

Leadership in Early Care and Education A Comprehensive Series for Center Directors and Operators of Large Family Child Care Programs



Sponsored by the Center for Excellence in Child Development, UC Davis
Funded by First Five Sacramento Commission

Managers and supervisors of early childhood programs face a number of challenges in maintaining program quality. Join us for this series of classes as we highlight best practices in program management.

▪ **Leading the Way**

February 14-15 & 28, 2005
6:30pm-10:00 pm

▪ **Communication in the Workplace**

March 1 & 14-15, 2005
6:30pm-10:00pm

▪ **Supervision and Performance Management**

March 28-29 & April 11, 2005
6:30pm-10:00pm

▪ **Building an Effective Team**

April 12 & 25-26, 2005
6:30pm-10:00pm

See course descriptions on the reverse side of this flyer.

To register for these workshops or for more information call Concha Hernandez at (530) 757-8643.

Workshop Location

Sutter Square Galleria
2901 K Street
Sacramento, CA 95816

If you need directions, please ask Concha Hernandez when you call to register.

Leadership in Early Care and Education, a comprehensive series of classes, is designed for directors of center-based programs and operators of large family child care programs. Participants interested in program quality improvement have the opportunity to enhance their leadership and supervisory skills. The series will build upon the expertise of course instructors and participants to create a dynamic learning environment. Offered for continuing education units, participants earn .1 unit for each hour of class. Participants are asked to commit all four modules.

About the Center for Excellence in Child Development

The Center for Excellence in Child Development is dedicated to quality care and education for young children. The Center develops learning partnerships, translating research into developmentally appropriate practice. Training and technical assistance are available for all levels of organizations.

Leadership in Early Care and Education Classes

Module One: Leading the Way (1 unit)

Module One addresses the question, “What does it take to be an effective leader?”

Participants begin the course with an assessment of their own leadership skills. Then, an introduction to leadership principles is offered and several models are explored. The knowledge, skills and attitudes necessary for effective leadership will be highlighted, as well as the leader’s role in creating and sustaining the organization’s vision.

Topics include:

- principles of leadership
- addressing the challenges of the early care and education world
- time management
- dealing with difficult people
- preventing burnout
- creating a positive organizational climate

Module Two: Communication in the Workplace (1 unit)

Module Two addresses communication with staff, parents and other stakeholders in the early childhood setting. Participants will assess their program’s communication patterns, as well as their own communication style. Strategies for moving from conflict to collaboration will be discussed. Topics include:

- communication styles: how do I deal with people who have different styles?
- keys to effective listening
- difficult conversations
- negotiation and conflict resolution

Module Three: Supervision and Performance Management (1 unit)

One of the key functions of supervision is to develop a group culture that supports program quality. Module Three addresses the skills and organizational processes needed to effectively supervise staff. The roles of the supervisor as mentor and coach will be explored. Topics include:

- setting expectations
- reflective supervision
- the circle of recruitment, selection, retention and recognition
- parallel process: encouraging development in adults and children
- increasing motivation: what works?

Module Four: Building an Effective Team (1 unit)

Groups that work well together consistently outperform individuals. Module Four examines the theory and practice of achieving high performance and working together as a team. In addition, participants learn strategies to conduct meetings that build commitment and action. Topics include:

- improving your team’s effectiveness
- facilitating team dynamics
- developing group agreements
- problem-solving and decision-making in teams
- ethics and confidentiality in the workplace

Module Four concludes with a summary of the “Leadership in Early Care and Education” series.