

Experienced Education Managers' Institute

December 16-17, 2009

Gaylord Opryland Resort & Convention Center
Nashville, Tennessee



Early childhood professionals, even those who are highly qualified and experienced, often face a daunting task when incorporating their expertise within a Head Start framework. **The Experienced Education Managers' Institute** was specifically designed for experienced Education Managers and for graduates of the **New Education Managers' Orientations** previously sponsored by T/TAS. This institute will provide opportunities for participants to further develop their leadership skills and to explore the aspects of **The Improving Head Start for School Readiness Act of 2007** related to the education manager, professional development of education staff, child outcomes, and monitoring.

The conference leaders will assist participants in understanding new mandates and facilitate discussion and planning for appropriate and effective responses. A special section of the training will be devoted to developing strategies for managers to use their leadership skills to work with difficult staff.

T/TAS will provide six months of follow-up support via a special dedicated listserv for those who attend the institute. Participating managers will be able to use the listserv to share ideas and opinions with each other; dialogue with the Early Education and Management Specialists at T/TAS; ask questions related to their specific local program needs; and receive valuable updates on new Head Start education directives and challenges.

The Standard Registration Fee is \$375 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$355 per person. (Some restrictions may apply based on level of subscription; please visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including information on earning 1.2 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will review the expectations and challenges of the Head Start Act for the education services area.
- ★ Participants will enhance their leadership skills.
- ★ Participants will identify the Professional Development requirements for teachers as outlined in **The Improving Head Start for School Readiness Act of 2007**.
- ★ Participants will explore new expectations for child outcomes and 21st Century programming.
- ★ Participants will acquire skills for developing monitoring systems for the education service area.
- ★ Participants will identify strategies for addressing special challenges, including handling difficult staff.

Your Presenters



Gail Elleby, Management Specialist, holds Master's degrees in Public Administration and Sports Administration. Her areas of focus include non-profit board development, collaboration, strategic planning, volunteer programs, program evaluation, program monitoring, and non-profit agency relations. Gail's recent work centers around family literacy, orientation for new directors, conflict resolution, strategic planning, board governance, and program management.



Alisa S. Ghazvini, Ph.D. has worked in the early childhood field since 1984, and currently serves as facilitator for the Florida Early Care and Education Professional Development Initiative.

Her interests include public policy research and development, program design and evaluation, early childhood accountability systems, infant and toddler development, family involvement, and early childhood leadership. Alisa assisted in the development of early learning standards for young children and core competencies for early care and education practitioners for the State of Florida.

(T/TAS reserves the right to substitute or reduce the number of presenters as circumstances warrant.)

Hotel Accommodations

The Gaylord Opryland is located at 2800 Opryland Drive in Nashville, Tennessee. Hotel accommodations are available at the special conference rate of \$125 per night, single or double occupancy (plus applicable taxes and \$15 resort fee). To qualify for the special conference rate, please state that you will be attending **Head Start Education Managers** and refer to **Group Code X-HSED**. when making your reservations. Please make your reservations **no later than November 13, 2009** by calling 615-883-2211, 615-889-1000, or 888-777-6779.

The room block will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the Opryland for information on their specific cancellation policies, and to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.).



The Gaylord Opryland is recognized around the world for its extraordinary service, luxurious accommodations, and first class entertainment. Under majestic, climate-controlled glass atriums, guests are surrounded by nine acres of lush indoor gardens, winding rivers, and pathways. Highlights include a 44-foot waterfall, fountain shows, and tours aboard our Delta Flatboats - right inside the hotel. While at the Gaylord Opryland, experience the legendary sounds of the Grand Ole Opry, play at Nashville's premier golf course, Gaylord Springs, enjoy a lunch or dinner cruise aboard the General Jackson Showboat, get your kicks at the Wildhorse Saloon, or walk to Nashville's

premiere shopping mall, Opry Mills. Ask the hotel for additional information on available amenities, such as room service, in-house dining, and additional area attractions.

Tentative Agenda

Wednesday, December 16, 2009

- 7:30-8:30 a.m. Registration & Refreshments
- 8:30 a.m.-Noon Head Start in the 21st Century Reauthorization and the Education Services Area:
 - Professional Development of Classroom Sta
 - School Readiness
- Noon-1:30 p.m. Lunch On Your Own
- 1:30-4:00 p.m. Leadership Skill Development: The Next Level
 - How to Work with Difficult Sta

Thursday, December 17, 2009

- 7:30-8:00 a.m. Refreshments / Q&A Session
- 8:00 a.m.-Noon Monitoring & Managing the Education Services Area:
 - Plans
 - Operating Procedures
 - Monitoring
- Noon-1:00 p.m. Lunch On Your Own
- 1:00-3:30 p.m. Key 21st Century Early Education Issues:
 - Child Outcomes: Seeking Consensus & Common Goals
 - Social & Emotional Development and Challenging Behaviors
 - Childhood Obesity & Physical Development
 - Outdoor Learning & Development Environments
- 3:30-4:00 p.m. Putting It All Together for Your Program

Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS. There are three methods for registering:

- ★ **To Register On-Line:** To register for any T/TAS event, please go to our web site at www.ttas.org/calendar.html, locate the event you wish to register for, and then click on the Register button.
- ★ **To Register By Mail:** Complete and return the attached Registration Form with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: T/TAS, 1906 College Heights Boulevard, #11031, Bowling Green, Kentucky 42101-1031.
- ★ **To Register By Fax:** Complete and fax the attached Registration Form with Purchase Order or Credit Card (Visa, MasterCard, or Discover) information to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill.

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration in writing 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of the attached registration form and include an additional fee of \$25 per person. Consult the event registration form to learn how many CEUs will be offered for each event.

T/TAS Also Brings the Training to You

T/TAS is a leading provider of on-site professional development training and technical assistance. Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching **all** of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. **Most of the events in our annual and quarterly training catalogs can be adapted for presentation in your local program or cluster.**

T/TAS also specializes in designing training specifically for delivery on-site in your local program, including such titles as *Preparing for An On-Site Federal Review*; *Program Governance: Road Map to Success for Decision-Makers*; *Positive Guidance: Making A Place for Everyone*; *Self-Assessment*; *The Supervisor/Mentor Coach Institute*; *Five Parenting Behaviors That Predict Success in School*; *Supporting the Involvement of Fathers in the Lives of Young Children*; and *Ongoing Monitoring: The Key to Quality in Head Start*. To learn more or to schedule training, call 800-882-7482.

