### UW ECHO in School Leadership Session Agenda

**Facilitator(s):** Wendy Warren  
**Collaborating Entities:** Wyoming Center for Educational Leadership (WyCEL) & Wyoming Department of Education (WDE)  
**Professional Development Presenter:** John Black

**Professional Development Training Description and Objectives:** In this session, participants will learn strategies for effectively communicating with both internal and external stakeholders.

1. Learn strategies for effectively communicating with internal stakeholders.  
2. Learn strategies for effectively communicating with external stakeholders.

**Case Presentation:** ECHO ID# TBD

**Log in Connection:** Click this URL to join: https://zoom.us/j/693935222  
Or go to https://echo.zoom.us/join, Enter meeting ID: 693 935 222  
**Phone in Connection:** Dial: +1 (408) 638-0968 (US Toll) or +1 (646) 558-8656 (US Toll)  
Meeting ID: 693 935 222

**Captioning Link:** http://www.streamtext.net/text.aspx?event=CFI-WIND

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<thead>
<tr>
<th>Time</th>
<th>Organization</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:00 AM to 9:10 AM</td>
<td>Introductions</td>
<td>Wendy Warren</td>
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<tr>
<td>9:10 AM PM to 9:40 AM</td>
<td>Communicating Effectively with Community Stakeholders</td>
<td>John Black, WyCEL</td>
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<td>9:40 AM PM to 10:10 AM</td>
<td>Case Presentation</td>
<td>TBD</td>
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<td>10:10 AM PM to 10:15 AM</td>
<td>Session Wrap-up</td>
<td>Wendy Warren</td>
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**Session Reminders**

- **Privacy/Confidentiality:** All information will be de-identified during each session. Door to ECHO room must be closed, and sign posted.
- **Pagers/Cell Phones:** All pagers and cell phones must be muted during each session. Please leave the room to answer a phone call/page.
- **Microphone/Sound:** Please mute local microphone when other sites are presenting to prevent feedback.
- **Continuing Education:** PTSB and UW Outreach credit will be offered for the academic year 2016-2017.
- **Disclosure:** NONE

THIS UW ECHO IN SCHOOL LEADERSHIP SESSION WILL BE AUDIO AND VIDEO RECORDED.

YOUR PARTICIPATION CONFIRMS YOUR CONSENT TO THIS RECORDING.

PLEASE NOTE: IF PARTICIPATING VIA AUDIO, PLEASE BE PREPARED TO INTRODUCE YOURSELF, INCLUDING YOUR LOCATION. THANK YOU.

FOR VIDEO TECH SUPPORT PLEASE CONTACT KYLE BARGER: (307) 766-2766 OR projectecho@uwyo.edu.

THANK YOU FOR YOUR PARTICIPATION!

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Updated: 02/06/17