



# ACIS Workshop For Twelve Division Heads

With Ted Munter

## What's Here

1. An invitation
2. The "Why?"
3. Some Basics
4. Topics
5. Outcomes
6. About Ted
7. Sign Up

## 1. Invitation

Join a maximum of twelve Division Heads as we help one another make the 2023 academic year more productive, more enjoyable, and less stressful.

## 2. Why?

As a Division Head, everything comes up to you from the kids and faculty but also down to you from the Head or even the board. If managing from the middle is a squeeze, your endless to-do

list is a stress. And when a parent, a student, or a disgruntled faculty member wants to air their gripes, it is usually you they find.

Yet to share your concerns and challenges with someone on campus can be risky or unprofessional. Do you have the confidants and sources of counsel someone in a big job like yours needs and deserves?

Everyone in this workshop understands these challenges, can lend a friendly ear and be a helpful thought partner. Our collective know-how will be of help to us all.

### 3. The Basics

We meet five times over the course of the academic year: September 26, November 28, January 30, April 2, and May 7.

All meetings will be online at 9:00 AM MST and will last 75 minutes.

Each meeting will have a focus we consider as a group.

Each session will include time to deal with a current problem or ongoing issue and we will develop a toolbox you can benefit from.

The real work will be done in the breakout rooms where we help one another and take advantage of each other's ideas and suggestions.

There will be a little homework to help link the sessions and participants may choose to meet in small groups between sessions to support one another. (Suggested.)

Ted will meet one-on-one with any participant who might find that useful three times during the year and additional individual meetings or small pod work are available at additional cost.

### 4. The Five Meetings

- *September 26: The Conscious Leader*
  - How do you stay present given the drama going on around you?
  - What triggers you?
  - Working with 100% responsibility
    - Some handouts from The Conscious Leadership Group or, if you are interested, check out *The 15 Commitments of The Conscious Leader* by

Dethmer, Chapman, and Klemp. A little hokey, as all such tend to be, but useful.

- *November 28 Your Vision*
  - What would you do with a magic wand changed to 90%?
  - Beyond “things running smoothly,” what is your chief aim?
  - What is best about you that comes out in your division?
    - Mary Oliver’s Wild Geese
- *January 30: What About Me?*
  - Is this a permanent gig? Time to move up, down, or out?
  - What do you most need to make this role more joyful?
  - Who should I talk to about my career?
    - Your ideal job description
- April 2: Problem-Solving
  - What problem has persisted over the year?
  - How can we best deal with what may be a permanent issue for you? Your school?
  - A full accounting of our toolbox
    - Our own toolbox
- May 7: Looking Forward (and Back)
  - What would you have done differently this year?
  - How can you spend the next month setting up a better 2024?
  - What constitutes a true summer break?
    - TBD

## 5. Outcomes

- a. A new community of support
- b. A division head’s toolbox
- c. Methods to be a more conscious leader
- d. A better 2023-24
- e. At least a few laughs

## 6. Ted

Ted has worked in secondary schools for three decades as a teacher, a department chair and head of professional development. He now coaches teachers, school leaders and college presidents. He thinks campus should be a place of joy and creativity. He has lived in Amsterdam

for the last few years and is usually found awarding the dogs in that city points. (Cats too.)  
Currently, he misses American bagels.

A brief video of introduction from [Ted is here](#).

And if you want to talk with Ted about anything before signing up, [that's here](#).

## 7. Cost/Sign Up

ACIS is making this workshop possible and so free to those who sign up.

**Please sign up [here](#).**