

It's More Than Just a Calendar

*Using Your Guidance Calendar and Calendar Developing Process to
Enhance Your Level of Program Implementation and Impact*

Guidance System of Support Consortium Meeting Agenda
Fall 2012

1. Welcome and Warm Up

2. Purpose and Process

3. Barriers to Full Implementation

- What are the most pressing barriers to fully implementing your guidance and counseling program?

4. Benefits of the Guidance Calendar and Calendaring Process

- Describe the benefits of having a comprehensive and quality guidance calendar

5. Guidance Calendaring Process Self Evaluation

- Complete survey

6. Break

7. Article Review

Calendaring: The Key to Fully Implemented Guidance and Counseling Programs

- Table Talk
 - “Calendaring is the key to successful guidance programs implementation.”
 - React to this statement
 - What argument would you make to defend or validate this statement?

8. Calendaring Process

- Describe the process you use to develop your guidance calendar

Consider:

- Yearly timeline for calendar development
- People involved
- Data used
- Frequency of administrator involvement

○ Calendar assessment

1. Accuracy
2. Impact on program implementation
3. Impact on program goal attainment

Discussion Questions:

- What process do you use to develop your district and school calendars?
- How often do you update or review - yourself, with administrator and/or staff?
- How often and with whom do you share your calendar?
- How do you format your calendar? List vs. calendar, Excel/Word, monthly & annual
- How do you evaluate your calendar and calendaring process?
- Is evaluating the calendar and calendaring process included in the calendar?

9. Break

10. Scheduling Components

- Review materials and share best practices and ideas for calendaring each of the four guidance and counseling components:
 - i. Guidance Curriculum
 - ii. Individual Student Planning
 - iii. Responsive Services
 - iv. System Support

11. Wrap Up

- Personal Sharing
 - One thing you have learned today
 - One thing you are going to do to improve your process and calendar

12. Evaluation and Certificates