



On Demand: Executive Function and Study Skills

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

Independent Self Study Course

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 examples 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.

COURSE OUTLINE

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|------------|--|
| 75 minutes | Understanding Executive Function, Study Skill Challenge, Evidence-Based Study Techniques |
| 45 minutes | Time Management & Prioritization Environments |
| 60 minutes | Final Strategies for Reducing Procrastination & Study Environments, Conclusion |



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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.



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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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 11491. 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.

Please note, NASW is NOT available for on-demand option. Contact AEP Connections with any accommodations.



ASHA CE
APPROVED PROVIDER

AEP Connections, LLC

Intermediate Level
.3 ASHA CEUs



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REGISTRATION FORM

Independent Self Study Course

ONLINE REGISTRATION | Available for credit card transactions at: aepconnections.com

CHECK OR PURCHASE ORDERS: Please send completed registration form via mail, email or fax.
Purchase orders must accompany registrations.

Name: _____ School District: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

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

REGISTRATION COST

**** ON-DEMAND \$139**

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

<input type="checkbox"/> On - Demand Registration	\$139	\$ _____
<input type="checkbox"/> Additional Registrant @ \$139 each:	\$139	\$ _____
Additional Name(s) _____		
	Total:	_____

Group discounts available. Please contact info@aepconnections.com

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, LLC. 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.