

MATCH Tool Box

Organized by the MATCH Core Knowledge Areas

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I. STANDARDS, RESOURCES and SYSTEMS

Research-based practices for teachers

- <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/development/teacher-time-webinars.html>
- <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/practice/iss-library.html>
- csefel.vanderbilt.edu

Research-based practices for organizations

- Program Leader's Guide to PBC (positive behavioral supports):
<https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/development/pbc/pbc-resources.html>

Regional resources and organizations

- VT and national organizations: <http://northernlightscdc.org/resources/vermont-and-national-resources/>
- VT child care program regulations and STARS: <http://dcf.vermont.gov/cdd/laws-regs>
- VT Agency of Education resources: <http://education.vermont.gov/student-support/special-education/educator-resources>
- VT Core knowledge and competencies and educator standards:
<http://northernlightscdc.org/career-pathways/professional-competencies-and-standards/>

II. ETHICAL GUIDELINES AND PROFESSIONALISM

Ethics

- Mandated reporting of suspected child abuse/neglect:
<https://www.childwelfare.gov/pubPDFs/manda.pdf>
- VT mandated reporter of child abuse and neglect: online training
<http://dcf.vermont.gov/protection/reporting/mandated>

- CO core knowledge and competencies for coaches (pages 3- 4 specifically): http://cocoaches.net/uploads/Coaching_competencies_Oct_2010.pdf
- NAEYC code of Ethical conduct https://www.naeyc.org/positionstatements/ethical_conduct
Includes *NAEYC code of ethical conduct and statement of commitment*, *Code of Ethical Conduct: Supplement for Early Childhood Educators*, and *Code of Ethical Conduct: Supplement for Early childhood Administrators*
- See sample coaching agreements pg. 24 in the Program Leader's Guide to PBC (Practice Based Coaching): <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/development/pbc/pbc-resources.html>

Distinctions of Mentor, Coach, Consultation

- NAEYC/NACCRRA Early Childhood Education Professional Development: training and technical assistance glossary http://www.naeyc.org/GlossaryTraining_TA.pdf
- Coaching <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/development>
- Reflective Supervision
 - <http://www.cehd.umn.edu/ceed/projects/reflectivesupervision/default.html>
 - <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/ehsnrc/comp/reflective-supervision>
- Mentoring
 - https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/pd/pds/Mentoring/edudev_art_00050_081105.html
 - http://www.southernearlychildhood.org/upload/pdf/Dimensions_Vol40_3_Chapter.pdf
- Consultation
 - http://www.tandfonline.com/doi/abs/10.1207/s1532768xjepc1502_2

Professionalism: becoming a M.A.T.C.H Professional

- M.A.T.C.H. resources including MATCH core knowledge and competencies, and MATCH Registry: <http://northernlightscdc.org/your-role/match-consultants/>
- Time management http://ccic.dcf.wi.gov/sites/default/files/pdf/newsart/64/Time_management_for_directors.pdf
- Organizational tools
 - Self- organization <https://trello.com/>
 - Motivational tools to meet goals <https://habitica.com>
- Tools for self-reflection

- Journaling prompts <http://psychcentral.com/blog/archives/2014/09/27/30-journaling-prompts-for-self-reflection-and-self-discovery/>
- Professional Learning Communities
 - http://www.educationworld.com/a_curr/virtualwkshp/virtualwkshp005.shtml
- Self-study
 - Article on Self- Study as Professional Development
https://www.researchgate.net/publication/300701431_Self-Study_as_Professional_Development_Some_Reflections_from_Experience
 - Infant Toddler Consultant self- assessment tool
https://childcareta.acf.hhs.gov/sites/default/files/public/pdwcenter_roi_selfassessment_itconsultants.pdf

III. EFFECTIVE COMMUNICATION

Relationships and Communication

- Cultural Considerations
 - Culture, values and the impact of work: <http://www.diversityjournal.com/9823-culture-values-and-the-impact-at-work/>
 - Diversity in Infant/Toddler Care giving
<https://www.pakeys.org/uploadedcontent/docs/Higher%20Ed/2011%20Conference/LL%20Szcurek%20Embracing%20Family%20Diversity%20Handouts.pdf>
- Effective Communication
 - Quiz – How Good Is Your Communication?
https://www.mindtools.com/pages/article/newCS_99.htm
 - Communication and listening activities
<http://blog.trainerswarehouse.com/communication-and-listening-exercises/>

IV. RELATIONSHIP BUILDING

Adult Learning

- Theories of adult learning: <http://northernlightscdc.org/resources/instructor-resources/>

Team-Building

- Team building activities <https://www.wrike.com/blog/ultimate-guide-team-building-activities/>
- Team building games: <http://wheniwork.com/blog/team-building-games/>
- Facilitating consensus:
<https://www.ohrd.wisc.edu/home/Portals/0/Week4Ch6FacilitatingConsensus.pdf>

- Building Collaborative Partnerships <https://www.linkedin.com/pulse/20140418191855-78767208-true-collaboration-is-a-partnership-six-ingredients-for-making-it-so>
- Guide to consensus decision making: <http://www.seedsforchange.org.uk/shortconsensus>
- <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.474.3973&rep=rep1&type=pdf>
- Research on effective teams: <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.529.9166&rep=rep1&type=pdf>
- Conflict Resolution
 - Interest-based- Relational https://www.mindtools.com/pages/article/newLDR_81.htm
 - Conflict Resolution lessons (these activities were designed for children, but can also be used successfully with adults) <https://www.teachervision.com/classroom-discipline/resource/3038.html>
 - Betrayal: Trust building game <http://thiagi.net/archive/www/pfp/IE4H/august2011.html#SuddenSurvey>

Group Discussion

- Six Thinking Hats for Group Discussion: https://en.wikipedia.org/wiki/Six_Thinking_Hats
- Discussion protocols: <https://pharmacy.unc.edu/files/2015/06/Appendix-B-Discussion-Protocols.pdf>
- More discussion protocols: <http://www.ctohe.org/arcresources/arcii2014-15/core/files/Porcella/PorcellaDiscussionProtocolsHandoutNovember22.pdf>

V. FACILITATING GROWTH

Facilitating Growth with Clients

- Goal Setting and Action Planning
 - <http://www.thiagi.com/archived-games/2015/2/22/trash-goal-setting-simulation>
 - Managing Complex Change (Knoster) http://www.belb.org.uk/Downloads/rc_knoster_managing_complex_change.pdf
- Types of Feedback
 - <https://open.buffer.com/how-to-give-receive-feedback-work/>
- Evaluation and Outcomes
 - Reflection Protocol/After Action Review: <http://schools.nyc.gov/NR/ronlyres/74093A70-B3A9-4042-83F2-227FC789FDBD/0/SchoolReflectionProtocol.pdf>
 - Ending client relationships:

- <https://hbr.org/2014/05/the-art-of-saying-a-professional-goodbye>
- <http://www.apadivisions.org/division-49/publications/newsletter/group-psychologist/2011/04/termination-exercises.aspx>
- [http://soe.syr.edu/academic/counseling and human services/modules/Termination/positive endings.aspx](http://soe.syr.edu/academic/counseling_and_human_services/modules/Termination/positive_endings.aspx)

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