

JYS Consultants-PosiPower Concepts, Inc.

5327 Knotting Woods Dr., Westerville, Ohio 43081

Phone: 614-775-6069

jysposipower@gmail.com www.posipowerconcepts.com



PosiPower Workshops for ACADEMIA

Professional Development Courses



"Where all elements of training begin with self"

1. *Our Customers Deserve the Best*
2. *Working Together as a School Team: Teachers, Bus Drivers, Counselors, Janitors, Cooks, etc.*
3. *I Really do Love and Need This Job ...Coping Skills*
4. *Do what you Love, and do it Well: **Paraprofessional Training (NEW)***
5. *Time and Stress Management in Academia*
6. *Balance Work and Family & Be Positive in Both*
7. *Hire and Retain the Best School Staff*
8. *Be a PosiTeacher in Your Classroom*
9. *What to do when Students Won't Listen*
10. *Co-Teachers Working Together as a Team*
11. *Time and Stress Management for Teachers*
12. *20 PosiPower Ways to Bully-Proof Your School*
13. *Celebrate Diversity in Your Classroom*
14. *PosiPower Ways to Effectively Work with Parents*
15. *Civil Rights Childhood - Racial Sensitivity Training*

Jordana Y. Shakoor, CEO/President

614-775-6069-Ohio

jysposipower@gmail.com

Attorney Ali Andrew Shakoor, Senior Consultant

aliposipower@gmail.com (Ali)

813-528-7982 - Tampa

www.posipowerconcepts.com

BACKGROUND INFORMATION

Founded in 1993 and incorporated in 2008. **JYS Consultants-PosiPower Concepts, Inc.** is an educational consulting firm. Our home office is in Westerville, Ohio, and we work out of Tampa, Florida. Our primary commitment is to improve the lives of individuals and the atmosphere of school communities, organizations, and companies by teaching **PosiPower Concepts** along with core training needs.

The **PosiPower Concept** asserts that: "**All elements of training begin with self.**" This concept makes our training unique. Over the years, we discovered that individuals who feel good about themselves and their contribution to the organization are more receptive to change. Individuals who know how to maintain a positive self-image make the best students, educators, counselors, supervisors, managers, workers, and parents. Therefore each training session begins with a self-esteem component. **PosiPower** training sessions are customized and thorough regarding the importance of academic leadership and student development. Participants come away with a renewed sense of commitment and enthusiasm for themselves, their students and in their lives in general.

Our Objectives are to:

- **Promote excellence and increase excellence academia**
- **Improve student, parent, educators, staff, and administrative satisfaction**
- **Build strong academic teams and enhance leadership skills**
- **Improve attitudes by teaching positive concepts**
- **Reduce resistance to change**
- **Teach diversity, equity & cultural issues**
- **Teach positive techniques that resolve interpersonal conflicts**
- **Create a positive academic environment**
- **Highlight and promote positive families and students**
- **Create a positive balance between work and family**

A few comments from previous participants:

"It made me see that what I think is a bad situation in the present could be a window of opportunity."

"This training improved my professional outlook."

"Lots of ideas creating measurable goals, how to, etc.,"

"New ideas on how to address different issues"

"I'm a PosiParent because of these classes."

"I now know what to do with my child."

"Jordana really cares about our concerns."

"Very enthusiastic, down to earth, knowledgeable, good stories."



1. *Our Customers Deserve the BEST* - *Support Staff*

The goal of this workshop is to provide a set of principles for improving customer service within academic settings. Our strategy is to help match service with the expectation of our target customers: students, parents, teachers, co-workers, and administrators. Through group discussions, we identify the needs of our academic customers and the significance of good internal and external customer service interactions. We affirm that it is essential to always improve our attitude and do our best. Participants learn how to project a positive regard for the school community and that we are a team. We develop skills that enable us to find the right answers for all students and ways to enhance student success. In addition, participants learn how to serve culturally diverse populations. Crucial conversations and group exercises help integrate the training. This course *Our Customers Deserve the BEST* is customized for each academic setting. The following objectives are highlights for academia:

- Maintain a positive self-image when serving students, parents, teachers, co-workers and administrators
- **Improve customer service to attain positive results**
- Learn **defusing** techniques for "**vulnerable**" and difficult encounters
- Gain knowledge to better serve culturally diverse families
- Practice positive telephone, texting, and virtual conference techniques
- Academic and school goals are met when customer service is improved
- **Resolve five major "customer" complaints with 10 PosiPower tips**



2. Working Together as a School Team: Teachers, Bus Drivers, Counselors, Janitors, Cooks, etc... - *Support Staff*

A school community is a team. This training is designed specifically for academic team members including administrators, teachers, substitute teachers, case workers, nurses, bus drivers, security, and other staff. Participants learn how to become better team-players that create the most enriching experience for students, parents, and staff. They will learn five (5) coaching styles and which ones they prefer or resist. Participants/players learn productive ways to cope with workplace conflicts that may hinder the team from reaching its goals. Through self-awareness exercises, participants learn how to solve problems by clarifying real issues and roadblocks. They learn how and when to take initiative. In this course, participants will learn the following:

- A positive attitude is best for the whole academic team
- Five (5) Coaching Styles
- How to take initiative and still work within the team
- Ways to promote excellence and increase productivity
- Skills that will help resolve interpersonal problems and their causes
- How to resolve or eliminate credibility problems by clarifying real issues and roadblocks that may hinder the team

3. *I Really Do Love and Need This Job... Learn Coping Skills*



In this time of uncertainty, post COVID-19, academic employees are overwhelmed and out of sorts about which direction their career in academia should take. But as they attempt to figure out a clear direction, the demands of their career are forever present. In this course, participants learn coping skills for times when their jobs overwhelm them, and they know they really need the job, love the job, or really *hate it*. This course will help to get to the bottom of their situation. Here are some methods that will be discussed:

- Positive thinking techniques that work during uncertainty
- **“Time out without clocking out”**
- Deep breathing exercises
- 10 PosiPower Visualization techniques
- Do what you need to do so you can do what you love – Goal-setting skills
- Positive Action = Positive Results
- **12 PosiPower Coping Skills**
- **25 Ways to a Healthier Mindset**

4. *Do What You love to do, and do it well: Paraprofessional Training*



Highly skilled paras are vital to students and educators. They *really* need to do their job well because they assist students with physical and mental disabilities. They help to ensure that classroom and learning activities run smoothly. The academic program is enhanced by their commitment and willingness to support and improve classroom management skills. When paras love their work, they make a positive difference in the academic success of students. In this course, paraprofessionals will learn the following components:

- * Why maintain a positive self-image
- * How students and teachers benefit from paras with positive attitudes
- * The growth mind-set model is a key component in the training
- * What are the duties of a paraprofessional
- * Do What You Love to Do in Academia
- * Learning to set goals personally and professionally is ideal
- * How to receive constructive feedback and recommendations
- * Best practice tips for the classroom - #1 preplanning is most essential
- * Learn 20 PosiPower Tips for a Successful Paraprofessional



5. Time and Stress Management in Academia

This course is a timely one, because we are living in stressful times. Schools throughout the United States are feeling anxiety and stress. Teachers and staff are having a difficult time, and too many are leaving the educational field when their leadership and advocacy is desperately needed. And parents and students are showing signs of stress. In this course, we will discuss what is going on in the lives of students and how schools are impacted. But no matter what, it is essential to our mental and physical health to learn positive ways to manage personal and workplace stress. It is also important to learn how to manage your time by becoming better organized. In this course, participants will learn what is always the #1 priority. This course will primarily focus on workplace stress in academia... and they will learn coping strategies that will benefit their life in general. Participants will learn the following:

- Why it is important to maintain a positive self-image
- What's negative & positive about stress in academia
- Constructive ways to use and manage your time.
- How to let go of destructive worrying, habits, and people.
- 10 Ways to get rid of negative stressors and gain positive energy
- 10 Ways to manage your time. 😊
- 25 Ways to manage Stress in Stressful Times



5. Balance Work & Family & Be Positive in Both - ALL Staff

The objective of this workshop is to share with teachers the importance of maintaining a balance between work and home life. Teachers learn that educators who have positive interpersonal relationships are generally the PosiTeachers in their classrooms. They are also PosiParents if they have children of their own. Teachers with a happy home life are more productive in the classroom. They are less distracted by family problems and have fewer absences. These valued teachers can fully focus on their students. In addition, school administrators who value families have loyal teachers. Administrators and teachers working together will find that the benefits are mutually satisfying. *COVID-19 and virtual teaching and hybrid teaching is a component of this course.* In this workshop staff and teachers will discover:

- The benefits of a positive self-image
- That balancing work & family will reduce stress
- Tips for COVID-19 safety at home and school
- Having a positive attitude for work and family is ideal
- That PosiTeachers generally have PosiKids in the classroom and at home
- How to become a super asset, and not a liability to your workplace or family
- **15 PosiPower Ways to Balance Work & Family**

6. *Hire and Retain the Best Teachers - Administrators*

The ability to hire and retain the best staff is a primary goal of all good management. Throughout this course, participants learn how to incorporate education, experience, skills, and interest into a profile that may be used to screen, interview, and place the best applicants. Administrators understand the mission of their academic setting, and the needs and roles of their team members are more effective interviewers. This PosiPower course has a self-esteem component because positive-minded administrators (PosiAdministrators) are more likely to take the time and make the effort to ensure that the interview is not just done correctly but exceptionally. Teachers and staff who feel appreciated, challenged, supported, and encouraged in the workplace are more likely to foster an excellent environment for students. This course on hiring and retaining the best teachers is dedicated to developing an outstanding academic environment where student and parent achievement and satisfaction are the main objectives. This course will also incorporate components of our popular course for staff, “It's NOT a Chit-Chat – Interviewing Customers for Effectiveness.” Participants will learn:

- How to properly interview potential teachers and staff
- What are the characteristics of a positive teacher/staff
- How to build and enhance interpersonal skills
- The difference between acceptable chit-chat during the interview and sabotaging chit-chat that will derail the interview
- To promote excellence and increase productivity by getting appropriate responses from teachers and interviewees
- How to motivate teachers to continue their education and professional development
- How to improve teacher and staff retention through increased job satisfaction



7. Be a PosiTeacher in Your Classroom - Educators

PosiTeachers give their best and they receive more cooperation from their students, because they give and demand respect. These teachers possess the skills to build cohesiveness among their students by enhancing a positive environment. **Be a PosiTeacher in Your Classroom** is a highly interactive workshop that involves self-assessment exercises and group activities. Teachers learn tips on how to change negative child behavior into positive ones. These PosiTeachers learn to role-model appropriate ways to handle negative situations inside and outside the classroom. **Be a PosiTeacher: By Thinking Positively** booklets are available for an additional charge. Main Topics include:

- Maintain a positive self-image and feel good about YOU as a teacher
- Turn negative classroom situations into positive ones
- Set an example and role-model appropriate behavior for children/students
- PosiTeachers are most effective when they are competent with curriculum
- **Learn how to bring out the best in each student – cooperative and differentiated learning tips.**
- **10 Principles of a PosiTeacher**

9. What to Do When Students Won't Listen – Classroom Management Skills - Educators & Administrators



One of the most difficult challenges for teachers is when a student refuses to listen or follow directions. Quickly an entire classroom or lesson plan is in danger of being derailed. It is during these times that a teacher's patience, skills, and tolerance are tested. In this course, teachers learn positive and effective ways to handle difficult students. They learn why it is important to role model and set examples of ways to manage frustration, anger, and stress. Teachers learn positive ways to provide consequences, and why labeling, ridiculing, and isolating can be detrimental to a child's self-esteem and their own sense of value. Ultimately, teachers learn how to talk so students will listen, and strategies to use when they won't. This course is designed to be highly interactive with discussions of real-life situations. Class objectives include:

- Why PosiTeachers have generally have positive classrooms
- Role-modeling a positive self-image
- Turn negative classroom situations into positive ones
- How to stay positive when overwhelmed by teaching
- Why children misbehave
- What to do when a student become angry
- What not to do when angry
- 10 PosiPower Ways to Bring out the BEST in Children
- 10 PosiPower Ways to get Children to Listen

10 . Co-Teachers Working Together as a Team - Educators

This training is designed specifically for co-teachers in the same classroom. It is essential that they work together positively and effectively. PosiTeachers are role models for their students when they become better team-players. Teachers learn productive ways to cope with classroom conflicts that may hinder their team. Through self-awareness exercises, they also learn how to solve problems by clarifying real issues and roadblocks. They learn how and when to take initiative with difficult students. In this course, co-teachers will support one another by learning the following:

- A positive attitude is the best example for their students
- How to take initiative and how to support one another
- Ways to promote excellence and increase learning in the classroom
- Skills that will help resolve interpersonal problems and their causes
- To resolve or eliminate credibility issues by clarifying real issues and roadblocks that may hinder the team
- 10 PosiPower Tips to Working Together as a Team

11. Time and Stress Management for Teachers - Educators

Teachers today have a lot of demands to meet from students, parents, and administrators. However it is essential to their mental and physical health to learn positive ways to manage school related and home stresses. It is also important to learn how to become better organized. Most important, teachers learn how not to pass on stressful habits. Teachers will benefit from this course because they will learn to manage time and stress. Key points are:

- What's negative & positive about stress?
- Learn constructive ways to use and manage your time in the classroom.
- Let go of destructive worrying, habits, and people.
- 25 Things to do to manage your time better.
- 10 Ways to get rid of negative stressors.
- **10 Ways to feel positive every day.**

12. PosiPower Ways to Bully-Proof Your School



Bullying and its devastating effects is a problem in many schools. With today's technology it can take on many forms from in-person put-downs, threats, and physical violence to cyber bullying using computers and text messaging. All of it is hurtful and preventable. The objective of this interactive course is to show the negative effects of bullying on the entire school community; how to detect and implement positive ways to discourage bullying; and how positive conflict resolution techniques for a variety of situations. Participants will learn:

- Types of bullying and how to spot them
- Why some students become bullies or targets for bullying
- How bullying has a negative effect on everyone involved and the school community
- The importance of discouraging and not tolerating bullying when it occurs
- Positive conflict resolution techniques
- The importance of maintaining and promoting a **positive self-image and self-confidence** in students to prevent bullying



13. *Celebrate Diversity in Your Classroom - Educators*

Diversity is all around us and it a positive experience that enriches everyone's life. Children/students and their families are representatives of all walks of life, and they need to be valued and welcomed into the classroom. In this course teachers learn how to positively respond to students from different backgrounds, ethnic groups, races, socio-economic status, as well as ones with different learning styles. They learn why it is important to make connections with each student and to value their uniqueness. Topical highlights are:

- Why it is important to foster a positive learning environment
- How the classroom is diverse in a variety of ways
- What is meant by "culture," "diversity," and "race?"
- Why celebrate diversity in your classroom?
- What do all children need?
- 10 PosiPower Tips to help students feel **positively** unique

14. PosiPower Ways to Effectively Work with Parents



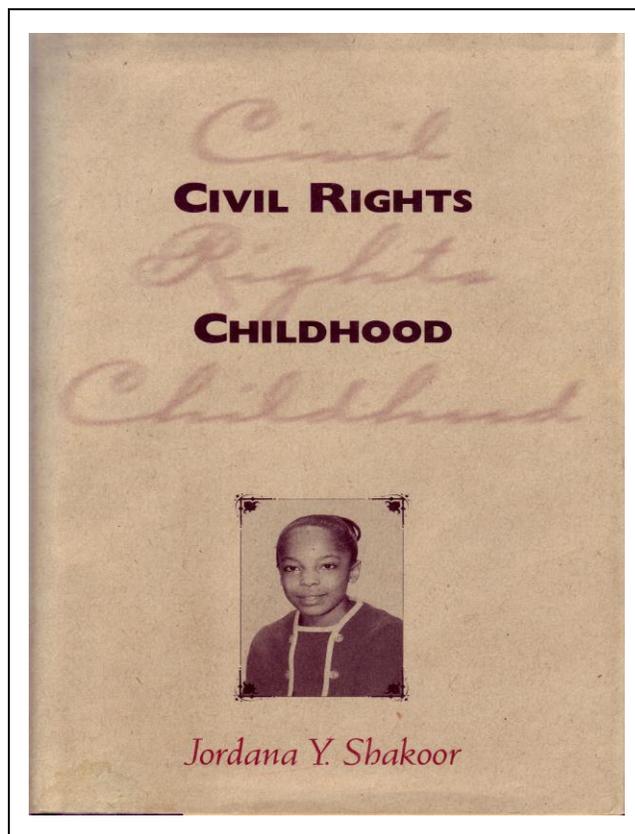
Working with parents can be a challenge for even the best teachers. Some parents do not understand or care how they can help teachers to bring out the best in their child. On the other hand, there are some teachers who do not value parents. They see parents who advocate for their child as adversarial situation rather than part of a team. PosiTeachers understand that working effectively with parents toward a common mission will help ensure the success of the child. In this course, teachers will learn the following components.

- The importance of a positive self-image in the classroom
- PosiTeacher strategies for difficult students & their parents
- Why working positively with parents is the best course of action
- Ways to get parent involved in the school activities
- How to talk so parents will listen
- **12 PosiPower Ways to Work Effectively with Parents**

15. *Civil Rights Childhood – Racial Sensitivity Training – 3-hours – All Staff*

“Two voices blend in this poignant memoir from the civil rights era in Mississippi – a father’s and a daughter.

“He was Andrew L. Jordan, a son in a dirt-poor family of sharecroppers near Greenwood. Jordana Shakoor is his little girl who grew up to write this book. In her southern childhood she is just becoming aware of her people’s dreadful predicament of loving their homeland but of hating its mistreatment of blacks. Like virtually all southern black families, the Jordans endured humiliation and fear of white reprisals.



“The voices in this book tell a story whose theme is familiar to legions of African Americans. Yet its particular voices, until now, have gone unheard. Though this is told by a child born in the segregated South, it also is the story of her family's triumph over a dark heritage, a story of a Civil Rights Childhood that casts away a centuries-old tradition of insult and denial to embrace instead a Civil Rights heritage of freedom and love.” (from book jacket to **Civil Rights Childhood**, University Press of Mississippi, 1999).

Our objectives are:

- To learn first-hand accounts of what it was like for the Jordan family in Mississippi during the Civil Rights Movement
- To discuss how participants was affected by race relations between Blacks and whites while growing up
- To learn about Black-American workers and caregivers; and how the civil rights era affects them today.
- To understand the struggle of Blacks to overcome negative stereotypes
- To promote respect, patience, tolerance, and understanding in the workplace
- To gain an understanding of the effects of prejudice and discrimination against Black people.
- To improve relationships between Blacks, white, and all people.