

# 2019 LEADERSHIP TRAINING INSTITUTE

Saskatoon, SK

Downtown at the Hilton Garden Inn

A dynamic, content-focused professional development opportunity, developed for and by Athletic Directors.

A stylized logo for CIIAAA, featuring the letters in a bold, white, blocky font with a distressed, hand-painted texture. The letters are arranged in a slight arc and are set against a dark background with a white, textured, circular border that resembles a banner or a stylized 'C' shape.

“

I have found every course to be extremely focused and practical.  
Presenters have been professional and knowledgeable.  
The best and most relevant PD you can find!

”

## FEBRUARY 1-2, 2019

**SPORTFACTOR**

**GRACE**  
COLLEGE

# SCHEDULE

The CIAAA Leadership Training Program (LTP) is a professional development program designed by Athletic Administrators. Each 4-hour course is content-heavy and designed to enhance the knowledge and daily operations of Athletic Administrators. The courses are of immense value to current High School Athletic Directors as well as any future or potential athletic administrators and those involved in organizing Junior High sport.

## Friday, February 1

10 AM - 2 PM	LTP 502C: Principles, Strategies and Methods - School-Based Athletic Administration in Canada
2 - 3 PM	Lunch Break - Bring or Buy Your Own
3 - 7 PM	LTP 602C: Creating Your Athletic Handbook  LTP 703C: Educational Athletics - Performance Beyond the X's and O's
7 PM	Social Event with Dinner Included

## Saturday, February 2

8 AM - 12 PM	LTP 608C: Management Strategies & Organization Techniques  LTP 705C: Educational Athletics - Relationship Building as a Platform for Character and Leadership Development
12 - 12:45 PM	Lunch Break - Included at Hotel, Soup & Sandwich Buffet
12:45 - 4:45 PM	LTP 714C: Preventing, Managing, and Transforming Challenging Behaviour  LTP 722C: Building a Positive School Culture through Sport

## Leadership Training Program Courses

502C

This is a detailed course that addresses school athletic/academic philosophy, administrative organization, coach appointment, budgeting, scheduling, publicity and promotion, management of athletes, parents and others, transportation policies and issues, parent conflict, legal foundations, monthly checklists and more. One of the key resources available to course attendees is digital folders with over 700 pages of useful information, forms, detailed letter templates, sample policies etc. Further, the provision of access to a coach handbook will be reviewed.

602C

This course is designed to guide attendees through the process of creating a complete and effective athletic handbook. Effective athletic handbooks provide vision/direction for your program, disseminate critical information to your constituents and can save Athletic Administrators countless hours. This is a working course where attendees will be provided with a number of templates as a starting point and surrounded by a number of experienced Athletic Administrators leading the course. Attendees will be expected to come prepared with a list of school and district-specific documents to guide them during the handbook creation process. This list will be sent to attendees roughly one week prior to the course delivery date.

608C

This course is designed to inform athletic administrators how to more effectively organize and manage their time, apply time management principles, be more productive and have balance to life. Instruction will focus on 12 key components and strategies, including proven techniques and tips to teach participants how to: Set Goals and Priorities, Plan for Results, Organize for Success, Process Paperwork, Delegate Effectively, Eliminate Time Wasters, Enhance Decision-Making, Make Meetings Productive, Conquer Procrastination, Utilize Technology, Communicate Effectively and Reduce Stress.

703C

This student centered program will provide learning experiences for student athletes beyond the X's and O's. This course will support a value based curriculum that will demonstrate model behaviors and qualities that students should emulate both in and out of the athletic arena. Teachable moments beyond the classroom—center court, centerfield or center ice—provide the opportunity to promote and maximize the achievement of these educational goals and life skills. This course will provide the necessary strategies, methods and resources to implement this initiative within your own school.

705C

Character based coach-to-coach mentoring programs utilize the talents, strengths and qualities of the entire team of coaches to maximize the potential of the coaching staff. Mentoring is an attitude, a relationship and an investment, which provides coaches the opportunity to support and nurture each other professionally, personally and ethically. This course will highlight mentoring models that demonstrate key behaviors to implement when establishing an effective program. It will also provide athletic administrators strategies and methods to develop and enhance successful coach-to-coach mentoring programs.

714C

This course examines the causes of challenging or difficult personalities in society, with specific reference to inter-scholastic athletic programs. Basic management strategies include the use of emotional intelligence and transactional analysis considerations & methods. Protocols will be defined for dealing with individuals who "must be right," "must win," "must be logical" and "must be accepted." In addition, techniques will be covered for preventing or responding to anger, sarcasm, denigration, complainers & backbiters & rigid-obstinate personalities. A model will also be discussed for creative interaction with parents who demand involvement in athletic department decision-making or who seek to influence the decisions of administrators.

722C

Building or changing your current school culture into a dynamic force within the school is not an easy task. This course will highlight processes for using sport to build & enrich a positive & exciting school culture. Specific steps & ideas will be outlined to use your athletic program & other school-based athletic initiatives as a springboard to create a healthy & positive environment within your school. The course will focus on engaging the entire school population through sport & activity.

# Hotel and Registration



The Hilton Garden Inn Saskatoon Downtown is graciously offering a discounted rate for Athletic Directors attending the 2019 Saskatchewan LTI. [Book by January 15, 2019.](#)

ROOM RATE: \$129.00/night plus taxes. [Click here to book your room!](#)

## TO REGISTER FOR THE 2019 LEADERSHIP TRAINING INSTITUTE

Visit: [tinyurl.com/CIAAAreg](http://tinyurl.com/CIAAAreg) - DEADLINE to Register is January 15, 2019.

Cost:       \$99 per course (members)  
              \$149 per course (non-members)  
              3-Course Discount: \$285 (members only)  
              4-Course Discount: \$350 (members only)

**Additional Member Benefit:** CIAAA Members registering for two or more courses will receive a coupon code to take LTP 501C for free online or at the upcoming 2019 National Conference.

Any cancellations made prior to Friday, Jan 25 will be refunded, less a \$10 per course fee for processing cancellations. No refunds will be issued for cancellations after this date.

For more info, email [info@ciaaa.ca](mailto:info@ciaaa.ca) or call 1-888-618-4530.