

# Plans and Procedures: It's Time to Simplify

**March 24-25, 2010**  
**Hilton Atlanta Airport**  
**Atlanta, Georgia**

During the process of developing or revising service area plans and procedures, Head Start and Early Head Start programs often miss golden opportunities for program improvement by adapting plans and procedures from other programs, or limiting the process to a quick review and a change of dates. Other programs simply place the task of developing or revising plans and procedures on the "back burner." The development and revision of effective plans and procedures should be an intentional and meaningful process and should produce a product that will strengthen service area management, enhance the process of self-assessment, and support continuous improvement.



**Plans and Procedures: It's Time to Simplify** explains the meaningful roles that plans and procedures play in effectively managing, monitoring, and improving a service area and, ultimately, the parent agency. The seminar will explore a number of model options for developing plans and procedures; participants will then have the opportunity to select one model to use during the seminar to practice:

- ★ Synthesizing the Head Start Program Performance Standards in ways that eliminate redundancy in plans;
- ★ Developing procedures that are instructive, specific, and effective for line staff;
- ★ Individualizing plans for your local program and agency; and
- ★ Using plans and procedures to support of your program's monitoring system.

Participants may not leave the conference with a full set of plans and procedures, but they will have a model process and format to replicate in their local programs. Participants will also gain practical experience in developing effective plans and procedures through the seminar's hands-on activities. The experts presenting **Plans and Procedures: It's Time to Simplify** will also be available to provide individualized technical assistance outside agenda hours, so participants will leave the seminar with a wealth of information, tools, and individualized technical assistance that can be shared with other staff in their local program.

The Standard Registration Fee is \$375 per person. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of \$350 per person. (Some restrictions may apply based on level of subscription; visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on how to become a subscriber.) For details on registering, including how to earn 1.0 Continuing Education Credits (CEUs) for this event, please see page 3.

## Learning Outcomes

- Participants will review and better understand the requirements of the Head Start Program Performance Standards relevant to service area plans and procedures.
- Participants will explore the use of plans and procedures in developing systems for effective management, monitoring, self-assessment, and continuous improvement.
- Participants will review a number of models for developing plans and procedures.
- Through hands-on activities and practice, participants will develop a model for the development of their local plans and procedures.

## Your Presenters



**Christopher Watkins**, Management & Finance Specialist, has a wealth of experience in providing training and consultation to Head Start grantees and is an expert in the areas of community assessment, strategic planning, and program evaluation. He has developed and presented hundreds of management and supervision workshops throughout the U.S. He has a Certificate in Non-Profit Management from Duke University, an M.A. in Economics from American University, and a B.A. in Government and an M.B.A. from Western Kentucky University.

*(T/TAS reserves the right to substitute presenters as circumstances warrant.)*

### Tentative Agenda

#### Day 1

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| 8:00 - 9:00 a.m.        | Registration and Refreshments                                          |
| 9:00 - 9:30 a.m.        | Introductions, Purpose, and Focus                                      |
| 9:30 - 10:30 a.m.       | What Do the Performance Standards Require?                             |
| 10:30 - 10:45 a.m.      | Break                                                                  |
| 10:45 a.m. - 12:30 p.m. | Exploring Models/Formats for Meaningful Plans and Effective Procedures |
| 12:30 - 2:00 p.m.       | Lunch on Your Own                                                      |
| 2:00 - 3:00 p.m.        | Selecting a Model/Format                                               |
| 3:00 - 4:00 p.m.        | Sharing Collective Wisdom                                              |

#### Day 2

|                    |                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------|
| 9:00 - 10:15 a.m.  | Practicing Our New Skills for Developing Meaningful Plans                                              |
| 10:15 - 10:30 a.m. | Break                                                                                                  |
| 10:30 a.m. - Noon  | Practicing Our New Skills for Developing Effective Procedures                                          |
| 12:00 - 1:00 p.m.  | Lunch on Your Own                                                                                      |
| 1:00 - 3:00 p.m.   | Using Plans and Procedures to Manage, Monitor, Self-Assess, and Maintain a Continuous Improvement Plan |

### Hotel Accommodations

The Hilton Atlanta Airport is located at 1031 Virginia Avenue in Atlanta, Georgia. Hotel accommodations are available at the special conference rate of \$141 per night for single or double occupancy (plus applicable taxes). Please make your hotel reservations **no later than March 1, 2010** by calling 404-767-9000 or 800-HILTONS.

To qualify for the special conference rate, please state that you will be attending **Head Start Plans and Procedures**. 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 hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.

The Hilton Atlanta Airport is located just five minutes north of Hartsfield-Jackson Atlanta International Airport, two miles from the Georgia International Convention Center (GICC) and eight miles south of downtown Atlanta and the Georgia World Congress Center. The Hilton is also just a short drive from such area attractions as HiFi Buys Amphitheatre, the Martin Luther King Museum, Underground Atlanta, the World of Coca-Cola, the Georgia Aquarium and Zoo Atlanta, the Georgia Dome, Six Flags



Over Georgia, and the Atlanta Motor Speedway. In addition to in-room dining and the light fare of The Coffee Bar, the Hilton also features beverages and snacks in the Finish Line Sports Bar, fine Italian cuisine in Andiamo, and your favorite American dishes in the Magnolia Grill.

# 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](http://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.



# Event Registration Form

PLEASE PRINT THE NAME AND POSITION OF THE PERSON ATTENDING exactly as it should appear on the name tag. Copy this form as necessary for registering additional persons.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Agency/Program: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address (for Confirmation of Registration): \_\_\_\_\_

**Enrollment is Limited:** T/TAS cannot guarantee enrollment in any event. 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. There will be no on-site registration.

| EVENT                                                                                                                                     | SELECT FEE(S)                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>PLANS AND PROCEDURES: IT'S TIME TO SIMPLIFY</b> , MARCH 24-25, 2010, HILTON ATLANTA AIRPORT, ATLANTA, GEORGIA | <input type="checkbox"/> Standard Registration: \$375<br><input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$350 *<br><input type="checkbox"/> Check if requesting 1.0 CEUs (10 contact hours) from Western Kentucky University and include an additional \$25 in payment. |

\* Subscribers, please include **TTAS@Your Service** Enrollment No. \_\_\_\_\_. Some restrictions may apply; visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

**CHECK METHOD OF PAYMENT** (Forms will not be processed unless accompanied by payment):

- Check payable to T/TAS.
- Purchase Order No. \_\_\_\_\_ payable to T/TAS.
- Credit Card (Mastercard, Visa, Discover only): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Visa Card Users, please include 3-digit V number from back of card: \_\_\_\_\_*

**Return to:** **T/TAS**  
1906 College Heights Boulevard #11031  
Bowling Green, Kentucky 42101-1031  
Fax: 270-745-3340 or 270-745-2142  
Call 800-882-7482 for more information

|                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>ACCESSIBILITY NEEDS:</b></p> <p>Do you have any disability that requires special materials or services?</p> <p>Do you have a special dietary need?</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event.