**READ FIRST**

**Effective EOTC Management for Schools 2 Day PLD 2022**

Make sure to allow enough time to prepare for the day and have the following material on hand in a format you are comfortable working with. If keeping paperless, we recommend you work off local device copies, in event internet access proves challenging. Be mindful of full days, group work and a varied programme.

Day One Material (please have at hand)

1. **EOTC Guidelines 2016, Bringing the Curriculum Alive** [**Click here**](http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines) for a TKI download.
2. **Download the other documents in this folder onto your device** and ensure you have them available on your local drive for the event.

* **Supporting resources for PLD Participants Ed 10**  **(Word)**
* **EOTC Management Workshop 1 Notes and Actions - this document includes a write on section. You can print down a hard copy of the document or choose to work on it electronically.**
* **EOTC Toolkit Forms - Workshop Copy (pdf)**
* **EOTC SMP Template Version 1.4 (Word)**

1. Material from your own school EOTC Management system will be useful to refer to either as hard copy or electronically. Likewise, your Crisis Management Plan or TIRPS for Day Two.

Wifi will be available but do not rely on full access to school servers for the whole day.  Consider access to electric sockets if using an electronic device.

We look forward to engaging with you on the day. Please let us know if you have difficulty accessing the material or if you are no longer able to make the Workshop/s by emailing [admin@eonz.org.nz](mailto:admin@eonz.org.nz)