

Online Early Childhood e-Workshops
Management Success for Owners/Administrators/Providers
From ARCQE presented by Karen Foster-Jorgensen
November 29, 2011-March 7, 2012

Supporting Directors' Success Series – Role of the Director and Management Skill Development Plan

Each part of this online series will have three interactive video conferencing sessions, two message board discussions, short food-for-thought reading, and preparation of a document providing portfolio evidence of meeting the accreditation standards addressed.

Part 1 - Essential Management Skills for Early Childhood Director Success

Explore ten key management competencies to strive for in management skill development and director training. Develop your own individualized management training plan based on needs assessment, your management role and business priorities.

Part 2 - Time is of the Essence – time management and organizational skills

Finding time to meet all the needs in a childcare business is truly a challenge. Explore ways to organize and prioritize your time, tasks, and information for maximum work effectiveness – and still make time for a life of your own!

Relates to Accreditation Standards: Child Care Standards: 6, 7, 9, 10 Out-of-School Care Standards: 1, 5
Presented by Karen Foster-Jorgensen Intermediate Level Training – for Accreditation or Quality Tune-up

Series Dates: Wednesday Mornings
November 30, December 7, 14, January 11, 18, 25

Online Sessions: 10:00-10:45 AM MST
Series Registration Fee: \$120 PTL \$180 without PTL

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Recruitment and Retention Strategies for Directors Series – Effectively Lead an Empowered Team

Each part of this online series will have three interactive video conferencing sessions, two message board discussions, short food-for-thought reading, and preparation of a document providing portfolio evidence of meeting the accreditation standards addressed.

Part 1 – Leading the Team

Explore techniques for developing the skills you need to be a successful leader and supervisor of your childcare team. Examine interpersonal communication, group dynamics, conflict resolution, shared decision making and giving/receiving feedback.

Part 2 – Retain Great Staff on a Budget

Develop strategies for retaining effective staff/providers within a meaningful work place, while maintaining budget constraints. Study interviewing and hiring, supervision and feedback, training strategies, adult learning and creating a dynamic workplace culture of success. Course is designed for directors/administrators who lead and supervise a team.

*Relates to Accreditation Standards: Child Care Standards: 5, 6, 7, 10 Out-of-School Care Standards: 1, 5
Presented by Karen Foster-Jorgensen New or Experienced Team Leaders – for Accreditation or Quality Tune-up*

**Series Dates: Tuesday evenings
November 29, December 6, 13, January 10, 17, 24**

**Online Sessions: 6:30-7:15 PM MST
Series Registration Fee: \$120 PTL \$180 without PTL**

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**Series Dates: Wednesday Noons
November 30 December 7, 14, January 11, 18, 25**

**Online Sessions: 12:00-12:45 PM MST
Series Registration Fee: \$120 PTL \$180 without PTL**

Child Care Finance ~ Introductory Series on Your Role in Financial Success

Each part of this online series will have three interactive video conferencing sessions, two message board discussions, short food-for-thought reading, and preparation of a document providing portfolio evidence of meeting the accreditation standards addressed.

Part 1 – Your Role in Financial Success of Your Child Care Program/Agency

Study key financial competencies for administrators, financial terminology, sample policies, and complete a financial knowledge self-assessment for accreditation and business quality enhancement.

Part 2 – Fee Setting Made Easy

Learn a basic analysis of your child care fee income and your expenses to deliver your child care services. Identify child care fees that will cover your operating costs and put you on the road to financial and program success.

Relates to Accreditation Standards: *Child Care Standards: 6* *Out-of-School Care Standards: 5*
Presented by Karen Foster-Jorgensen *Introductory and Intermediate Level Training – for Accreditation or Quality Tune-up*

Series Dates: Tuesday Afternoons
November 29, December 6, 13, January 10, 17, 24

Online Sessions: 2:00 - 2:45 PM MST
Series Registration Fee: \$120 PTL \$180 without PTL

Child Care Finance ~ Introductory Series on Your Role in Financial Success

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Online Sessions: 7:30 - 8:15 PM MST

November 29, December 6, 13, January 10, 17, 24

Series Registration Fee: \$120 PTL \$180 without PTL

Sustainability and Development Series for Directors – Steps to a Strong Business

Each part of this online series will have three interactive video conferencing sessions, two message board discussions, short food-for-thought reading, and preparation of a document providing portfolio evidence of meeting the accreditation standards addressed.

Part 1 – Business Plan Development

The Business Plan is the document that most clearly defines the way your organization does business. A professional plan instills confidence in your business, whether designed for lenders, funders, or community stakeholders. Your business plan development process will help you study your business objectively, plan and achieve goals, and effectively interpret your childcare organization to customers and supporters.

Part 2 – Quality Growth and Expansion – What Does It Take to Succeed?

Thinking of adding a new segment to your early childhood program? Expanding the capacity of your program or the size of your facility? What are the crucial steps to strengthening your business to sustain financial strength, business quality and program accreditation throughout the process?

Relates to Accreditation Standards: Child Care Standards: 6, 8, 9, 10 Out-of-School Care Standards: 1, 2, 5
Presented by Karen Foster-Jorgensen Intermediate or Advanced Level Training Re-Accreditation or Continuous Improvement

**Series Dates: Wednesday Mornings
February 1, 8, 15, 22, 29, March 7**

**Online sessions: 10:00 – 10:45 AM MST
Series Registration Fee: \$120 PTL \$180 without PTL**

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**Series Dates: Wednesday Evenings
February 1, 8, 15, 22, 29, March 7**

**Online sessions: 6:30 – 7:15 PM MST
Series Registration Fee: \$120 PTL \$180 without PTL**

Success in the Non-Profit Organization – for the Non- Profit Administrator

Each part of this online series will have three interactive video conferencing sessions, two message board discussions, short food-for-thought reading, and preparation of a document providing portfolio evidence of meeting the accreditation standards addressed.

Part 1 - Working Effectively with Your Non-Profit Board of Directors

Study the relationship between you (the non-profit child care centre director/administrator) and your governing board of directors. Examine the roles of board officers and committees, goal setting processes, board member recruitment, board policy development and effective business management.

Part 2 – Grant Writing – New Dollars for Your Childcare Business

Study grants and funding resources while learning the elements of a solid grant proposal for your early childhood business. Develop a prospect list of potential grants and complete an outline of your grant proposal.

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Presented by Karen Foster-Jorgensen Intermediate or Advanced Level Training Re-Accreditation or Continuous Improvement*

**Series Dates: Tuesday Afternoons
January 31, February 7, 14, 21, 28, March 6**

**Online Sessions: 1:00-1:45 PM MST
Series Registration Fee: \$120 PTL \$180 without PTL**

Starting a Childcare Business – Study the Pros and Cons - for Potential Owners/Directors

Starting a childcare business, whether large or small, is a major decision. Study the business considerations and evaluate potential strengths and challenges you might face with a childcare start-up. Explore potential finances, facilities, staffing levels, and programming decisions. Licensing and code regulations may also be discussed. This workshop will have three interactive video conferencing sessions with question and answer sessions, plus informational readings on start-up and licensing.

*Relates to Accreditation Standards: Child Care Standards: 6, 7, 8, 9, 10 Out-of-School Care Standards: 1, 3, 4, 5
Presented by Karen Foster-Jorgensen Training for Start-up and Licensing*

**Workshop Dates: Wednesday Evenings
January 11, 18, 25**

**Online Sessions: 7:30-8:15 PM MST
Registration Fee: \$60 PTL \$90 without PTL**

Financial Planning and Practices for Directors Series – Develop Financial Effectiveness and Policy

Each part of this online series will have three interactive video conferencing sessions, two message board discussions, short food-for-thought reading, and preparation of a document providing portfolio evidence of meeting the accreditation standards addressed. This series is designed for the owner or administrator who wants to build detailed, individualized financial management tools. Participants will work with their own financial information throughout the series, which will be kept confidential by the workshop consultant/trainer.

Part 1 - Financial Forecasting

Gain control over your childcare centre's financial future through study of detailed budget development and cash flow projections. Examine the factors that affect income and expense in a childcare business and how funds will flow throughout the year. Work with your own business information to create effective financial department tools so you will know where your budget is on target and when to make financial course corrections.

Part 2 – Personnel Budgeting

Study policies, procedures and staffing patterns to manage personnel expenses that support quality early care and education. Create useful budgets for each classroom group so you'll know when you are on target with enrollment and staffing for each child care group or classroom group.

Part 3 - Financial Reporting

Gain an understanding of your child care business' financial status through income and expense statements, year-to-date budget comparisons and balance sheets. Review financial policies and practices to keep your business running smoothly.

Part 4 – Financial Procedures, Practices, and Policies

Study practical financial operating policies to guide your procedures and practices. Develop a basis of financial information for your operations manual and meeting standards for accreditation.

Relates to Accreditation Standards: *Child Care Standards: 6*

Out-of-School Care Standards: 5

Presented by Karen Foster-Jorgensen Intermediate/Advanced Level Training Re-Accreditation or Continuous Improvement

Series Dates: Wednesday afternoons

Online Sessions: 1:00-1:45 PM MST

Part 1 - January 11, 18, 25

Part 2 –February 1, 8, 15

Part 3 – February 29, March 7, 14

Part 4 – March 21, 28, April 4

Series Registration Fee Includes One Hour of Online Individualized Mentor Feedback during the series. (Additional individualized feedback and/or consulting is available, if requested, at an additional fee):

\$350 PTL

\$450 without PTL