

# Strengthening Your Special Needs Students' **EXECUTIVE FUNCTION SKILLS:** Strategies for Organizing Tasks, Time, Materials, and Behavior



Seminar Presented by **KATHRYN PHILLIPS**  
Outstanding Educator, Author and Nationally Recognized Speaker

**Specifically Designed for Special Education Staff, Speech-Language Pathologists, Occupational Therapists, General Education Classroom Teachers, School Psychologists, Counselors, and Other Educators Working with Students in Preschool-Grade 12 Who Have Trouble Organizing Themselves for School Success**

- **Dozens of practical strategies** that can be used to help students with special needs who have difficulty maintaining attention and organizing their time, tasks, personal space, and materials
- Practical ways you can **adapt your instruction to enhance students' ability to develop and use key executive function skills** in reading, writing, math, study skills, and projects
- **Help your special needs students improve in these key executive function areas:** organization, time management, study skills, task completion, impulse control, emotional self-regulation, anger management, social skills, and memory
- **Demonstrations, activities, examples, checklists, and much more**, including a comprehensive resource handbook you can take back and begin using immediately with your students

## 2018 SCHEDULE

### California

**Anaheim – January 11**

**Pasadena – January 12**  
(Arcadia)

**Sacramento – January 10**  
(Elk Grove)

5 Hours CSHA/PDP #231

### New Jersey

**Long Branch – February 6**  
(Middletown)

**Newark – February 7**  
(West Orange)

NJ Professional Development Hours  
Available with Prior District Approval

### New York

**Albany – February 8**  
(Troy)

**Long Island – February 5**  
(Plainview)

**Syracuse – February 9**  
(East Syracuse)

5 NY CTLE Hours Available  
NJ Professional Development Hours Available  
with Prior District Approval in Long Island Only

### Oregon

**Portland – January 8**

OR Professional Growth Hours Verification Available  
WA Clock Hours Available

### Washington

**Seattle – January 9**  
(Bellevue)

WA Clock Hours Available

**ASHA CEUs AVAILABLE AT ALL LOCATIONS**

## Practical Ideas and Strategies

There has been a marked increase in the diagnosis of our students who have weaknesses in executive function skills. Common characteristics can include difficulty with task initiation, prioritization, completion, and the ability to think in an organized way to manage belongings, schedules and assignments. In this fast-paced seminar, **Kathryn Phillips** will demonstrate how to recognize and assess the impact on behavior and learning and most importantly, give you a toolbox filled with practical strategies to help your students with executive function difficulties. **You won't want to miss this day filled with highly effective ideas and interventions to help your students become more independent and develop greater executive control of their time, tasks and materials.**



## Ten Key Benefits of Attending

- 1. Practical Strategies to Address Executive Function Weaknesses that Prevent Students from Finding Success in School**  
What skills should we expect at certain ages and how can we help students who don't gain these vital executive function skills? Learn how you can recognize and strategize to teach your students who struggle to think and act in an organized way to manage their time, tasks, schedules, assignments, and behavior
- 2. Strategies to Help Your Students Improve in Key Executive Function Areas**  
Executive functioning helps students to complete assignments, manage time, control impulsive behavior, have appropriate social behaviors, and organize their brains for learning ... Learn strategies to help your students who have difficulty in these areas so they can experience success and become more independent
- 3. Practical Ideas for Your Late, Lost and Unprepared Students**  
Your students may appear to be unmotivated and apathetic, but we now know that many lack basic executive function skills ... Learn practical strategies to build executive functioning skills in students who lack them
- 4. Executive Function Skills to Increase Student Success in Reading, Writing and Math**  
Learn how executive function skills impact specific academic areas ... Strategies you can use immediately to develop skills that will help students organize information for learning
- 5. How Executive Function Skills Impact Student Behavior and What You Can Do About it**  
Understand and learn practical solutions for impulse control, self-regulation and self-management ... Help your students develop situational awareness to stop, think and plan before they respond negatively
- 6. Discover Practical Strategies to Organize, Plan and Prioritize**  
You can help students process information in a more organized and logical way to select the tools and strategies they will need in order to plan for success
- 7. Ways to Adapt Your Instruction and Classroom Structure**  
Techniques and tips that work to adapt your teaching for all students, but especially those who have difficulties with key executive functioning skills ... Quick and easy ideas to set up routines and classroom structure
- 8. Discover the Connection to Brain Research: What it Teaches Us about Best Practices for Instruction**  
Executive function work is all based on current research about how the brain takes in, processes and stores information ... Learn the practical application of this research and how it will greatly benefit your students
- 9. Tools and Strategies to Teach Independence and Emotional Regulation**  
Learn how to help students become more independent with strategies that teach steps in planning, implementing the plan and self-evaluating when finished ... Strategies students can use for emotional regulation
- 10. Receive an Extensive Resource Handbook**  
Each participant will receive a comprehensive resource handbook developed specifically for this seminar filled with strategies, ideas and research-based techniques that will support you when you return to your classroom and school

# Outstanding Strategies You Can Use Immediately

- Strengthen your **special needs students' EXECUTIVE FUNCTION SKILLS**
- Dozens of practical strategies designed to **increase attention, focus and impulse control**
- Recognize and strategize to **teach your students who struggle to think and act in an organized way** to manage their time, tasks, schedules, assignments, and behavior
- **Strategies for co-teaching, inclusive** and general education classrooms
- Flexible **problem-solving strategies** to fit the needs of specific students
- **Emotional regulation strategies** you can use immediately
- Simple yet effective **systems for study skills**
- **Memory strategies** for studying, test-taking, homework, and long-term project planning
- **Clearly define key executive function skills** and how they impact academic and social success
- **Low-prep strategies** you can use immediately in the classroom or resource room
- **Proven ideas** to help students plan their homework, manage short- and long-term projects/assignments and carry out tasks to completion
- **Set up all your students for success** in an inclusive classroom
- **Dozens of practical strategies** to teach students to remember, manipulate information, self-monitor, and self-check

“*Kathryn gave practical strategies and websites that a busy teacher can utilize at a moment's notice. I'm walking away with great ideas that I'll be able to use right away!*”

– KATHRYN KING, HIGH SCHOOL  
SPECIAL EDUCATION



**To Register,  
Call Toll-Free**

**1-800-735-3503**

# A Message From Your Seminar Leader, Kathryn Phillips



**Bureau of Education & Research**

915 118th Avenue SE • PO Box 96068 • Bellevue, WA 98009-9668  
Phone (800) 735-3503 • Fax (425) 453-1134 • [www.ber.org](http://www.ber.org)

Dear Colleague:

Do you ever hear any of these statements about your students?

- “He’s just not motivated.”
- “She doesn’t seem to care about anything.”
- “He’s smart enough but he just won’t do the work.”
- “If she would only pay attention ...”
- “He explodes over anything!”

If you have heard, voiced or thought any of these, you will want to join your colleagues for this seminar that will provide a specific toolbox of strategies, ideas and solutions for these issues.

Over the past decade research has exploded in the diagnosis and treatment of students who have difficulties in executive functioning. Executive dysfunction is thought to be the underlying neurological difficulty in disorders such as ADHD, autism spectrum disorders, traumatic brain injury, drug and alcohol exposure, behavioral and emotional disorders, as well as learning disabilities. The exciting news is that current research clearly indicates that this deficit can be effectively addressed with proper interventions.

In this stimulating and interactive seminar, designed for Preschool-Grade 12 inclusive and special education settings, you will learn how to recognize executive functioning deficits, assess their impact on learning and behavior, gain a toolbox of practical strategies for working with students, and learn how to integrate these strategies into core curriculum areas. You will leave with dozens of next-day ideas for writing, math, reading, study skills, long-term projects, and test-taking. Strategies in self-awareness, work completion, task initiation, planning, organizing, and goal setting will also be shared as well as ideas for impulse control, motivation, self-regulation, and more!

Don’t miss this opportunity to understand how executive functioning or dysfunction makes or breaks students’ ability to be successful in school, both academically and socially. Come and learn new strategies and interventions that will make a significant difference for all your students.

Sincerely,

Kathryn Phillips

**P.S. I know you have the choice in choosing a professional development day that will meet your needs for the year. I promise, you will not be disappointed!**

“ ... learn how to recognize executive functioning deficits, assess their impact on learning and behavior, gain a toolbox of practical strategies for working with students, and learn how to integrate these strategies into core curriculum areas.”

# What Your Colleagues Say About Kathryn Phillips

*"I wish every teacher and administrator could attend this seminar! Tons of **useful insight and practical strategies!**"*

– Colleen Masillo, Kindergarten Inclusion Teacher

*"**Practical, easy-to-use strategies!** I'm ready to go back to my school and implement them tomorrow."*

– Jennifer Simon, Special Education Teacher

*"**Kathryn is engaging and interesting!** She uses relevant examples and stories to teach this topic. It was reaffirming to know that many of our students lack executive function skills."*

– Kerri Paino, Teacher

*"Wonderful! **Kathryn is dynamic and has a wealth of information!** She has such great stories and her sense of humor made the day pass quickly. It was a day well spent and I will start using her ideas and strategies immediately."*

– Deborah Werner, Special Education Liaison

*"**This is hands-down, the best seminar I've attended!** I am walking away with a multitude of strategies and tools that I will use and share with others."*

– Holly Ballard, Speech-Language Pathologist

*"**Excellent! I learned such valuable information!** I cannot wait to try the many strategies I learned today."*

– Pam Smith, Resource Teacher

*"**This professional development was great!** We have so many tools to take back to the classroom and use right away!"*

– Beena Korah, Special Education Teacher

*"**Kathryn is very engaging!** Her techniques are useful and realistic. This is the best seminar I've attended in a long time. Thank you!"*

– Kathleen Parks, Speech-Language Pathologist

*"Kathryn is very **knowledgeable and easy to listen to!** I have practical strategies to take back to my school tomorrow."*

– Julie Bender, Special Education Coordinator

*"Best seminar! Full of **resources, ideas and workable, real-world application opportunities** to help not only students with executive functioning needs, but all students!"*

– Christine Marcks, 4th Grade Teacher

*"Kathryn is great – this is one of the best seminars I've attended. **So many practical and informative tips, sites and resources were provided!**"*

– Nancy Natalino, Library Resource Teacher

## Uniquely Qualified Instructor

**KATHRYN PHILLIPS** is a nationally recognized presenter, author and teacher of students with special learning needs. With over 30 years of experience in schools, she has worked with thousands of educators in all areas of helping students with specific behavior and learning needs including students with executive dysfunction. Kathryn's extensive experience provides a practical perspective for working successfully with students who have executive function deficits. **You will leave this seminar re-energized and better equipped to deal with students who exhibit behavioral problems, inattentiveness and learning difficulties due to the lack of executive function skills.** As an added bonus you will receive an extensive resource handbook packed with ideas and resources you can use and share with your colleagues the very next day.



## Special Benefits of Attending



### Extensive Resource Handbook

You will receive a strategy-packed resource handbook designed just for this seminar. Included in the handbook are:

- Step-by-step strategies for meeting the needs of your students with executive function deficits
- Multiple resources and next-day ideas for organization, impulse control, memory, behavioral regulation, and attention/concentration
- Ideas for planning long-term projects, studying for tests, homework completion, as well as organizing space, materials and time

**Strengthening Your Special Needs Students' EXECUTIVE FUNCTION SKILLS: Strategies for Organizing Tasks, Time, Materials, and Behavior**

**RESOURCE HANDBOOK**

by Kathryn Phillips



Bureau of Education & Research

### Earn One to Four Graduate Semester Credits



Up to four graduate level professional development credits are available with an additional fee and completion of follow-up practicum activities. Details for direct enrollment with Brandman University, part of the Chapman University system, will be available at this program.

### Meet Inservice Requirements

At the end of the program, each attendee will receive a certificate of participation that may be used to verify hours of participation in meeting continuing education requirements.

### ASHA CEUs Available



The **Bureau of Education & Research** is approved by the Continuing Education Board of the American Speech-Language-Hearing Association (ASHA) to provide continuing education activities in speech-language pathology and audiology. **See course information for number of ASHA CEUs, instructional level and content area.** ASHA CE Provider approval does not imply endorsement of course content, specific products, or clinical procedures.

This course is offered for **0.50 ASHA CEUs** (Intermediate level, Professional area).

ASHA-Required Disclosure Statement for Kathryn Phillips:

**Financial:** Consultant for the Bureau of Education & Research and receives honorarium compensation.

**Nonfinancial:** No relevant nonfinancial relationships exist.

**Please bring your ASHA Account Number to the seminar if you will be completing paperwork for the ASHA CE Registry.**

### Can't Attend?

#### Other Professional Development Options:

##### Related Online Course

A related On Demand Video-Based Online Learning course, *Strengthening the Executive Function Skills of Students with Special Needs*, for Grades K-12, is available for immediate registration. To enroll, visit [www.ber.org/onlinelearning](http://www.ber.org/onlinelearning)

##### Related Staff Development Audio Training

A related BER seminar, *CO-TEACHING THAT WORKS: Effective Strategies for Working Together in Today's Inclusive Classrooms (Grades K-12)*, presented by another co-teaching expert, Anne Beninghof, is available on CDs with a comprehensive resource handbook at a cost of \$99.00 plus \$9.00 shipping and handling; for WA State deliveries, please add 10% sales tax to the total amount. To order, call toll-free 1-800-735-3503 (**Stock #A-XCC-1782**) or use the order form on the back page. Please visit [www.berproducts.org/audio-seminars.html](http://www.berproducts.org/audio-seminars.html) for more information.

### Online Learning

BER offers educators a wide range of online courses that are affordable, fun, fast, and convenient. BER is now offering On Demand Video-Based courses as well as Scheduled Instructor-Led courses. You also may earn optional graduate-level credits for most courses. See the catalog of available courses at [www.ber.org/onlinelearning](http://www.ber.org/onlinelearning)

### On-Site Training

Most BER seminars can be brought to your school or district. See the options at [www.ber.org/onsite](http://www.ber.org/onsite) or call 877-857-8964 to speak to one of our On-Site Training Consultants.

## FOUR EASY WAYS TO REGISTER:



**PHONE toll-free:**

**1-800-735-3503**

(Weekdays 6 a.m. - 6 p.m. Pacific Time)



**REGISTER ONLINE at:**

**www.ber.org**



**FAX this form to:**

**1-425-453-1134**



**MAIL this form to:**

**Bureau of Education & Research**  
915 118th Avenue SE • PO Box 96068  
Bellevue, WA 98009-9668

## Who Should Attend

Special Education Staff, Speech-Language Pathologists, Occupational Therapists, General Education Classroom Teachers, School Psychologists, Counselors, and other educators working with students in Preschool-Grade 12 who have trouble organizing themselves for school success.

## Program Hours

All seminars are scheduled 8:30 a.m. - 3:15 p.m.  
Check-in 8:00 a.m. - 8:30 a.m.

## Fee

The registration fee is \$259 per person, \$239 per person for groups of three or more registering at the same time. Call us at 1-800-735-3503 for groups of ten or more. **Payment is due prior to the program.** No cash please. Fee includes seminar registration, morning coffee and tea, a personalized certificate of participation, and an extensive resource handbook.

## Cancellations/Substitutions

100% of your paid registration fee will be refunded if you can't attend and notify us at least 10 days before the seminar. Late cancellations can exchange for a certificate to attend another seminar or will be refunded less a \$15 service fee. Substitutions may be made anytime without charge.

## Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at **www.ber.org**. The Bureau is North America's leading presenter of seminar training for professional educators. Programs are based on sound research, are highly practical in content and consistently receive excellent evaluations.

## Meeting Sites and Hotel Accommodations

Seminars will be held at the following sites:

- Albany: Hilton Garden Inn – Troy, (518) 272-1700
- Anaheim: Red Lion, (714) 750-2801
- Long Branch: Comfort Inn – Middletown, (732) 671-3400
- Long Island: Holiday Inn – Plainview, (516) 349-7400
- Newark: The Wilshire Grand Hotel – West Orange, (973) 731-7007
- Pasadena: Embassy Suites – Arcadia, (626) 445-8525
- Portland: Crowne Plaza Convention Center, (503) 233-2401
- Sacramento: Holiday Inn Express & Suites East – Elk Grove, (916) 478-9000
- Seattle: Residence Inn – Bellevue, (425) 637-8500
- Syracuse: Hilton Garden Inn – East Syracuse, (315) 431-4800

If needed, please make your own hotel reservations by calling the appropriate hotel listed above.



## Possible Funding Sources

Elementary and Secondary Education Act funds, including Title I School Improvement grants; Title VI; Title VII; Restructuring grants; At-Risk grants, Bilingual/ESL and Migrant Education funds; IDEA; Demonstration School funds; Parent Teacher Organizations; and Inservice Training funds.

## Program Guarantee

We stand behind the high quality of our programs by providing the following unconditional guarantee: If you are not satisfied with this program, we'll give you a 100% refund of your registration fee.

