Table Of Contents

CHAPTER 1

How to Become More Powerful & Effective



- WHERE DO YOU STAND ON THE MOUNTAIN OF INFLUENCE?
- PROFESSIONAL YOU'VE ALWAYS
 WANTED TO BE
- Powerful Self-Talk to Prevent Burnout & Stress

PAGE 4

CHAPTER 2

ESTABLISHING AN EFFECTIVE RESPONSE STYLE



- Four Crucial Characteristics of an In-Charge Educator
- Avoid Five Statements that Strip You of Power
- EXPAND YOUR INFLUENCE THROUGH POWERFUL BODY LANGUAGE

PAGE 11

CHAPTER 3

MAPS-Don'T Leave Home WITHOUT THEM



- DECREASE PROBLEMS USING "MAPS"--GUIDE STUDENTS TO PROPER BEHAVIOR
- QUICKLY AND EFFECTIVELY TEACH ROUTINES & PROCEDURES
- Prevent Misbehavior With Proactive Organization & Communication

PAGE 17

CHAPTER 4

IF IT'S NOT HALLOWEEN, DON'T GIVE OUT THE CANDY



- Four Ways to Use Intrinsic Verbal Motivation
- WSWERS Ten Exciting, FREE Celebrations
 - TEACH STUDENTS TO SELF-ASSESS IN ORDER TO SELF-MANAGE

Page 26

CHAPTER 5

SIX WAYS TO ROLL UP YOUR SLEEVES THE RIGHT WAY



- What to Do When You Do Everything Right & Things Still Go Wrong
- Word-for-Word Scripts to Fit Every Scenario
- FIVE BEST ANSWERS TO STOP BACK TALK

PAGE 37

CHAPTER 6

Four Methods to Ensure Easy & Effective Documentation



- DOCUMENTATION THAT WILL PROTECT YOU
- How to Avoid Parent Showdowns with Compelling Records
- CHRONICLE MISBEHAVIOR WITH SPECIFICITY IN JUST SECONDS

PAGE 57