

Program Management

3 part series - 6 hours total

Wednesdays, November 4, 11, & 18 6-8PM

Central VT Medical Center – Board Room

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

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.

Module 2 – Staffing

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.

Module 3 -Orientation, Evaluation and Staff Development

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.

CDA Areas: 5 & 6; Core Knowledge Area: Professionalism and Program Organization

To register, please contact:

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