



## PROFESSIONAL DEVELOPMENT WORKSHOPS for EARLY CHILDHOOD AND AFTERSCHOOL PROFESSIONALS

Trainings offered by Northern Lights Staff  
as of May 2014

Sponsors should contact us directly to make arrangements:

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### **Program Management: 3 part series** 6 hours total

This series is organized into three modules that are sequenced to provide a logical progression. It is especially geared for managers and directors that hire and supervise staff in early childhood and afterschool settings. The format presents real-life situations in an interactive format that includes discussion, reflection and application of concepts. Throughout the series, participants will gather useful forms and resources, which can be adapted to their individual programs.

#### **Module 1 - Job Descriptions** 2 Hours

There are many reasons why you may need to modify and update your current job descriptions. Changes in program needs, increased educational standards, and the job market may trigger re-evaluation and rewriting of all or parts of your job descriptions. Before you begin, you must clearly understand what has changed and how it affects your program. After completing this workshop, participants will be able to describe the relationship between job descriptions, staff qualifications and performance evaluations, and the importance of consistency among the three; and develop comprehensive job descriptions that align with the early childhood career ladder and new child care licensing regulations for staff qualifications.

##### **Learning Objectives**

After participating in this workshop, participants will be able to:

1. Describe the relationship between job descriptions, staff qualifications and performance evaluations, and the importance of consistency between the three;
2. Develop comprehensive job descriptions that align with the early childhood career ladder and new child care licensing regulations for staff qualifications.

#### **Module 2 – Staffing** 2 Hours

Hiring staff represents a considerable investment of a program director's time and resources. If you define the position carefully, interview and screen applicants diligently, and make a job offer based upon the person who best fits the position and your program, you are more likely to retain this person as a long - term employee and avoid the revolving door that so many directors encounter. After completing this workshop, participants will be able to describe five distinct elements to consider when hiring new employees, and develop a list of interview questions that both align with staff job descriptions and include 5 core knowledge areas.

##### **Learning Objectives**

After participating in this workshop, participants will be able to:

1. Describe five distinct elements to consider when hiring new employees.
2. Develop a list of interview questions that include 5 areas of core knowledge and align with staff job descriptions.

### **Module 3 - Orientation, Evaluation and Staff Development** 2 Hours

Staff members need a careful and systemic orientation to both the job and your organization, and regular feedback to let them know how well they are doing. Formal evaluation provides a basis for staff development and helps you to address unacceptable staff behavior in a timely fashion. These management elements also support staff retention by quickly bringing new staff into your program “family” and by holding all staff to the same standards without favoritism. After completing this workshop, participants will be able to describe the relationship between orientation, evaluation and staff development; and develop an evaluation process that incorporates staff self-assessment, observation and professional development.

#### **Learning Objectives**

After participating in this workshop, participants will be able to:

1. Describe the relationship between orientation, evaluation and staff development
2. Develop an evaluation process that incorporates staff self-assessment, observation and professional development.

### **The Voices of Learning: An Interactive Approach to Adult Instruction**

**Choose one of 3 format options, each is 8 total hours**

#### **Learning Objectives**

After participating in this workshop, participants will have:

1. Identified and experienced six foundational principles of adult learning.
2. Identified their preferred learning style and examined strategies to intentionally consider a variety of learning preferences in their training design.
3. Determined a training topic and prepared achievement-based learning objectives
4. Practiced using 7 steps of training design.

#### **The Voices of Learning : FACE-TO-FACE**

*Three Sessions - 2 hours per session including one hour of homework between each session; total 8 hours*

This 3-part workshop is designed for new instructors, or experienced instructors who want to continue developing their practice. Basic principles of adult learning will be combined with a framework for effective training design that is meaningful, relevant to your audience, engaging, and immediately applicable. You will also discover how the training that you offer to early childhood and afterschool professionals fits into Vermont's professional development system. This workshop in its entirety also meets a requirement for approval into Vermont's Instructor Registry.

#### **The Voices of Learning: Fully ONLINE**

*8 hours over 4 weeks*

This online workshop is designed for new instructors, or experienced instructors who want to continue developing their practice. Basic principles of adult learning will be combined with a framework for effective training design that is meaningful, relevant to your audience, engaging, and immediately applicable. You will also discover how the training that you offer to early childhood and afterschool professionals fits into Vermont's professional development system. This workshop in its entirety also meets a requirement for approval into Vermont's Instructor Registry. To successfully complete this training, you will need high speed internet access with up-to-date programs on your computer, skill and experience in computer use, an email account and time-management skills.

## ***The Voices of Learning: HYBRID (face to face and online)***

*Face-to-face 2 hours, online 6 hours over 3 weeks – Total 8 hours*

This 2-part hybrid workshop is designed for new instructors, or experience instructors who want to continue developing their practice in effective learning design and facilitating learning. Part 1 will be offered in a face-to-face session. Part 2 will be offered through the Northern Lights Career Development Center's e-school, in an online format. Basic principles of adult learning will be combined with best practices that balance the delivery of new information with interactive, hand-on involvement. Participants will discover how to create training designs that are both meaningful and relevant to their audience while making the training engaging and immediately applicable. This workshop in its entirety also meets a requirement for approval into Vermont's Instructor Registry.

### **Calling all Program Directors! (Center and Home-Based) 2 Hours**

Early Childhood and Afterschool Program Directors need to have knowledge and skills in many areas: child and youth development, family involvement, teaching and learning, health and safety, organizational management, budgeting and grant writing, regulations, personnel, leadership, and more! Discover new resources for program directors, learn how to use them, and take away tools that can be shared with your Board, staff and colleagues. Assess your skills as a director and the next steps that you can take to become even more confident and effective. This workshop is co-facilitated by Northern Lights and an experienced Program Director.

#### **Learning Objectives**

Upon completion of this workshop, participants will have:

1. Identified 3 new resources and ways to use resources to support themselves as directors and/or for staff development
2. Describe current professional status of self and of staff and identify next steps in their career pathway

### **Learn it Online! 2 Hours**

What is online learning and how is it different from learning face to face? How can online learning "count" for your annual training requirements? Is all online learning the same, and how can you find what you want? Come and peek inside several non-credit online learning modules and discover how to find and use approved online training to support your professional development in Vermont. Learn to identify quality, and to select online training that is right for you. No computer experience required, but curiosity is a must!

#### **Learning Objectives**

Upon completion of this workshop, participants will have:

1. Recognized if they are ready for an online learning experience, why they might do this, and what kind of online learning best meets their needs
2. Identified sources for online learning that meets their needs and how to begin

### **Charting Your Professional Development Roadmap 2 Hours**

Your professional development is a journey, and you need to know the lay of the land. If your roadmap isn't clear, then this workshop is for you! This workshop is for early childhood and afterschool professionals at all levels of experience and education. We will help you identify where you are on Vermont's early childhood career ladder or afterschool pathway so that you can decide where you want to go next, or advise your staff on their next steps. Topics include: Vermont's early childhood career ladder, afterschool career pathways, career level and professional recognition bonuses, credentials, higher education options and professional development resources. Upon completing this

workshop, participants will be better prepared to take the next step in their own professional development - and to advise others.

### **Learning Objectives**

Upon completion of this workshop, participants will have:

1. Identified where they are on the early childhood career ladder and/or afterschool career pathways and benefits of being recognized on these pathways
2. Identified resources to support them the professional growth

### **Create your IPDP in 4 Easy Steps! 2 Hours**

A clear, concise Individual Professional Development Plan (IPDP) is necessary for staff of regulated child care programs, applicants for career level certificates, credentials, STARS, and recognition bonuses. This workshop is a hands-on, IPDP-developing work session for those who need a current IPDP, want to update theirs or want to help others create one. Participants will be guided through the 4 steps of IPDP development, including self-assessment, developing goals, identifying strategies and resources, and creating realistic timelines. Program directors and supervisors will also find this workshop useful for career advising. All of the necessary tools will be provided, and you will leave with your IPDP well under way!

### **Learning Objectives**

Upon completion of this workshop, participants will have:

1. Identified and practiced developing the 4 components of an IPDP, so they can complete or know how to successfully complete their IPDP.
2. Identify and use tools to support their professional growth and IPDP creation: (Planning your Professional Growth , Core Competency Documents, Northern Lights website and BFIS website related resources, and awareness of the IPDP form on BFIS)

### **Get Connected: Using the Internet to Support Your Professional Development 2 Hours**

Join this hands-on workshop and practice exploring the online professional development tools that are at your fingertips. We will meet in a computer lab so that you can practice exploring the Northern Lights Career Development Center website and Bright Futures Information System (BFIS) database with guidance from the Instructor. Participants will learn how to find professional development activities on the statewide Course Calendar, keep track of the workshops/courses you attend, use the BFIS resume, select a format for your IPDP, locate financial resources, and more!

### **Learning Objectives**

By the end of this workshop, participants will have:

1. Practiced using the BFIS professional development tools: Course Calendar, Quality and Credential Account
2. Identified resources on the Northern Lights and Child Development Division website that link to the BFIS data system and professional development

### **From Teacher to Director: Am I Ready for This? 2 hours**

Transitioning from a classroom teacher to a program director can be exciting, challenging and often confusing! Your direct experience with young children and families gives you a foundation to build on, but what else will you need to know? This workshop is for both new and aspiring program directors who want to widen their lens and become more confident and effective in an administrative role.

### **Learning Objectives**

By the end of this workshop, participants will have:

1. Examined proposed staff qualification requirements for directors of small, medium and large programs
2. Explored Vermont's Competencies for Early Childhood and Afterschool Program Directors and practiced using them to assess their current administrative knowledge and skills
3. Identified career pathways, professional development opportunities, and resources that will support them in their new role.