

# 2018 Fall CETL Training Schedule

Tuesday, October 2, 2018 11:18 AM

## **NEW! 2018 FALL FACILITATED CLASSES ANNOUNCED!**

Are you interested in achieving the Certified Education Technology Leader (CETL®) certification? The CETL Foundation Course teaches you the fundamental principles of CoSN's [Framework of Essential Skills](#) – the basis of the CETL certification.

Be prepared by taking a facilitated class led by experienced, CETL certified instructors! To ensure that we offer the best possible environment for facilitated virtual learning, the summer class is capped at 20 participants with a minimum of ten enrollees.

## **Class Schedule**

Study Module	Classes start at 7:00 pm Eastern Time.	Classes start at 1:00 pm Eastern Time.
	<a href="#">REGISTER</a>	<a href="#">REGISTER</a>
<a href="#">Course Facilitators</a>	Jim Stewart, CETL Cory Stokes, CETL Cody Spendlove, CETL Kathleen Webb, CETL Rick Gaisford, CETL	Frankie Jackson, CETL Kevin Schwartz, CETL
Introduction	9/25	9/27
Skill Area 1: Leadership and Vision	10/2	10/4
Skill Area 2: Strategic Planning	10/9	10/11
Skill Area 3: Ethics and Policies	10/16	10/18
Skill Area 4: Instructional Focus and Professional Development	10/23	10/25
Skill Area 5: Team Building and Staffing	10/30	11/1
Skill Area 6: Stakeholder Focus	11/6	11/8
Skill Area 7: Information Technology Management	11/13	11/15
Skill Area 8: Communication Systems Management	11/27	11/29
Skill Area 9: Business Management	12/4	12/6
Skill Area 10: Data Management	12/11	12/13

Schedule	Area of Focus in CETL Course Study
27-Sep	Introduction - Course Overview and Logistics. Information on the CETL Certification.
4-Oct	Leadership & Vision - Work closely with the executive team and stakeholders to develop a shared vision with long-term, big-picture perspectives on district goals to plan for meaningful and effective uses of technology; provide leadership when creating a vision of how technology will help meet district goals.

11-Oct	Strategic Planning - Have a high-level view across the school system and work with instructional and technical teams to identify steps needed to transform the technology vision into a long-range plan, complete with specific goals, objectives, and action plans.
18-Oct	Ethics and Policies - Manage the creation, implementation, and enforcement of policies and educational programs relating to the social, legal, and ethical issues related to technology use throughout the district and modeling responsible decision-making.
25-Oct	Instructional Focus & Professional Development - Budget, plan, and coordinate ongoing, purposeful professional development for all staff using technologies; ensure a sufficient budget through the implementation and assessment process of emerging technologies.
1. 1-Nov	Team Building & Staffing - Play an integral role in the district's strategic planning process; create and support cross- functional teams for decision-making, technology support, professional development, and other aspects of the district's technology program.
8-Nov	Stakeholder Focus - Build relationships with all stakeholders, taking a close look at how the district determines requirements, expectations, and preferences. Understand the key factors that lead to stakeholder satisfaction, focusing on how the district seeks knowledge, satisfaction, and loyalty of students and other stakeholders.
15-Nov	Information Technology Management - Direct, coordinate, and ensure implementation of all tasks related to technical, infrastructure, standards, and integration of technology into every facet of district operations.
29-Nov	Communication Systems Management - Use technology to improve communication, directing and coordinating the use of e-mail, district websites, web tools, voice mail systems, and other forms of communication to facilitate decision-making and to enhance effective communication with key stakeholders.
6-Dec	Business Management - Manage the budget and serve as a strong business leader who guides purchasing decisions, determines the return on investment for all technology implementations, and fosters good relationships with vendors, potential funders, and other key groups.
13-Dec	Data Management - Manage the establishment and maintenance of systems and tools for gathering, mining, integrating, and reporting data in usable and meaningful ways to produce an information culture in which data management is critical to strategic planning.

## I. Leadership + Vision



Leadership + Vision



Ethics + Policies



Strategic Planning

## II. Understanding the Educational Environment



Instructional Focus  
+ Prof. Development



Team Building  
+ Staffing



Stakeholder Focus

## III. Managing Technology & Support Resources



Information  
Technology  
Management



Communication  
Systems  
Management



Business  
Management



Data  
Management

Effective CTOs also practice Core Values and Skills which extend through all 10 skill areas, including being an Effective Communicator and Innovator, Exhibiting Courage, and Being Flexible, Adaptable, and Results-Oriented. These represent the critical personal skills and behaviors necessary for accomplishing everything else identified in the Framework.