

## About the Presentation:

This is a practical strategies seminar. To see immediate improvement in the Executive Function skills, Sarah Ward will provide participants with everyday strategies to help students of all ages to have improved awareness and to effectively access and use forethought and hindsight. Participants will learn how to teach students to sense the passage of time and change or maintain their pace to carry out routines. Strategies will be provided to improve initiation, management of tasks and homework and independent organization and management of space and personal materials.

## About the Presenter:

### Sarah Ward, M.S., CCC/SLP

Sarah has over 15 years experience in diagnostic evaluations, treatment and case management of children, adolescents and adults with a wide range of brain based learning difficulties and behavioral problems. A popular speaker, Sarah regularly presents on the topic of executive functions to a variety of professional and parent organizations. Her innovative and effective treatment approaches have been featured on National Public Radio and she is the recipient of multiple awards, including the Massachusetts General Hospital Expertise in Clinical Practice Award. In addition to working directly with students in her private practice, she has presented to and consulted with more than 200 public and private schools in Massachusetts and across the United States on how to implement executive function based strategies into the classroom setting.

## Who should attend?

**Parents** of children who can achieve but need additional strategies to be organized and effectively manage their time, tasks and materials.

**Parents** of children who have learning challenges with associated executive function based weaknesses.

**Teachers** who want to learn how to implement functional strategies into their classrooms which will foster the development of the executive function skills in their students.

**Professionals** who work with children and adolescents who struggle to initiate, to be flexible in their thinking, to execute and complete tasks successfully and need to provide their patients and families with practical strategies.



29 Commerce Drive  
Bedford, NH 03110  
(603) 206-6800  
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**SERESC**

(Southeastern Regional Education Service  
Center, Inc.)

**Presents**

# Executive Function Skills

Practical Strategies to Help  
Your Student Efficiently Manage  
His/Her own Tasks, Time,  
Space and Materials

With

**Sarah Ward, M.S., CCC/SLP**

**Friday, April 9, 2010**

**9:00 am—3:30 pm**

**SERESC**  
**29 Commerce Drive**  
**Bedford, NH 03110**  
**(603) 206-6800**  
**[www.seresc.net](http://www.seresc.net)**

## Outcomes

Participants will understand the implications of following terms for learning:

- **Awareness:** to "Tune in" to what is happening around them so they can understand how information, events, and their actions will impact their goals and objectives, both now and in the near future
- **Forethought:** to predict the successful outcome of tasks and to know what a 'stop spot' looks like
- **to Wait:** to control a reaction long enough to contemplate the outcomes of their choices
- **Planning Skills** to estimate how long tasks will take, to be able to sense the passage of time and to know how to break down the steps for immediate tasks, nightly homework and long term projects
- **The Ability to Shift:** to fluidly transition from one mental mindset to another and to be able to stop doing one activity and then move on to and start new tasks
- **to Pace:** to speed up or slow down within a given time frame and to persist on tasks even if the tasks are difficult, boring or non-preferred
- **Flexibility:** to consider multiple possible solutions to problems, to see the "gray" in a situation and to avoid having black and white or rigid thinking
- **Tolerance:** to manage both expected and unexpected changes in plans, routines and rules, and uncertain and or novel situations
- **Processes** for creating and maintaining systems to have clean personal and shared spaces, to organize their personal belongings and school materials
- **Methods** for "*how*" to study" for tests and to retain information

**Cost: \$225.00**

**Early Registration: \$195.00**

*if registration and payment are received by 3/22/10*

**Cost includes:** continental breakfast, lunch, certificate of attendance with 5.5 contact hours

## Questions?

Contact Robin Knight at Phone # (603) 206-6816

Text # (603) 661-4947 or email:

[rknight@seresc.net](mailto:rknight@seresc.net)

## Agenda

8:30-9:00 **Registration and Continental Breakfast**

9:00-10:00 **What are the Executive Function Skills?**

A brief overview and functional definition for the purpose of understanding the basis of the tools used to improve self management skills.

10:00-12:00 **Thinking, Planning and Self Regulating**

Practical strategies for teaching students forethought, awareness and goal development skills. Everyday tools to help children to be flexible, to see the 'gray' in situations, to develop a range of solutions to problems, and adapt to 'unexpected' change.

12:00-1:00 **Lunch -Provided**

1:00-2:00 **Start and Stop: Beyond the Clock**

Teaching children how to sense the passage of time, to accurately estimate how long tasks will take, change and maintain their pace, plan homework, manage long-term assignments, plan ahead and carry out routines. Concrete strategies to help your child self initiate on tasks and also stop performing a task when they need to move on to the next task of higher priority.

2:00-3:00 **Material Management**

Functional strategies to help students think in an organized way and then self initiate and manage their clothes, backpack, papers and personal belongings. Techniques to help students maintain personal and shared living and work spaces.

3:00 - 3:30 **Post Seminar Question and Answer Session**

Strategies will be given to address the needs of children from ages 5 and older.

Multiple examples for younger and older children will be given.

## Cancellation/Refund Policy

- Cancellation should be made in writing. A full refund will be made for cancellations postmarked, or sent via email, 7 days before the event. No refunds will be given for requests received after 7 days before the event, or for "no shows".
- Yes! We do accept substitutions at our conferences. Advanced notification is appreciated. Please email or call in your substitution at least 24 hours in advance of the event.
- All received registrations, whether by Purchase Order, Online Registration, Fax or Mail, are subject to Cancellation/Refund Policy. Cost of registration fee is still liable whether payment is paid or unpaid, if no notice of cancellation is received at least 7 days prior to the event.

**If minimum enrollment is not met before early registration deadline, seminar may be cancelled or postponed.**

## Registration Form

### Executive Function—PDS44

#### Registration is Required

Confirmation and directions will be sent via e-mail or letter upon receipt of completed registration form and payment.  
**Registration/Refund Deadline: March 29, 2010**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Title \_\_\_\_\_

SAU/Town \_\_\_\_\_

School Name \_\_\_\_\_

#### To Register:

**COMPLETE AND RETURN THIS FORM WITH PAYMENT**

**Mail to: SERESC  
29 Commerce Drive  
Bedford, NH 03110-6835  
Attn: Robin Knight**

**Check Made Payable to: SERESC  
Payment must be received before attendance  
including those generated by Purchase Orders.**

**Cost: \$225.00 per person**

**Early Registration by 3/22/10: \$195.00**

#### ONLINE REGISTRATION

To register click on below link or type address below into your browser:

**<http://www.seresc.net/events>**

For MasterCard or Visa payment please complete the following information and use billing address above:

M/C \_\_\_ Visa \_\_\_ Amount: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card holder's name: \_\_\_\_\_

Card # \_\_\_\_\_

Signature: \_\_\_\_\_