

Early Childhood Administrator Program MSVU

Module Summaries

MANAGEMENT & LEADERSHIP SKILLS FOR THE EARLY CHILDHOOD

ADMINISTRATOR

Instructor Nicholous Deal

Learning Outcomes

- Identify leadership styles and understand leadership theory
- Identify key leadership traits and qualities and develop an understanding of their personal leadership style and its effect on management outcomes
- Demonstrate the ability to self evaluate, develop a personal leadership profile and prepare a plan for personal growth and development
- Understand the roles and responsibilities of the administrator and identify the requisite skill sets required to attain proficiency
- Apply and implement effective leadership practices

MANAGERIAL COMMUNICATION

Instructor: Jean Mills

Learning Outcomes

- Develop and demonstrate a variety of communication techniques
- Develop strategies for effective, open communication with employees, families and other professionals
- Demonstrate active listening techniques
- Understand and demonstrate effective conflict resolution strategies
- Review, evaluate and prepare promotional literature
- Identify effective communication techniques and apply them to a variety of communication formats such as the business letter or employment contract
- Deliver an effective oral presentation

HUMAN RESOURCE MANAGEMENT FOR ECE ADMINISTRATORS

Instructor: Nicholous Deal

Learning Outcomes:

- Establish criteria related to the recruitment and selection of employees

- Implement effective employee support systems such as orientation, evaluation and feedback
- Develop policy as it relates to the management of personnel
- Analyze and identify professional development needs and provide appropriate opportunities for staff development and team building
- Understand organizational behavior theory and implement a strategic human resources plan in response to organizational needs
- Identify legal requirements for employers as it relates to employee rights under the law
- Have a basic understanding of labour relations specifically in a unionized environment
- Identify the relationship between program quality and human resource management issues
- Describe the director's role in creating a supportive, effective and professional work environment.
- Review effective human resource management policies and procedures.
- Identify considerations for effective recruitment, hiring, staff orientation, and developing effective teams.
- Outline strategies for performance management, personal and professional development, and career advancement.

FINANCIAL MANAGEMENT FOR ECE ADMINISTRATORS

Instructor: TBA

Learning Outcomes:

- Understand the director's role and responsibilities related to the financial management of the program
- Develop procedures for accounts receivable management including collection methods, procedures for the management of accounts payable
- Identify and understand basic accounting procedures
- Create a budget spreadsheet, Identify and discuss elements of the budgeting process
- Understand cash flow
- Identify legal requirements as they relate to finances
- Manage financial data in an organized manner
- Develop financial policy and protocol
- Understand the audit process
- Identify revenue sources and calculate grant revenue
- Identify and forecast expenditures
- Prepare an income statement
- Analyze and understand financial statements

COMPUTER APPLICATIONS FOR ECE ADMINISTRATION

Instructor: Paula Crouse

Learning Outcomes

- Have a working knowledge of computer spreadsheets
- Manipulate data in a spreadsheet
- Create a budget template
- Use this knowledge to create templates for use within their own organization
- Use computer aids in calculating and manipulating data
- Have a basic understanding of Excel

STRATEGIC PLANNING AND RISK MANAGEMENT IN ECE PROGRAMS

Instructor: Michael Sanderson

Learning Outcomes

- Identify the stages to the strategic planning process
- Conduct a strategic planning session
- Operationalize a strategic plan
- Identify potential risk areas in the organization
- Conduct a risk management assessment
- Plan appropriately to mitigate risk
- Have the ability to write risk management policy including succession planning

Intro to Pedagogical Leadership Part 1 &2

Instructor: Liz Hick

Learning Outcomes

- Reflect on and articulate **why** pedagogical leadership is key to a high quality program
- Examine theories of practice by way of the Nova Scotia Early Learning Framework and some current research that apply to the implementation of a high quality care and learning environment (**why**)
- Identify and articulate an organizational approach to care and learning
- Identify and reflect on dispositions of effective pedagogical leaders (**who**)
- Design, and practice how to support ece's and delivery of an approach to care and learning (**how**)
- Design and practice meaningful professional development for all employees to ensure delivery of a high quality care and learning environment (**how**)

- Understand, reflect on and implement a variety of ways to assess achieving care and learning goals (**what**)

ECE POLICY DEVELOPMENT

Instructor: Bronwen Lloyd & Sarah Silver

Learning Outcomes

- Identify common policy areas
- Understand the distinction between policy and procedure
- Describe the need for policy and procedures
- Identify and assess issues for policy development
- Practice policy formulation
- Implement and evaluate policy
- Demonstrate the ability to write clear and effective policy
- Explore ways to achieve policy “buy in”
- Design and format manuals and handbooks

MARKETING CHILD CARE PROGRAMS

Instructor: Michael Sanderson

Learning Outcomes

- Identify elements of the marketing strategy
- Interpret community demographics
- Identify target markets
- Assess the needs of the organization from a marketing perspective
- Develop and implement marketing strategies
- Develop and implement effective marketing communications
- Identify the elements of the marketing audit
- Understand the importance of customer/community relations

PEDAGOGICAL LEADERSHIP A & B

Instructor: Liz Hicks & Christine McLean

Learning Outcomes

- Identify and articulate their organizational approach to learning
- Be familiar with the principles of the Nova Scotia Curriculum Framework
- Understand and be able to implement protocols to support reflective thinking and inquiry
- Provide appropriate feedback and interventions to ensure program integrity

THE LEADER AS INNOVATOR

Instructor: Christine McLean

Learning Outcomes

- Understand the role of critical and strategic thinking in the innovation process
- Be familiar with the innovation process
- Understand the principles of change management
- Quality assessment and planning for quality

COURSE GOALS

1. To explore and examine the role of leadership in the administration of early learning and care programs.
2. To apply self knowledge and self evaluation practices to the development of personal growth and leadership style.
3. To examine successful employment practices and explore best practice related to the management of employees in the early learning and child care workplace.
4. To consider the components necessary for effective program operations as it applies to systems, operating procedures and facility management in the early learning and care environment.
5. To apply general business principles to ECE practice/management
6. To integrate and apply knowledge and skills attained direct to the ECE workplace/workforce
7. To examine the key components of sound financial planning and practice for early childhood programs.
8. To introduce basic computer applications as a tool to enable financial planning and practice in the early childhood program.
9. To explore and examine effective evaluation practices as they relate to curriculum, program administration and quality.
10. To examine current and emerging issues related to early learning and care programs and to consider professionalism, ethics and advocacy within this context.

11. To introduce and explore key concepts related to family and community relations including the marketing of early learning and child care programs.

12. To examine current ECE theory and research as it relates to the design and implementation of developmentally appropriate programs for young children.

13. To build a network with other professionals within the early childhood field and to develop relevant resources for continued personal and professional growth