Professional Development for School Counselors, Parents, Teachers, and Other Care-Takers

Russell A. Sabella, Ph.D.

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SABELLA
& ASSOCIATES, LLC

I hear it repeatedly … *"I can't find professional development for my school staff that is meaningful, relevant, and practical."* Many trainers simply do not understand the issues that school counselors and other educators face today and how to help them. Educators need knowledge, skills, and attitudes that will *truly* make a positive difference in the lives of children and their loved ones.

Over the last 23 years, I have worked with tens of thousands of school counselors, teachers, leaders, and others to better develop comprehensive school counseling programs and interventions that help students succeed. My philosophy for training is simple: *As a result of our work together, participants will be able to do their jobs more effectively, efficiently, and more enjoyably starting today* (I call this the E^3 of professional development*)*. My work has included advancing various competencies, the most popular of which are described in this catalogue.

> *As a result of our work together, participants will be able to do their jobs more effectively, efficiently, and more enjoyably starting today (I call this the E3 of professional development).*

Each workshop/presentation can be customized to fit your staff's and organization's needs. The cost of each workshop starts at $500 depending upon on location, duration, the number of participants, delivery method, and objectives. Some districts have opted for the "Trio Package" which includes training in (a) developing comprehensive school counseling programs (based on the ASCA National Model™), (b) Solution Focused Brief Counseling and Conferences, and (c) the Datability Boot Camp. This can be completed as part of a two or three-day event such as a professional development drive-in, counselor academy, or series of online meetings.

I encourage you to check out my comprehensive vita for an overview of my work, particularly the expansive range of topics I have delivered and the number of participants I've had the pleasure to work with around the country. To book one or more of these workshops, contact Dr. Sabella directly via email (sabella@schoolcounselor.com) or by completing an online inquiry form.

Sincerely,

Russ Sabella, Ph.D.
sabella@SchoolCounselor.com

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DATA BOOT CAMP FOR SCHOOL COUNSELORS AND ADMINISTRATORS (LIVE OR ONLINE)

The *Data Boot Camp for School Counselors and Administrators* 2.0 (DBC 2.0) workshop is now **online**! The DBC 2.0 is designed to provide you with step-by-step instructions for learning tips, tricks, and shortcuts when dealing with **data** in your work. Participants start with the basics and work their way up to more powerful functions such as accessing, collecting, analyzing, and managing data as well as reporting results. The DBC 2.0 helps participants to make more informed decisions, better monitor student progress, and be more accountable.

The online Data Boot Camp provides both written and video instruction demonstrating data skills in a user-friendly manner. With 39 videos covering 206 minutes (**almost 3.5 hours**) of instruction, what you see is what you learn. In addition to video, included are practice spreadsheets, links, resources, and a copy of the **T.E.A.R.S. add-in**. Watch a short introductory video and learn more by visiting
http://www.mydatabootcamp.com/
http://www.schoolcounselor.com/store/data-bootcamp.htm

The ***Time Elapsed Analysis & Reporting System*** (T.E.A.R.S.) is a Microsoft Excel add-in that automatically calculates the total amount of time that you have spent in different aspects of your work. After exporting your calendar data from Microsoft Outlook to Excel, this add-in extracts elapsed time, sums up the number of hours in each category, and then produces both a table and a chart. If you ever wondered where your time goes, you will want to use T.E.A.R.S. to learn more.

Live *Datability* Bootcamp

Of course, this popular workshop is still available as a **live training**. The live "Datability" Boot Camp is typically conducted as a demonstration (half day or less) or a hands-on practice training (full day). For the full day workshop, participants bring their laptops and follow along in a "watch and do" format. In some cases, I've found that local universities are happy to provide a computer lab at no cost, usually in exchange for 10 minutes of time during which they provide to the school counselors a presentation about their degree programs. Some universities have even sponsored a catered lunch, provided T-shirts, and offered a VIP tour of the campus.

Sample Competencies

- Four ways to access, collect, or import data into Excel including using pervasive tools such as Google Forms.
- Navigating and formatting your data.
- Splitting or merging data.
- Sorting, filtering, describing, and disaggregating.
- Analyzing differences among individuals and groups.
- Monitoring progress over time.
- Creating effective charts/graphs.
- Conducting a time and task analysis.
- Use powerful add-ins for making quick calculations.
- Monitor student progress.
- Understand and use the power of pivot tables.
- Creating a narrated, self-advancing, multimedia results report and communicate to other stake holders about how your school counseling program is making a positive difference in the lives of students.
- Convert your narrated results report to video and post to social networking in under 5 minutes.

Click **here** to see a checklist of all the competencies covered, either live or online.

Participants in the live workshop all receive a free two-year pass to the online data boot camp.

SOLUTION FOCUSED BRIEF COUNSELING, CLASSROOMS, AND PARENT CONFERENCES

To change what we do is to change what we view.

You can act your way to a new way of thinking. And, you can think your way to a new way of acting.

People have problems because they have not thought of solutions.

Description of SFBC Workshop

This experiential workshop is designed for both beginning and experienced school counselors, mental health counselors, social workers, psychologists, human service professionals, teachers, parents, and leaders who want to learn an innovative approach to empowering others (i.e., students, clients, and parents) to recognize and utilize their strengths.

This model uses a systematic, five-step approach in which students/parents focus on solutions rather than problems. Participants learn how to help others discover exceptions to problems and explore future behavior that is more "on track." Focus is on the student's/parent's strengths and abilities rather than their weaknesses or deficits. Students/Parents derive solutions for themselves and, therefore, are more involved in their success and committed to change. Finally, because they find their own solutions that work, students, parents, and others increase their confidence and motivation to do better. When counselors, teachers, parents, or others use this approach on solutions rather than problems, the overall process becomes more brief.

Sample Competencies

Through a combination of discussion, video cases, handouts, practice exercises, and role plays, participants should be able to:

- Identify the major principles of Solution-Focused Brief Counseling, Classrooms, Conferences, Parenting, and/or Consultation (SFBC).
- Help students/parents identify and more enthusiastically move toward solutions to reach their goals.
- Use innovative solution-focused brief counseling/conferencing assessment and interview methods that initiate change even in the first interview.

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- Implement the five-step solution-focused brief counseling/conferencing change process.
- Learn how to facilitate positive change among the student's stake holders (e.g., family members, teachers, parents, and friends) as a result of his/her progress.
- Systematically foster solution focused collaborations among counselor, student, parent, and teachers.
- Understand how the SFBC model can be applied to other areas such as career planning, MTSS, small groups, committee meetings, personal development, and teaching.
- Learn about resources, including web sites, for further SFBC professional development.

People who apply the solution focused methods find that, by focusing on solutions rather than problems, their meetings are more positive and less stressful. SFBC users report that, instead of leaving work drained of energy, they are energized and full of hope for their students and for themselves. And, they don't encounter as much "resistance" as they would have expected.

> *People who apply the solution focused methods find that, by focusing on solutions rather than problems, their meetings are more positive and less stressed.*

Sample Handouts

- SFBC Training Packet:
  http://Bit.ly/sfbc-handout
- SFBC Training PowerPoint as PDF:
  http://Bit.ly/sfbc-ppt
- SFBC Scaling Template: http://bit.ly/sfbc-chart
- SFBC Scaling Webinar: http://bit.ly/scaling-webinar
- Article: A Preliminary Study of the Effects of Group Solution-Focused Guided Imagery on Recurring Individual Problems: http://bit.ly/sfbc-group
- Article about Solution Focused Parent Conference: http://bit.ly/sf-conferences
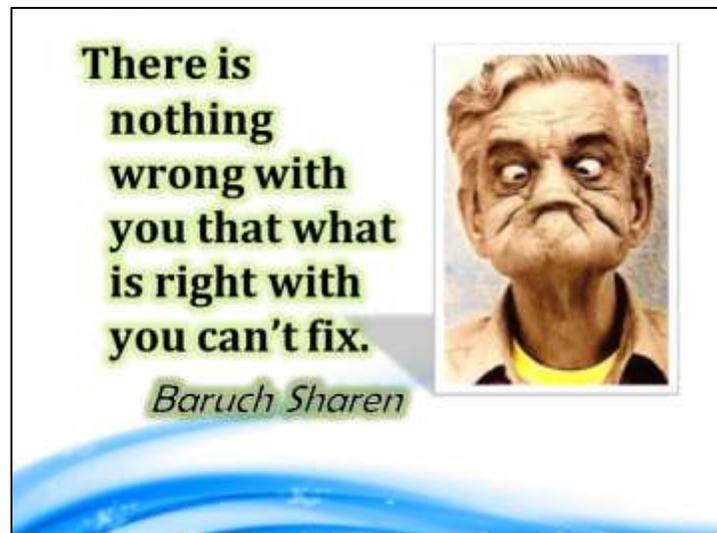
SFBC Guidelines

- If it works, don't fix it ... do more of it.
- If it works just a little, build on it.
- If it doesn't work, do something different. That is, when you find yourself in a hole, stop digging.

SFBC Principles

- Make no assumptions about cause or origin of the problem.
- Keep an indirect focus on problems and a direct focus on solutions.
- Minimum intervention with maximum results.
- Focus on strengths/resources rather than weaknesses/deficits.
- Keep a present-future orientation.
- Focus on actions as opposed to insights.

SFBC Assumptions

- Students have many of the personal resources and abilities to solve their current challenges.
- Focus on what is right and working rather than what is wrong and the problem.
- Exceptions to every problem can be co-created by you and the student/parent to build solutions. That is, like the stock market, peoples' behavior fluctuates and contains clues to the right focus.
- Small changes can quickly lead to bigger changes.
- Progress is directed towards the presence of positive actions rather than the absence of negative actions.
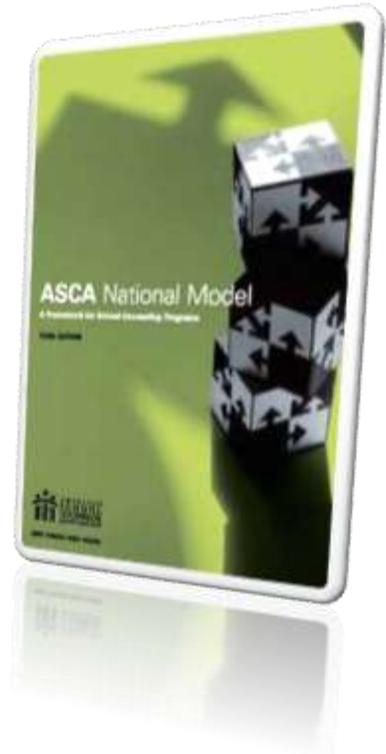

There is nothing wrong with you that what is right with you can't fix.

Baruch Sharen

ASCA NATIONAL MODEL™

School counselors design and deliver comprehensive school counseling programs that promote student achievement. These programs are comprehensive in scope, preventive in design and developmental in nature. "*The ASCA National Model: A Framework for School Counseling Programs*" outlines the components of a comprehensive school counseling program. The ASCA National Model™ brings school counselors together with one vision and one voice, which creates unity and focus toward improving student achievement. A comprehensive school counseling program is an integral component of the school's academic mission. Comprehensive school counseling programs, driven by student data and based on standards in academic, career and personal/social development, promote and enhance the learning process for all students (Source: ASCA website).

Since its launch in 2003, the ASCA National Model has been taking the school counseling profession by storm. States, districts and individual schools across the country and around the globe are bringing their school counseling programs in line with the ASCA National Model and obtaining Recognized ASCA Model Program (RAMP) status.

ASCA selects trainers to help your entire school counseling department or district wrap its hands around the ASCA National Model – and determine the best way to implement it in your district or individual school. You specify your current needs and future school counseling goals, and ASCA customizes the training options.

For more information, contact the American School Counselor Association or visit online at http://bit.ly/asca-model-training

Technology & Social Media Tips, Tricks, and Shortcuts for Educators

Learn about the most powerful features of various applications including word processing, spreadsheet, multimedia, and social media. Dr. Sabella shares his most coveted tips, tricks, and shortcuts to help you become more effective, efficient, and have more fun in your work!

You can expect lots of practice, handouts, and time for questions and answers. Similar to the Data Boot Camp (described above), this workshop can be conducted as a hands-on or "view and do" format with user laptops. Or, if you like, a half day demonstration or keynote address for larger groups has proven to be helpful as well.

Handouts

- Technology Tips, Tricks, and Shortcuts Boot Camp: http://bit.ly/tech-tips-sabella
- Sabella Handouts: http://schoolcounselor.com/professional-development/handouts/

Sample Competencies

Like all professional development areas, this one can be customized to your technological competency needs.

Microsoft Word

- Never retype the same phrase, page, or anything else ever again. I'll show you how to automatically insert customized content.
- Generate personalized communications, certificates, letters, name tags, or anything else (including printables or emails).
- Change the look of all your headings and other document components, all at once.
- Find a student's name or other information and use true redaction to block it out.
- Copy and paste multiple items at once.
- Automatically create a table of contents that updates after editing.

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Web Browser

- Add extensions or add-ins to really power-up your browser.
- Send a page to someone via email with one click.
- Create buttons or URL shortcuts to "speed-dial" to your most frequently visited sites.
- Download every file on a web page with one command.
- Automatically copy all emails in an online directory and quickly paste into your email "To" field.
- A WHOLE bunch of Google search tips that will save you hours, hours, and more hours. Spend less time searching and more time finding!

Social Media

- How to most effectively and efficiently blog, tweet, pin, post, and more.
- Help parents or other stakeholders subscribe to your posts.
- Use analytics to monitor how far you reach and teach.

Click on any of the following to connect with me online:
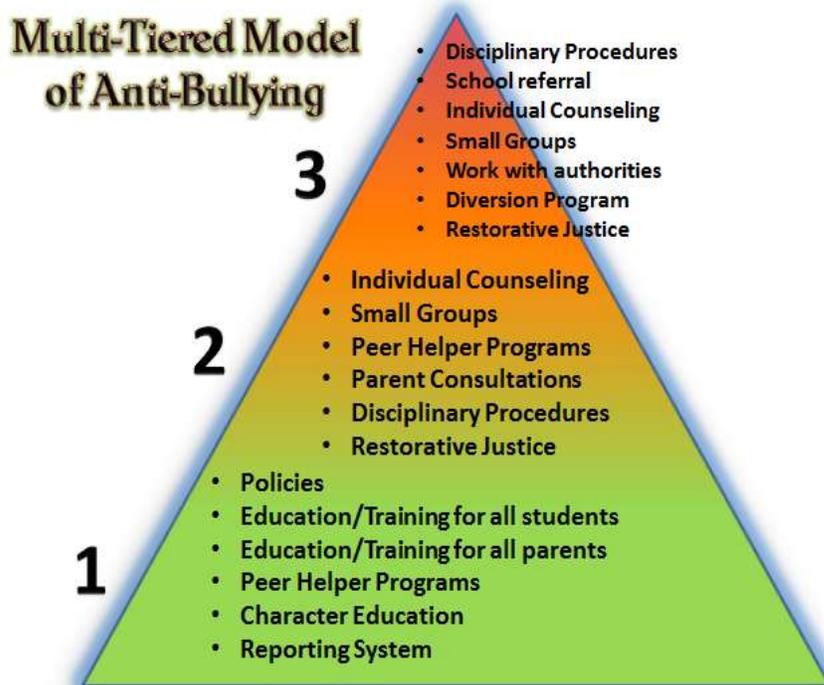
CYBERBULLYING & DIGITAL REPUTATION

One of my most popular professional development programs, *Cyberbullying & Digital Reputation* covers these two important issues in a detailed and practical manner. The presentations/training includes three segments which addresses staff, students, and parents. The goal of this workshop is to help participants better understand the nature of the risks that technology may pose among children as well as the tools and activities they can use to keep kids more safe.

A typical day includes conducting student assemblies in the morning, meeting with staff after school, and then working with parents in the evening.

For Staff

Dr. Sabella takes a comprehensive and multi-level approach to bullying/cyberbullying emphasizing a multi-tiered model that includes prevention, intervention, and postvention (see figure). The workshop is designed as a "launching off point" for a year long process that helps educate students about confronting cyberbullying and using technology responsibly.

All school staff will receive a DVD disc which includes over 3.2 Gb of actual presentation files -- everything needed to work with students and others – the PowerPoints, handouts, videos, and links for months ahead.

Multi-Tiered Model of Anti-Bullying

3
- Disciplinary Procedures
- School referral
- Individual Counseling
- Small Groups
- Work with authorities
- Diversion Program
- Restorative Justice

2
- Individual Counseling
- Small Groups
- Peer Helper Programs
- Parent Consultations
- Disciplinary Procedures
- Restorative Justice

1
- Policies
- Education/Training for all students
- Education/Training for all parents
- Peer Helper Programs
- Character Education
- Reporting System

Cyberbullying & Digital can be customized to fit within 90 minutes or up to a full day (6 hours). There are a host of handouts online for your review at http://schoolcounselor.com/professional-development/handouts/ and http://guardingkids.blogspot.in/p/guardingkidscom-resources.html.

For Students (3rd - 12th grade)

In this 55-90-minute assembly, students will become more aware of cyberbullying, their digital reputations (public posting of personal/private information), and the "Rules of the Road." This assembly is customized for either elementary students or middle/high school students. Remember, you can download and preview the actual presentations and accompanying material by visiting http://guardingkids.blogspot.in/p/guardingkidscom-resources.html.

For Parents

Parents and caretakers need to understand how to make informative decisions about how their children use technology and how they monitor, supervise, set up family policies, and provide support.

This meeting will help parents to understand the potential risks of technology among children and several ways to reduce that risk using both human and technological strategies. See http://schoolcounselor.com/safety for more info and click here to download and preview the presentation materials.
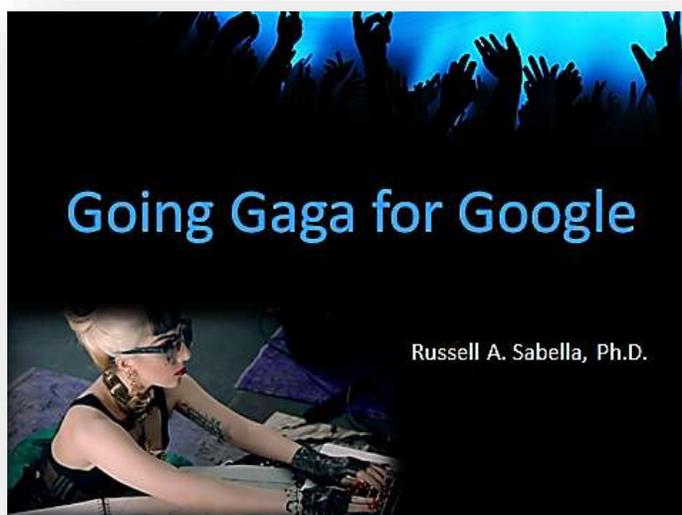

GOING GAGA FOR GOOGLE

Google isn't just for Internet searches but also provides a wealth of **tools** useful for school counselors and other educators. This workshop helps participants examine Google's more advanced features and services. Learn how best to implement these into your program and as part of your daily tasks. Discover how to work smarter, not harder, using Google products.

Like other technology workshops, this one can be delivered as a brief demonstration or a longer (e.g., full day) hands-on experiential training with laptops or in a computer lab.

Sample Competencies

- Use **Google Voice** to communicate with parents and others more efficiently and securely while maintaining your own privacy.
- Modify **Search** terms to produce more relevant results.
- Use **Google Images** to quickly find specific images to beef up your documents, presentations, etc. without violating copyrights.
- Use the **Google Audio Library** to download royalty free audio files or sound effects for classroom activities, presentations, videos, or other projects.
- Learn the ins and outs of **Google Forms**, a useful tool to help you plan events, send a survey, give students a quiz, or collect and analyze other information in an easy, streamlined way.
- Use the **Google Translator Toolkit** to convert entire documents from one language to another.
- Use Google's host of **reference tools** including calculator, conversion, package tracking, ISBN lookup, flight search, and others.
- Properly set up Google's **Chrome** browser to help you save a ton of time.

Going Gaga for Google

Russell A. Sabella, Ph.D.

- Collaborate with others by **sharing** files (e.g., docs, spreadsheets, presentations) and working on them together, either synchronously or asynchronously.
- Insert a **dynamic chart** on your blog or website that automatically updates when you enter new data behind the scenes.
- Keep students, parents, colleagues, and other stakeholders up to date with an easy to use **Google Blog**.
- Use **Google Alerts** to quickly learn about new articles in the professional literature, news, people, or any topic at all.
- Send large attachments using **Gmail** and **Google Drive**.
- Use **Google YouTube** to upload, edit, and enhance your videos.
- Connect with others using **Google Hangouts**. Brings conversations to life with photos, emoji, and even group video calls.
- Purchase your own domain name.
- Learn about several Gmail time savers such as "canned responses," labels, and filters.
- And, if you want to do a live broadcast with instant replay, you can use this service to be "on air" with **YouTube Live**.

Handouts

- http://bit.ly/asca14-sabella
- http://bit.ly/tech-tips-sabella

LIVEN UP YOUR GROUPS

When done well, small group counseling and whole classroom lessons are effective and efficient ways for students to advance knowledge, skills, and attitudes across all domains (i.e., academic, social, emotional, and career).

Dr. Sabella can help you to learn and practice various group processes and activities to really make your lessons come alive and "stick." You'll learn how to set up and deliver activities such as:

- Art
- Behavioral Desensitization
- BiblioCounseling
- CinemaCounseling
- Diads or Triads
- Didactic Information
- Discussion
- Diversity Training
- Fishbowl
- Games
- Go To Your Corner! or Values Clarification.
- Go-Around
- Guided Imagery/Fantasy
- Inner/Outer Circle
- Music/Movement
- Outdoor adventure
- Panels/Debates
- Poetry/Writing
- Psychodrama or Role-Play
- Puppets
- Skip-Around
- Smaller Group Breakouts
- Software (technology)
- Surveys
- Team Building
- Warm-ups

COUNSELING THEORY REVIEW AND PRACTICE

Counselors need "road map" for helping students and others most effectively and efficiently move in new directions. In a practical and meaningful way, Dr. Sabella will further counseling theory comprehension and skills for getting the most out of coveted meeting times with students and other stake holders.

Sample Competencies

- Watch, learn, and practice common approaches to helping others change including person-centered, REBT, Choice, Behavioral, and Solution Focused.
- Review the ABCDE's of REBT.
- Review the ABC's of Behavioral modification
- Review the three R's and WDEP approach to making responsible choices.
- Integrate one or more counseling approaches to fit the counselor, student, and counseling issues.
- Conceptualize student challenges to move into action more effectively and efficiently.
- Help students concentrate on both behaviors and thoughts that produce successful plans for success.
- Practice more intentionally and confidently.
- Focus on more of what is relevant and necessary for real change in a reasonable time.
- Empower students to take on their own responsibilities and do more of what works.
- Help students engage in self-talk that is more reasonable, rational, and logical.
- Promote "out of the box" thinking that minimizes barriers and helps students get unstuck.
- Use counseling homework and other learning activities that help students throughout the week.
- Develop a repertoire of techniques for facilitating change in various circumstances.

Handouts
- http://bit.ly/asca16-sabella

WEBINARS

Each webinar is customized by topic and by length (either 60 or 90 minutes). Full day workshops can be delivered in a series of four (4) webinars over any time frame. Also, think about combining live training with follow-up webinars so that participants can have a consistent and long term opportunity to learn and strengthen their skills.

Below you will find descriptions of webinars that have already been quite well-received.

CREATING COMPELLING CHARTS: A PICTURE IS WORTH A THOUSAND WORDS

School Counselors, administrators, and other educators are compelled to make data driven decisions, monitor student achievement, and communicate results. Initiatives such as the ASCA National Model™ and MTSS include these as critical components of an overall school counseling program.

This workshop will help attendees understand the differences among various charts and their appropriate uses. This "nuts and bolts" training will also show participants how these charts are created and customized using Microsoft Excel and other productivity tools.

Sample Competencies

- Accessing data from different sources.
- Overview of what data looks like in Microsoft Excel.
- Explore bar, line, and other types of charts.
- Creating a bar chart in two steps.
- Disaggregation charts.
- Creating a picture or waffle chart using PowerPoint.
- Adding a goal line (RtI).
- Customizing the look of your chart (colors, font, etc.).
- Save a new format as template for future charts.
- Animate chart bars or arrows (e.g., percent change).
- Narrate your chart.

Solution Focused Scaling with Students, Parents, and Stake Holders

The solution focused counseling model encourages others to think about times when their problems did not exist, how these times contributed to the absence of the problem, and how to recreate such circumstances in their present situations. Focus is on the students/parents strengths and abilities rather than their weaknesses. Solutions are derived by the students/parents themselves and therefore not only are they more involved in their success, but the solutions fit their unique lifestyles. Finally, because they find their own solutions that work, often self-esteem is increased. With this emphasis of counseling on solutions rather than problems, counseling becomes brief. This webinar covers the popular solution focused scaling approach with lots of handouts and resources. Teachers who want to conduct solution focused conferences with parents should also attend.

This webinar takes participants through the entire process including:

- Explaining the scale.
- Exploring progress already made using detailing, mind mapping, mine fielding, cheerleading, amplifying, and possible reframing/refocusing.
- Exploring future progress.
- Teaming with all stake holders (parents, students, and staff)

Cyberbullying

Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, with the intention of harming others.

This webinar helps participants better understand the nature of cyberbullying and provides helpful tips and resources for reducing risk.

DEVELOPING MULTIMEDIA RESULTS REPORTS

Using Microsoft Excel and PowerPoint, this webinar will help participants to develop self-advancing, narrated, multimedia results reports. In essence, counselors will learn how to create a three minute digital story that demonstrates the positive impact they have on students and other stake holders.

COMMUNICATION/COLLABORATION TECHNOLOGIES TO REACH AND TEACH OUR STAKE HOLDERS

Social media such as Facebook, Twitter, and YouTube have great potential for helping school counselors disseminate important information and interact with students and stake holders. This comprehensive training incorporates focuses on free or almost free services that counselors can use to enhance their school counseling programs.

HOW TO USE GOOGLE DOCS TO COLLECT AND ANALYZE DATA

Although student information systems house insane amounts of data, school counselors sometimes need data not collected (e.g., social, emotional, career data). This webinar will demonstrate how to do this most effectively and efficiently using technology. Specifically, counselors will learn how to use Google Forms (free with a registered Google account) to do just this. Google Forms allows for free and unlimited data collection and can even provide a quick summary of your results! From homework completion rates, to event RSVP's, to cyberbullying surveys, this webinar will show you how to get the information you need.

ABOUT THE TRAINER ...

Dr. Russell A. Sabella is Professor of counseling in the College of Health Professions and Social Work, Florida Gulf Coast University. His concentration of research, training, and scholarship includes counseling technology, comprehensive school counseling programs, peer helper programs and training, cyberbullying, digital reputation, and solution focused brief counseling/consultation.

Russ is author of numerous articles published in journals, magazines, and newsletters. He is co-author of two books entitled *Confronting Sexual Harassment: Learning Activities for Teens* (Educational Media; 1995) and *Counseling in the 21st Century: Using Technology to Improve Practice* (American Counseling Association; 2004). He is also author of the popular *SchoolCounselor.com: A Friendly and Practical Guide to the World Wide Web* (2nd edition; Educational Media; 2003), *GuardingKids.com: A Practical Guide to Keeping Kids out of High-Tech Trouble* (2008, Educational Media Corporation) and well-known for his Technology Boot Camp for Counselor workshops conducted throughout the country. Dr. Sabella is past President (2003-2004) of the American School Counselor Association and the Florida School Counselor Association (2013-2014).

Download Dr. Sabella's Comprehensive Vita here (PDF)

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