



# Webinar Registration Form

## Six Steps To Building A Coordinated & Comprehensive Student Services Department Thursday, August 8 ~ 3:00-4:00pm (Eastern)

Once the live date has passed, this training will be available on demand.

### Overview

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Administrators are tasked with endless opportunities and challenges daily. More often than not, the opportunities get smothered by the problems that require immediate attention. This can lead to inefficiencies, communication issues, and performance concerns, all of which can significantly impact student success and completion.

This webinar will explore what Formula 1 Racing and the IKEA houseware and furniture brand have done to transform teams and experiences and how those lessons can be applied to create coordinated and comprehensive student services on campuses.

#### Objectives:

- Understand what Formula 1 Racing and IKEA have in common with serving others and creating a winning team
- Identify some essential factors that contribute to whether a team is well coordinated and works efficiently
- List six steps to creating a coordinated and comprehensive team
- Analyze their current state and develop next steps to creating a coordinated and comprehensive team

### Who Should Attend?

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- VP's of Student Services
- Dean of Student Services
- Dean of Counseling
- Financial Aid Director
- EOPS Director
- Disability Services Directors
- Any educator interested in learning more about building a coordinated and comprehensive team



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### Speaker(s)

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*Each educational administrator must ask themselves: "Is what I am doing good enough for my own children?" After that question has been answered, an administrator can identify barriers to student success and completion and start making changes.*

**Sylvia Dorsey-Robinson** has served in the K-12 and Community College system for over 30 years. During that time, she has been a special education teacher, a vice principal, principal, coordinator of special education, director of special education, associate dean of categorical programs and a vice president of student services. Throughout this time, she has held true to a single tenet- everything she does and every expectation she has for herself, for her staff and every program, practice, or initiative must be good enough

for her child.

Mrs. Dorsey-Robinson has served in leadership capacities throughout the state and at the local levels, most recently as the President of the California Community College Chief Student Services Administrators Association (CCCCSSAA). She has served on six accreditation teams and on numerous technical site visits and has been an expert panelist in the areas of student success, disability services and financial aid initiatives, and has presented at state and national conferences on student success.

Ms. Dorsey-Robinson currently serves as the Chief Consultant with SDR Consultants, LLC, providing technical assistance and program review to K-12 and Community College student services divisions as well as leadership and mentoring to educational administrators.

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### Newsletter



# Six Steps To Building A Coordinated & Comprehensive Student Services Department

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## Registration Information .....

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

## Payment Method .....

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one)    Credit Card    Check    Purchase Order (if applicable) P.O.#: \_\_\_\_\_  
(If you select PO as your payment method, a PO number is required.)

### Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		

## Packages & Pricing

### Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)  
\$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)  
\$3995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



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## Login Directions .....

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can login to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

## Site Connections .....

The basic registration fee allows you to access the webinar from one computer only. If you need multiple site connections, please register for the unlimited price.

## Recording Information .....

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

**Recording Benefits:**

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

## Technical Details .....

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please click here to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live conference. See system requirements for more information.

## What equipment is required? .....

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

## Cancellation Policy .....

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

## Satisfaction Guaranteed .....

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email [support@ieinfo.org](mailto:support@ieinfo.org) or call 303.955.0415.