



# AWARENESS EDUCATION POTENTIAL

Providing you the tools to reach and teach your maximum potential

Phone: 833.237.2668 | Fax: 920.482.1270 | info@aeconnections.com | aeconnections.com

## Executive Function and Study Skills

**SPEAKER: SARAH WARD, M.S., CCC-SLP**

**March 6, 2025 | 11:00 AM - 2:15 PM Eastern Time**

ZOOM - INTERACTIVE WEBINAR

PACIFIC	MOUNTAIN	CENTRAL	EASTERN
Start Time: 8am	Start Time: 9am	Start Time: 10 am	Start Time: 11am

**Below are 3 options for participation:**

***BUNDLE: Live zoom webinar AND On-Demand Replay (available April 1, 2025-April 30, 2025)***

***ON-DEMAND ONLY: Access the recording at your own pace (April 1, 2025-April 30, 2025)***

***LIVE ZOOM WEBINAR ONLY: Attend live on March 6, 2025 (live replay March 10 @6pm EST)***

### COURSE DESCRIPTION

Do you observe students who are frequently missing materials, not recording assignments, struggling with organization, or unsure how to prioritize their work? Do you see them cramming for tests, relying on ineffective study techniques, or using passive review methods to prepare for exams? Do they find it hard to concentrate, study in distracting environments, procrastinate, or even complete assignments but forget to turn them in? Perhaps they often wait until the last minute to start long-term projects, or find themselves with a snowballing backlog of missing work?

In this session on practical strategies, you'll learn concrete techniques to help students manage their time and materials more effectively, empowering them to record, prioritize, and complete nightly homework, tackle long-term projects, and prepare successfully for quizzes and exams. We'll explore ways to create a positive, productive homework environment, with tips to support students and their families in setting up an effective space for study and homework. We'll also discuss how parents can gradually shift from providing full support to fostering independence, promoting student confidence, and avoiding learned helplessness. Lecture, powerpoint, demonstration of procedures and questions/answer will be shared.

### WHO SHOULD ATTEND?

Special educators, Speech Language Therapists, Occupational Therapists, General Educators, Academic Coaches, ADHD coaches, Psychologists and anyone supporting students with executive function support needs. This is an intermediate level course and no prerequisites are required. Grade levels 5-12 and post-secondary.



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### LEARNER OBJECTIVES:

1. Identify common executive function and study skill challenges that affect students' academic success, including organization, prioritization, procrastination, and task completion.
2. Analyze ineffective study techniques and passive review methods, understanding how they impact student performance and exploring alternatives that foster active learning and retention.
3. Apply evidence-based study techniques—such as retrieval practice, spaced repetition, and summarization—as well as visual and embodied cognition strategies, to help students improve memory and comprehension.
4. Develop effective timelines and prioritization systems with students for organizing study sessions, tackling nightly assignments, and preparing for long-term projects or exams.
5. Implement strategies to address procrastination's root causes, such as time blindness, perfectionism, and difficulty with task initiation, using incremental steps, personal deadlines, and time-management tools.
6. Design productive study and homework environments that reduce distractions, incorporating technology to support focus, organization, and study structure while minimizing potential digital distractions.
7. Guide parents and caregivers in gradually transferring support responsibilities to foster student independence, confidence, and resilience, reducing learned helplessness.

### COURSE OUTLINE *(All times are Eastern Time)*

- 11:00–12:15pm Understanding Executive Function, Study Skill Challenge, Evidence-Based Study Techniques  
12:15 -12:30pm **BREAK**  
12:30 –2:05pm Time Management, Prioritization, Strategies for Reducing Procrastination & Study Environments  
2:05 - 2:15pm Final Q & A and Wrap-up



### **SARAH WARD, M.S., CCC-SLP**

Sarah Ward has over 25 years of experience in diagnostic evaluations, treatment and case management of children, adolescents and adults with language learning disabilities, nonverbal learning disabilities, attention deficit disorder, executive dysfunction, Asperger's disorders and social pragmatics. Her particular specialty is in the assessment and treatment of executive function deficits. Ms. Ward holds a faculty appointment at the Massachusetts General Hospital Institute of Health Professions where she provides instruction to graduate level students in the assessment and treatment of individuals with traumatic brain injury and other cognitive communication disorders. A popular speaker, Sarah regularly presents nationally and internationally on the topic of executive functions to a variety of professional and parent organizations, school and lay groups. She has presented to and consulted with over 450 public and private schools in Massachusetts and across the United States. Awards received include the MGH Expertise in Clinical Practice Award, the Distinguished Alumni Award and the Faculty in Excellence Award from the Massachusetts General Hospital Institute of Health Professions (2002, 2011).

*Disclosure: Sarah Ward's company Cognitive Connections produces and sells products on her website, which are tools, that support students in developing an internal sense of time. Some of these materials will be referenced in the presentation. Many of these materials can also be purchased at local stores. The website also sells treatment programs and games to develop independent executive function skills. In addition, the website offers many free resources and references. Sarah Ward receives a speaker's fee for presentations. There are no non-financial relationship to disclose.*



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**LIVE WEBINAR PROFESSIONAL DEVELOPMENT OFFERED**

1. **CERTIFICATE OF ATTENDANCE** 3.0 clock hours for the day. Attendance will be confirmed via Zoom log in/ logout.
2. **AOTA** - AEP Connections, LLC is an AOTA Approved Provider of professional development. Course approval ID xxx. This distance learning – interactive is offered for up to .3 CEUs (3 contact hours). Intermediate, OT Service Delivery. AOTA does not endorse specific course content, products, or clinical procedures. A course evaluation with additional post test questions is required for satisfactory completion.
3. **ASHA** - Provider approval and use of the Brand Block does not imply endorsement of course content, specific products or clinical procedures. Full attendance and a course evaluation are required.
4. **NBCC** - AEP Connections, LLC has been approved as an NBCC-Approved Continuing Education Provider ACEP No. 7173. Programs that do not qualify for NBCC credit are clearly identified. AEP Connections, LLC is solely responsible for all aspects of the programs.  
*NBCC clock hours available: 3*
5. **ASWB** - AEP Connections, LLC, #1332, is approved as an ACE provider to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE provider approval period: 1/27/2025- 1/27/2028. Social workers completing this course receive 3 continuing education credits. Full attendance, a course evaluation and an additional post test is required for satisfactory completion.
6. **NASP** - AEP Connections is approved by the National Association of School Psychologists to offer continuing education for school psychologists. AEP Connections maintains responsibility for the program. NASP Approved Provider #1165. A code to access the course evaluation will be provided in segments throughout the webinar, to ensure full participation. Full attendance and a course evaluation is required for satisfactory completion.



**ASHA CE**  
**APPROVED PROVIDER**

AEP Connections, LLC

Intermediate Level  
.3 ASHA CEUs



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## **SELF STUDY PROFESSIONAL DEVELOPMENT OFFERED**

- 1. CERTIFICATE OF ATTENDANCE** - This course is offered for 3.0 clock hours. Full attendance and a passing score of 80% on the test is required.
- 2. ASHA**- Full attendance a passing score of 80% on the course exam and a completed evaluation are required for satisfactory completion of ASHA CEUs. Provider approval and use of the Brand Block does not imply endorsement of course content, specific products, or clinical procedures.
- 3. AOTA** - AEP Connections, LLC is an AOTA Approved Provider of professional development. Course approval ID xxx. This distance learning – independent is offered for .3 CEUs (3.0 contact hour). Intermediate, OT Service Delivery. AOTA does not endorse specific course content, products, or clinical procedures. A course evaluation and a score of 80% on the post test is required for satisfactory completion.
- 4. NASP** - AEP Connections is approved by the National Association of School Psychologists to offer continuing education for school psychologists. AEP Connections maintains responsibility for the program. NASP Approved Provider #1165. Full attendance is required and a passing score of 80% is required on the post test. This course is offered for 3.0 credits/hours.
- 5. NBCC** - AEP Connections, LLC has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 7173. Programs that do not qualify for NBCC credit are clearly identified. AEP Connections is solely responsible for all aspects of the programs.  
*Available NBCC Clock Hours: 3*
- 6. ASWB** - AEP Connection, LLC, #1332, is approved as an ACE provider to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE provider approval period: 1/27/25 - 1/27/28. Social workers completing this course receive 3 continuing education credits. Full attendance, a course evaluation with additional post test questions is required for satisfactory completion.



**ASHA CE**  
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**REGISTRATION FORM**

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Start Time: 8 am	Start Time: 9 am	Start Time: 10 am	Start Time: 11 am

**ONLINE REGISTRATION** | Credit card and purchase order payments at: [aepconnections.com](http://aepconnections.com)

**REGISTRATION FORMS:** Please send completed registration forms and purchase orders via mail, email ([info@aepconnections.com](mailto:info@aepconnections.com)), or fax.

Name: \_\_\_\_\_ School District: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Confirmations and communications will be sent by email. Please print email clearly.*

**REGISTRATION OPTIONS**

**\*\* BUNDLE (Live Zoom Webinar + Replay) \$149**

**\*\* ON-DEMAND ONLY (available 4/1/25 - 4/30/25) \$139**

**\*\* LIVE ZOOM WEBINAR ONLY (3/6/25 with  
live replay on 3/10/25 @6pm EST) \$139**

**\*\* Each registration is for a SINGLE participant \*\***

- Bundle (Live Zoom Webinar 3/6/25 11:00 - 2:15pm EST & On-Demand Replay 4/1/25 - 4/30/25) \$149 \$ \_\_\_\_\_
- On - Demand Only (available 4/1/25 - 4/30/25) \$139 \$ \_\_\_\_\_
- LIVE (Zoom Webinar) access only 3/6/25 | 11:00am - 2:15pm EST \$139 \$ \_\_\_\_\_

**Total Paid: \$ \_\_\_\_\_**

CANCELLATION POLICY: More than 45 days before the first day of the conference: Full Refund, less a \$25 processing fee. Less than 45 days, but more than 14 days before the first day of the conference: Credit towards a future conference or a substitute may be sent in your place, with prior approval by AEP Connections. Less than 14 days before the first day of the conference: No Refunds. AEP Connections reserves the right to substitute speakers in the event of a speaker cancellation. AEP Connections reserves the right to change "live in person" conference to a "Live-stream" webinar in the event of weather, pandemic, Acts of God, national or local guidelines. Our refund policy applies to all registration payments including those by purchase order.