



EXECUTIVE FUNCTION WORKSHOPS & TRAINING FOR YOUR SCHOOL COMMUNITY

THE INFORMATION KIT

*From the leaders in
Executive Function
coaching*

**BrainTracks**
A Division of Beyond BookSmart



WHAT ARE **EXECUTIVE FUNCTION SKILLS** AND WHY DO THEY MATTER FOR STUDENTS?

In order to be effective, students must be able to manage their emotions, sustain attention, organize and plan their work and time, and reflect upon and revise their tactics as circumstances change.

While students typically develop these brain-based skills well into their 20s, the demands they face at school, such as long-term projects, tests in several subjects in a single day, and rigorous expectations for content mastery, often exceed their current capacity to manage them.

As a result, students become stressed and anxious and frequently disengage. They fall behind, not due to intelligence, but as a result of not having strategies to compensate for the Executive Function challenges that most, if not all, students face.



Executive Function skills are self-management abilities that help students focus in class, engage in classroom activities, and perform at their best.

ABOUT US

Since 2006, we have been helping students worldwide to successfully develop skills and new habits to succeed in and out of the classroom. This is the mission of BrainTracks, a division of Beyond BookSmart; to help teachers, family members, and other supports learn strategies to help students develop better neuropathways and new habits for greater school success.

HOW FREQUENTLY DO YOU SEE YOUR STUDENTS STRUGGLE IN THESE EXECUTIVE FUNCTION-BASED AREAS?



- Paying attention, maintaining focus when working on rigorous tasks, and/or frequently distracting others
- Preparing for tests and studying effectively
- Procrastinating on long-term assignments
- Taking notes
- Planning projects
- Being aware of the time
- Regulating emotions when stressed or frustrated
- Organizing materials or ideas
- Remembering to bring materials to class and to turn in homework
- Recognizing when help is needed, knowing where to get it, and having the confidence to ask for it



CHANCES ARE MOST KIDS IN YOUR CLASSROOM STRUGGLE WITH EXECUTIVE FUNCTION SKILLS.

We bring proven tools and strategies to your classroom so all students can be more effective at school – and beyond. That's the mission of BrainTracks, a division of Beyond BookSmart. We bring the same expertise that has driven our industry-leading success in 1:1 coaching for over 16 years to the entire ecosystem that influences students' learning.

EXECUTIVE FUNCTION DEVELOPMENT

When do skills typically emerge?



ELEMENTARY SCHOOL

- Learning to pay attention
- Learning to control behavior & impulses
- Shifting behavior to follow rules
- Following 2-3 step directions



MIDDLE SCHOOL

- Learning to think ahead to plan actions & solve problems
- Managing & following a daily routine
- Modifying behavior in changing environments



HIGH SCHOOL

- Learning to think & behave flexibly
- Organizing & planning projects or activities with friends or classmates
- Adapting to changing rules
- Deepening self-awareness



COLLEGE

- Using Executive Function skills to be independent and productive
- Self-monitoring of productivity & performance
- Consistent impulse control across different environments



ADULT

- Using Executive Function skills to balance work & personal life
- Effectively managing multiple schedules and projects
- Using strategies to set & achieve meaningful goals

HOW DOES THE **SCHOOL-BASED** PROGRAM WORK?

Our program offers a group approach to teaching Executive Function skills.

- Ecosystem influencing students' learning: school leaders, teachers, support staff, families, and the students themselves, learn through a series of sequenced workshops.
- Ample time to learn, practice, implement, and refine Executive Function support in the classroom provided.
- Training can start and end at any point in the school year.
- Workshops are hosted in small groups on Zoom to allow for flexibility in scheduling and ease of access.
- Facilitators are experienced Executive Function coaches and educators with deep expertise and have a track record of success in Executive Function coaching.

WHAT **TEACHERS** SAY ABOUT OUR PROGRAM



"The sessions contain valuable content that is easy to embed into one's teaching practice. The examples are relevant and able to be incorporated into the planning and delivery of instruction."

Katherine W.
Director of Curriculum and Instruction



"Our teachers are creating lesson plans incorporating EF strategies and providing ongoing student support and feedback."

Mercedes G.
Interventionist



"The presenter was phenomenal. I was better able to see through the eyes of my students and understand some of the learning challenges they may be experiencing."

Rachel R.
Language Arts Teacher

EXECUTIVE FUNCTION FOUNDATIONS PROGRAM

Workshops to support students in and out of the classroom

TOTAL: \$6,500*

Leadership Meeting: Administrators, Instructional Leaders, Department Heads, SPED Leaders

60-Minute Meeting

Leadership Meeting

In this pre or post-workshops meeting, school leaders will become oriented with the Foundations Program so they can support staff with implementation.

Staff Workshops: Teachers and Instructional Support Staff

90-Minute Workshop

Workshop 1: Introduction to Executive Function Skills

Gain insights into recognizing classroom behaviors as manifestations of Executive Function (EF) challenges and discover effective ways to address the EF skills required for students to be ready to learn.

90-Minute Workshop

Workshop 2: Executive Function Skills for Authentic Learning

Explore a variety of approaches, tools, and strategies for implementing EF skills during direct instruction. The workshop will also address skills and strategies aimed at supporting student self-reflection and improving assessment outcomes.

Caregiver Webinar: Parents & Guardians

60-Minute Webinar

Introduction to Executive Functioning

This webinar provides an overview of Executive Function skills and approaches for supporting students outside of the classroom. It is offered twice monthly and families have open access for two months.

Additional Support

Daily Office Hours Sessions

Office Hours, Q and A drop-in sessions

Bring questions and receive answers during the daily, Zoom-hosted afterschool office hours sessions.

15-Minute Online Module

Online Module: Utilizing EF Skills in a Professional Setting

Staff can access the mini-course that reinforces the concepts introduced in the workshops. It includes a self-assessment for staff to learn about their own EF skills as professional educators.

*Workshops include seats for 75 participants in one Zoom Room. Additional seats and/or Zoom Rooms can be purchased for \$1,000.

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EXECUTIVE FUNCTION APPLICATIONS PROGRAM

For educators that have completed the Foundations Program

TOTAL: \$8,500*

Task Initiation Workshop Series: Teachers and Instructional Support Staff

90-Minute Workshop	Workshop 1: Task Initiation and Change This workshop dives into the science of behavior change and introduces Habit Stacking to initiate new routines and establish better habits both in and out of the classroom.
90-Minute Workshop	Workshop 2: Organization and New Habits Participants will understand the importance of organization, and learn supporting strategies, to make new routines and behaviors long-term habits.
90-Minute Workshop	Workshop 3: Memory This workshop focuses on the role memory plays in maintaining habits and understanding why the process isn't intuitive for many students.

Online Modules: New and Returning Staff

60-Minute Online Module	Online Module: Utilizing EF Skills in a Professional Setting This online module includes a self-assessment for staff to learn about their own EF skills as professional educators. It provides an overview of Executive Function skills and strategies teachers can use to manage stress and get things done.
Three 60-Minute Online Modules	Foundations Program The complete Foundations Program is available as an online module. This is an excellent way to bring new staff up to speed and ready for additional workshops.

Additional Support

Tool Video Library	Tool Video Library Access to a library of short videos that recap the tools and strategies covered in the trainings. These student-friendly videos are designed for classroom use and can also be shared with families and community members.
60-Minute Coaching Sessions	1:1 Instructional Leadership Coaching Meet 1:1 with BrainTracks staff for a series of four 60-minute meetings. School staff selects the topic and BrainTracks provides support.

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LEADERSHIP PROGRAM

A la carte support for staff, leaders, and administrators
Prices based on selections

\$1,000 per Workshop	All Staff Workshops All la carte 60-minute workshops are appropriate for all school staff. Sample topics include motivation, self-advocacy, and study skills.
\$2,000 for four sessions	Instructional Leadership Coaching 1:1 topic-specific instructional leadership coaching includes 4 pre-scheduled sessions.
\$1,000 per Workshop	Monthly Professional Development Workshop Schedule recurring professional development workshops. Zoom-hosted workshop occur once per month and cover a specific topic.
\$2,000 for two sessions	Bi-Weekly Professional Learning Community Collaborating, the school leadership staff and BrainTracks trainers complete a Problem of Practice case study. This includes a train-the-trainer model or co-hosting the session.
\$1,000 per Workshop	Professional Training Executive Function skills for professionals. An excellent option for Department leads and staff who would like additional opportunities to build professional and leadership skills.
Click here to learn more	1:1 Coaching with Beyond BookSmart For students and staff who need additional 1:1 support.

Ready to get started?

Contact us at info@braintracks.com to schedule a Discovery Call to learn more about our program, or visit braintracks.com.