of their leadership service, and refers to leaders who lead the organization.

• **Level 3, Agenda-Driving** ("3" beside the Competency abbreviation): This progression covers those at the top leadership level and includes leaders who set the policies/agendas for the national, state and/or local affiliate. Agenda-driving leaders focus on leading others.

Sessions are tagged with a Competency and Leadership Level code that will aid participants in selecting classes that are unique to them:

(Competency abbreviation) + (Leadership Level) = code for a specific class

(Example: ADV3 = for a class taught in Advocacy, highest level (3) of Association experience)

Remember that not everyone may be on the same Leadership Level across all six competencies, as demonstrated through this example:

Ms. C has been a local member for seven years, and she’s served as the local treasurer for four of those years. Based on her years of service, she believes she is at leadership level 2, Mobilizing and Power-Building. Overall, she’s had extensive experience with business and finance issues, but has not been very engaged with advocacy.

Ms. C may be a Level 2 for most Summit trainings, but her extensive experience in Business may put her at the highest level of experience (Level 3) for sessions in the Business Competency area. Since she’s had limited experience in Advocacy, she might be a Level 1 for Advocacy classes. Based on these Competency areas and Leadership Levels, Ms. C might register for sessions with the following codes:

- Business + Leadership Level 3 (agenda-driving): “BUS3”
- Advocacy + Leadership Level 1 (foundational): “ADV1”
- Communication + Leadership Level 2 (mobilizing/organizing): “COM2”
- Governance & Leadership + Leadership Level 2: “GOV2”
- Leading our Professions + experience Level 2: “LOP2”
- Organizing + Leadership Level 2 = “ORG2”

If you have any questions or need assistance, do not hesitate to send your questions to leadershipsummits@nea.org.