

PTWO-Push The Word Out Publications

PTWO-Push the Word Out Publications

C/o Patricia L. Downes-Morris, MAED

Including

Professional Development Training and Self-Publishing Referral Services

Policy, Guidelines & Purpose

About PTWO-Push The Word Out Publications

PTWO- Push the Word Out Publications is an educational leadership training and publishing referral service company. PTWO-Push The Word Out Publications is an independent organization, which offers professional training, leadership services, and consulting, self-publishing and writing services.

PTWO created by Patricia L. Downes-Morris, educator, writer/author, and publisher, from her book series entitled, PUSH! A Victory Story, a story about her life. Ms. Morris wanted to provide Professional Development training to educational institutions, businesses, churches and individuals with leadership training, self-publishing, writing and referral services to enhance their present establishment needs.

Mission Statement: To Produce Excellent, Organized and Highly Qualified business relationships, committed to the development and collaboration of teaching and learning in any organizational environment.

Vision Statement: To Restore the Respect, Trust and Loyalty to educational, business, ministerial, instructional staff and to restore professional staff growth in various positions within the school district, businesses, churches, individuals, and community organizations.

Core Values

- Integrity
- Respect
- Trust

- Legal moral behavior
- Accountability

Multicultural and diversified personnel who have integrity, ethics, respect, legal moral behavior, accountability to educational rules, laws and procedures should apply. Individuals must participate in an FBI and CIA and local background checks, fingerprinting and provide PTWO with five accepted references.

Key Principles of Training

1. *Accountability*
2. *Collaboration*
3. *Flexibility & Time Management*
4. *Organization/Teaching*
5. *Professionalism*

Our Purpose

The purpose of this organization is to assist other organizations, profit and non-profit, with professional development seminars and training, writing, and publishing referral services and courses. Some courses are but not limited to; organization skills, writing, publishing, beginning sign language, how to begin ministry performing arts groups and general educational course curriculums.

PTWO-Push The Word Out Involvement Policy

Effective: June 30, 2012

In an effort to provide excellence in training, writing and other referral services, PTWO-Push the Word Out Publications has set forth the following policy and procedures for those joining and contracting with PTWO-Push The Word Out Publications.

Contracts/ Applications

Persons desiring to apply for any contracts or applications offered by PTWO-Push The Word Out Publications must provide current and accurate information.

1. All coursework participants must fill out a Coursework Involvement Application upon registering for any course.
2. All coursework participants must comply with all copyright codes. No materials can be copied without the express written permission from PTWO Publications/C/o owner, Patricia L.Downes-Morris.
3. All participants must be on time for all courses and appointments for consultation. If participant is absent or late for more than two scheduled appointments, cancellation of their application will be warranted.

PTWO- Involvement Application

Date: _____

Participant Name _____ (Print Please)

Address: _____

phone number _____ (h) _____ (c)

Mark Best Time for contact _____ Day _____ evening _____ other

Signature _____

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