You must preregister for the mini-courses. All mini-courses are presented multiple times to increase your opportunity to attend your preferred selections. Please select the mini-courses you plan to attend as you complete the online registration process.
You must preregister for all mini-courses by July 24, 2020. njea.org/slc2020

1. **ABCs of Retirement**
   This mini-course is for newer members to the education field. There will be information on the State retirement systems, setting up an account through MBOS, life insurance, the third leg of the three-legged stool for retirement, and other issues to consider.

2. **Advocacy for Recording Local Board of Education Meetings**
   Keeping records of our local-virtual board of education (BOE) meetings continues to gain importance during the new way of conducting business. Join us for a workshop on how to capture, edit, and share these meetings. We need to keep our BOEs accountable for the decisions they make during these online calls.

3. **Bargaining LGBT Rights**
   This mini-course will discuss the existing legal protections for LGBT members, and additional rights that can be negotiated into collective bargaining agreements.

4. **The Business of Being a Membership Chair**
   This mini-course is designed for both new and “seasoned” membership chairs. Learn what your responsibilities are and how to manage them using the various membership resources. You will be presented with an overview of all membership forms as well as the calendar of events.

5. **Creating a New Member Cohort**
   Often our new members are the hardest to engage and, in many instances, this is because they simply do not know what it means to be in a union. By developing a building-based New Member Cohort you can develop relationships with your new members and help them find their place in their union.

6. **Ensuring Your Personal Cyber Security**
   Cyberattacks and data breaches are crimes of opportunity. Basic prevention measures can help members avoid substantial financial and emotional distress. This is an exciting learning experience for new and seasoned technology users. A review of social media is provided to remind members they are held to a higher standard than the rest of society and to learn how to avoid putting their jobs on the line.

7. **Financial Essentials**
   This course is provided by the NEA Retirement Program in partnership with Security Benefit and their financial professionals. It will provide the basics to help you make the most of your money, save more, spend smarter and keep more of what you earn.

8. **Health Benefits 101**
   This is a crash course on understanding the basics of health insurance plans. Participants will gain a better understanding of health plan terminology, design and administration.

9. **Higher Education Roundtable**
   Join a higher education roundtable to discuss issues facing higher education. We will talk about problems facing institutions, faculty, staff, and students and talk about the role of politics in helping address the issues.

10. **I’d Like to Make a Motion**
    Learn the fundamentals of parliamentary procedure from agenda planning, making motions, and voting. Proper use of parliamentary procedure will ensure an efficient and professional meeting and maximize your time in completing items on your full agenda.

11. **It’s Time to Bargain, What Do I Need?**
    This mini-course will help you navigate all the information you will need during the bargaining process. A comprehensive list of all the necessary data will be discussed.
12. Leading in Special Education During and After the COVID-19 School Closure
Participants will learn about issues, policy, Department of Education guidance, and possibilities for supporting and engaging their communities. This has been developed as an advocacy mini-course around special education and, for this reason, there will be no professional development credit.

13. Legal Issues in the COVID-19 Landscape
Almost overnight the spread of COVID-19 led to the move to remote instruction and services, the required reporting for so-called essential work, and so many other changes to our work lives. Come learn about new legislation passed in response to the pandemic, and other legal impacts on work.

14. Maintaining and Growing Your Association Membership
This one-hour, virtual conversation will take the form of a panel discussion with some of our most active membership chairs, local presidents, and staff who will review the tools at our disposal that help us know who our potential members are. We'll discuss strategies and proven practices to get them signed up—even remotely! We'll also talk about what we can do when members express interest in withdrawing from the union.

15. Managing Conflict Effectively
This mini-course is designed to increase personal and association effectiveness in dealing with conflict in a positive fashion. Participants will learn a variety of techniques that enhance this process by developing new strategies for identifying and handling conflict. Discussion will focus on what causes conflict and how better communication can help prevent or resolve conflict.

16. MARS Mobile
This course is for local presidents, treasurers, membership chairs, building reps, and consultants who want access to MARS from a smartphone. This course will demonstrate how to download and use this mobile application.

17. MARS on The Web
This mini-course is for local presidents, treasurers, membership chairs, and building reps who want access to MARS from a laptop or desktop. This course will explain the application and best uses.

18. Membership Pays! A Guide to Your Member Benefits
In 60 minutes, you will learn how NJEA and NEA Member Benefits help members save enough money to offset all or most of their dues. Membership does not cost, it pays!

19. Members-of-Color Initiative
The 2019-20 school year welcomed a new, organizing initiative to the NJEA—the Members-of-Color Initiative. But, why? Where did it come from? Why is it necessary? What is its purpose? This mini-course explores the journey of this initiative since it launched in September 2019 and invites members to explore opportunities of ensuring an intentionally inclusive association for years to come.

20. Navigating NJEA
This mini-course is designed for members who are interested in expanding their knowledge of the NJEA and our local and county affiliates. Learn the various structures of YOUR union at each level—including national. This mini-course will also feature some of the intentional organizing initiatives provided to members across the state, including Early Career Network, Members of Color Initiative, South Jersey Social Justice Coalition, and Anti-Privatization Coalition.

21. Organizing Data Using Excel
Many times, districts provide a roster of data to the local association. This mini-course will show you how to convert a roster into a scattergram using Microsoft Excel.

22. Personal Finance: Positioning Yourself for Financial Freedom
This course focuses on sound money management techniques including goal setting, credit/debt management, student loan debt relief, calculating and building net worth, and how to establish a budget that works.

23. PRIDE: A Virtual Experience
NJEA PRIDE in Public Education grants have been providing financial assistance to counties and locals with community organizing and marketing/branding since 1994. However, association leaders face the possibilities of unprecedented times implementing PRIDE grants while social-distancing. This mini-course explores the possibilities of remaining connected to your community through various virtual platforms. Current PRIDE chairpersons are recommended to attend and bring ideas to explore together.
24. Sharing Your Members’ Stories
As part of its mission, NJEA showcases the incredible work that members do every day. With the challenges of the global pandemic, this session will help members identify the stories they want to tell; produce articles, photos, and video to highlight those stories; and share those stories with outlets including njea.org, the NJEA Review, and NJEATogether.

25. Social Media Overview for Local Associations
Now more than ever, local associations should ensure their presence on social media is able to reach members and the community. In this mini-course, we will offer an overview of how to harness the power of social media to communicate your message.

26. Teacher Leadership and the NJEA Teacher Leader Academy
The NJEA Teacher Leader Academy is a New Jersey Department of Education approved provider of a yearlong program that leads to the New Jersey Teacher Leader Endorsement. The program, which is also eligible for 12 graduate credits through a partnership with Thomas Edison State University, is planning its second cohort in early 2021. Come learn about the program, the application process, and how you can be part of NJEA’s unique approach to preparing members to step up and lead.

27. Who We Endorse, How We Endorse, and Why You Should Care?
Learn more about the NJEA PAC endorsement process and how you can help shape candidate recommendations at the local, county, and state level.

28. Women’s Rights in the Workplace
This mini-course will walk through legal rights for women in the workplace, such as anti-discrimination laws, equal pay protections, and rights protecting pregnant and breastfeeding mothers.

29. Workplace Democracy Enhancement Act
This mini-course is for local presidents, treasurers, membership chairs, building reps and consultants who want to better understand what the association is entitled to and how the data is processed to assist you.

30. The XYZs of Retirement
Gain insight and gather data about pension benefits, life insurance, and related health insurance packages. Participants will acquire information on accessing their pension account, examine New Jersey’s retirement programs for school employees (TPAF and PERS), describe the various pension formulas and the effects of time and salary, learn about retirement types and options, understand how to complete a retirement estimate, and review the types of health insurance at retirement.