

Early Childhood Leadership Training Program Workshop Descriptions

Getting Started (15 hours)

October 8-October 29

Throughout this module, learners will explore the components and many functions and abilities of the NSCC Bright Space platform (also known as Desire to Learn D2L). They will become familiar with the online learning environment including discussion questions, drop box and skype for business. The instructor will have activities, discussion questions and assignments that will meet the learner where they are when it comes to fundamental computer skills. Alongside computer skills, this unit will have an emphasis on the oral and written communication talents of the lead Administrator, including correspondence, report writing, and staff/parent meetings. Upon completion of this unit, learners will build the necessary components needed to assist them with the tools that they require for completing this online certificate of continuing education.

Learning Outcomes:

- Distinguish computer skills needed to be successful in managing a business such as, electronic message software, word processor, and basic functions of an operating system.
- Identify effective communication practices and how they relate to a selection of communication systems such as a business letter, newsletters, or employment contract
- Explore approaches for effective, open communication with employee, families and other professionals.
- Practice business communication containing to proposals, policies and procedures, of the Administrator

Human Resource Management for Early Childhood Administrators (18 hours)

November 5-December 7

This module will be an overview of human resource management in the early childhood setting. As a leader, your job is to help your Centre succeed by assisting its greatest assets, the employees. This results in your representation to both your employees and families accurately, and respectfully. This module will coach the learner for tasks that provide them with a solid understanding of the skills needed to lead their team. Learners will look at essential elements of human resource management while acknowledging that their establishment may have the challenges of considering the interests of board members, staff members, volunteers, etc. The proficiencies that the administrator generates to this job is a significant element in creating a quality program. Along with a quality program, importance is placed on performance management. Learners will discuss ways to instill an open-ended practice that requires planning, regular feedback, assessment, and opportunities for professional growth. Learners will direct their knowledge in the enhancement of a performance management system, inclusive to their organization's mission, goals and culture.

Learning Outcomes:

- Achieve successful employee support practices such as orientation, evaluation and feedback
- Differentiate between handling human resources in a unionized environment and non-unionized environment.
- Acquire an Employee Success plan template that is inclusive of employee's needs and goal setting.
- Consider a company compensation tactic for both paid and volunteer staff and the influence on staff retention and motivation.

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Professionalism in Leadership (18 hours)

December 10-January 11

As a pedagogical leader of an Early Learning Environment, you are accountable for creating and managing the delivery of an organizational style to learning. Administrators not only administer the delivery of the program for children, but they also have a role of a larger community of services brought to families by an assortment of organizations. Learners will delve into their task when working with communities, organizations, and individuals. The pedagogical leader will increase comprehension of the progression of solving ethical dilemmas usually faced in the Early Childhood Learning environment. Professionalism in leadership will focus on ECE Curriculum design, implementation and evaluation of the collective unit. This approach will advise learners of a general perception of the significance of the quality matters initiative and the importance of the Capable, Confident, and Curious Early Learning Curriculum Framework. Bridging these initiatives together will help with the designing, planning and sustaining indoor and outdoor settings that encourage a child's growth and discovery

Learning Outcomes:

- Look at the standards and values of program development
- Maintain appropriate employee provisions as it relates to program delivery
- Comprehend the goal of evaluation and various ways to implement a variety of program evaluation tools
- Offer suitable feedback and interventions to make certain program integrity remains a priority

Financial Management for Early Childhood Administrators (18 hours)

January 14-February 15

This module will be an overview of financial management in the Early Childhood Setting. The unit will focus on a general overview of financial management including the significance in operating a Centre and achieving their mission. The learner will increase their understanding of appropriate financial records, basic accounting principles and financial statements, cash flow, accounts receivable, accounts payable and payroll, fee schedules, government grants, and break-even. Administrators are frequently accountable for implementing or abiding by an annual budget. This module will allow learners to have a perceptive of the areas involved in financial management that relate directly to the budgeting process such as reporting income and expenditures, projecting revenue and expenses, and developing a working budget with an awareness of financial statements.

Learning Outcomes:

- Identify the Administrators task and obligations as it correlates to the financial management of the Child Care Centre.
- Generate a budget spreadsheet, recognizing and considering the foundations of the budgeting practice.
- Detect the financial data required to help strategic decision making in a community-based Child Care Centre.
- Define the budgeting decision practice as it relates to the relationships between planning, budgeting and control.

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Operations Management in Child Care Programs (18 hours)

February 18-March 22

This module will provide the learner with a chance to take a combined, orientated approach to the daily functions of their Centre. Operations Management is vital to the health and safety of the children and staff in the environment. The Administrators have a set of safeguard obligations that are reputable by fire, health and licensing officials. Identifying and managing potential risk areas in any organization is essential in managing day-to-day operations. Along with managing the day-to-day operations of the organization, administrators guide the establishment of policy. All organizations have a need for a policy framework that is essential for management practice, operational parameters, and as a gauge to guarantee accountability. Learners will look at the role of policy as well as obtain direction in determining effective and business-like policy across all aspects of management.

Learning Outcomes:

- Recognize accountability and negligence and offer suitable risk management reactions including insurance needs
- Pinpoint common policy zones and the difference between policy and procedure
- Run through policy design and how to apply and assess the policy
- Establish the skill to write clear and efficient policy

Community Relations (18 hours)

March 25-May 3

As Early Childhood Educators, building a sense of community is an imperative part of what we do. It is essential to the main principals in Capable, Confident, and Curious Early Learning Curriculum Framework. As Early Childhood Administrators, it is how we accept and participate in our community that will have a meaningful impression on the children and families in our care. This module will familiarize learners to everyday factors in the growth of successful planning when working in the community. Compelling relations with the local community also supply educators with valuable material and resources. The administrator of the program also has an obligation to ensure the Child Care Centre's community (staff) are offered opportunities to collaborate with their peers and reflect on best practices. Opportunities like this will strengthen their understanding of their work with children and will create a culture of reflective practice.

Learning Outcomes:

- Understand the role of child care programs in the broader community context
- Identify the theories and principles of community development from a Nova Scotia perspective
- Define the role of the mentor/coach and understand and apply mentoring principles.
- Understand and implement the 'Community of Practice' approach

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

May 6-June 7

Vision is a critical element in the occupation of an administrator in the early learning and childcare program. In order to transform the vision of the Centre into action suitable planning is essential. Strategic planning may occur at a few stages within the organization nonetheless, the administrator is mainly accountable for ensuring that goals are accomplished. Planning and successful marketing are two important elements when it comes to retaining your customer base. Effective marketing can play a role in making sure that your Child Care Centre functions at full capacity and sustains a wait list. Insight into the marketing process involves developing marketing tactics, valuable marketing communications, and customer relations.

Learning Outcomes:

- Recognize the steps to the strategic planning practice and direct a strategic planning meeting
- Discover the components of a marketing approach
- Measure the needs of your business from a marketing standpoint
- Create and carry out current marketing communications