Secondary School Survival Workshop
Casey Christy, MA, ATC, CSCS
Eastern High School, Voorhees, NJ

I. Organization and Administration
   a. Triage system, managing the volume
   b. Communication Techniques
      i. Sample forms, handouts and other important documents
      ii. Developing and communicating your policies
   c. Getting organized

II. Life Balance
   a. Setting limits
   b. Your job description
   c. Your union

III. Developing your Philosophy
   a. Your treatment philosophy
   b. Sample policies (ie: concussion management, asthma plan)
   c. “You don’t have to take care of everyone, just make sure everyone is taken care of”

IV. Modalities Mythbusters

V. Public Relations
   d. What is PR?
   e. Why is PR important?
   f. 20 Practical PR tips you can implement right away
   g. Communicating with athletes, parents and physicians
   h. Ideas to recognize students, athletes
   i. Desktop Publishing 101
   j. Improve your writing instantly
      i. 10 writing tips the PR pros use
      ii. Better memo writing
         1. Diamond format, inverted pyramid format

VI. Liability
   k. Conducting pre-season coaches meetings
   l. C-spine injury prevention
   m. Standing orders; working with your school physician
   n. Consent to treat
   o. Disinfection and sanitation procedures