

Illinois PTA President's Course

President's Course:

The PTA President's Course is designed to help make president the easiest job in the PTA. The 2-hour class is intended to be interactive, with group exercises and discussion questions included.

Each participant will receive a course booklet. In addition, if a power point presentation is given, participants will receive a printed copy of the slide-show.

Attendance at the PTA President's Course is one of the requirements for the Illinois PTA University Bachelor's Degree, a recognition/incentive program developed to encourage PTA leaders to take advantage of a variety of training opportunities.

Course Subject Matter

The PTA President's Course covers a variety of subjects that will ensure a successful PTA experience.

Subject matter includes:

- Myths, Legends and Facts — Not all stories you hear about being PTA president are true!
- Leadership (including a look at four leadership styles);
- Duties of the President (including creating/using a Procedure Book, and how to build a board that will help lead the PTA);
- Goal setting (how to create S.M.A.R.T. goals);
- The budget process;
- How to run a meeting;
- Parliamentary procedure;
- Effective communication;
- Listening skills;
- Conflict resolution;
- Time management.



Materials included in the Course Book

Included in the course book are the following:

- Sample Agenda;
- *Staying on Track — Scheduling Suggestions* — A calendar to help presidents know what they must do, should do, and would like to do throughout the year;
- Goal Worksheet — A guide to help you write S.M.A.R.T. goals.

Illinois PTA Leadership Resources

Illinois PTA Bulletin

PTA Money Matters 101

PTA Council Course

Robert's Rules of Order Newly Revised

National PTA Web site: www.pta.org

PTA 101: Your Road to Success Course

PTA Money Matters 201

PTA President's Course

Illinois PTA Web Site: www.illinoispta.org

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