

Early Childhood Leadership Training Program Workshop Descriptions 2019

Getting Started (15 hours)

September 16-October 9

Participants will use the NSCC Bright Space platform (also known as Desire to Learn D2L) and the tools necessary to efficiently complete the online ECE Leadership Training Program. They will become familiar with the online learning environment, including discussion questions, creating and submitting assignments. This unit will also highlight the written communication skills required by a Lead Administrator. Basics of written interactions, including formal reports, agendas, minute-taking and other tools, will be explored.

Learning Outcomes:

- Demonstrate appropriate email etiquette
- Recognize the appropriate written formats for formal reports, newsletters, meeting agendas and minutes, contracts, job descriptions, and human resource policies and procedures
- Identify the essential components of proactive communication

Human Resource Management for Early Childhood Administrators (18 hours)

October 14-November 13

In this module, participants will examine some of the HR challenges they face in their daily practice and explore possible Human Resource strategies to meet those challenges to help their staff feel confident and engaged, productive and efficient. The importance and proper execution of coaching, policies, and goal setting will be shared; implications of unionized vs non-unionized and for-profit vs not-for-profit discussed.

Learning Outcomes:

- Critically evaluate and revise or create their Centre's human resource policies and procedures
- Articulate the role orientation, coaching, mentoring, employee success plans, feedback, and the ability to create SMART goals play in the recruitment and retention of staff and volunteers
- Give operational examples of unionized and non-unionized work environments
- Discuss the partnership between administrator and board of directors and the respective roles of each

Professionalism in Leadership (18 hours)

November 18-December 18

As the pedagogical leader of an Early Years environment, you must create, evaluate and articulate the value of quality early childhood education to your Centre community as well as the public at large. Professionalism in leadership will focus on the role of the Quality Matters initiative, the Capable, Confident, and Curious Early Learning Curriculum Framework, and ethics plays in all environments.

Learning Outcomes:

- Understand the role ethics plays in human behaviour
- Recognize and identify appropriate strategies to address unethical behaviour
- Relate the principles Capable, Confident, and Curious: Nova Scotia's Early Learning Curriculum Framework to daily practice
- Articulate how compliance, accountability and program quality contribute to high-quality early childhood education

Early Childhood Leadership Training Program Workshop Descriptions 2019

Financial Management for Early Childhood Administrators (18 hours)

January 13-February 12

This module provides an overview of financial management, including cash flow, basic accounting principles, financial statements, and a break-even calculation. Using Excel and fictitious financial information, participants will create a twelve-month budget spreadsheet, demonstrating their ability to manipulate and interpret financial data, as well as develop reasonable assumptions related to income, expenditures, and budget projections.

Learning Outcomes:

- Recognize the role budgeting plays in strategic planning
- Demonstrate an understanding of basic budgeting practices and principals
- Perform a break-even analysis
- Construct a twelve-month budget spreadsheet and cash-flow analysis using Excel

Operations Management in Child Care Programs (18 hours)

February 17-March 18

Ensuring the health and safety of everyone engaged in the Centre environment is a vital part of the operations management role of a pedagogical leader, evident in the required standards prescribed by fire, health and licensing officials. Establishing a risk management policy and carrying out the associated procedures is essential to identifying and managing potential risk as well as guaranteeing accountability. Participants will complete a risk assessment for their Centre and receive templates of applicable risk management policies.

Learning Outcomes:

- Articulate the role of the childcare administrator in ensuring the health and safety of children and adults associated with the Centre
- Complete a risk assessment and interpret the data
- Develop strategies to mitigate the actual and potential risk
- Critically evaluate and revise or create their Centre's Risk Management Policy

Community Relations (18 hours)

March 23-April 22

Building a sense of community is imperative to program values and a fundamental principle of Capable, Confident, and Curious: Nova Scotia's Early Learning Curriculum Framework. How we collaborate with and support families in our care, our staff team, and the larger community must be meaningful to ensure positive and lasting relationships. In this module, learning will be focused on appropriate communication strategies, identifying and supporting the needs of our internal and external communities.

Learning Outcomes:

- Articulate the benefits of community-oriented childcare program
- Recognize the core knowledge required to build meaningful relationships with staff and families
- Identify current and potential community collaboration opportunities
- Demonstrate an understanding of Nova Scotia's Community Development Policy

Early Childhood Leadership Training Program Workshop Descriptions 2019

Strategic Planning & Successful Marketing for your Child Care Program (18 hours)

April 27-May 27

The childcare administrator is primarily accountable to ensure the vision becomes action and established goals achieved. Strategic planning and successful marketing are two major factors in customer relations and ensuring the viability of the Centre. This module will focus on combining mission, current market factors, financial and philosophy goals, and policies into a marketing plan.

Learning Outcomes:

- Complete a SWOT Analysis and interpret the data
- Recognize the steps in the strategic planning process
- Write strategic goals
- Create a marketing plan