

# **Early Childhood Administrator Program MSVU Module Summaries**

## **MANAGEMENT & LEADERSHIP SKILLS FOR THE EARLY CHILDHOOD ADMINISTRATOR**

Instructor Tony Yue

### **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: Tony Yue

### **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: Elizabeth Hicks

### **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 a 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

## **ECE CURRICULUM DESIGN, IMPLEMENTATION AND EVALUATION**

Instructor: Liz Hicks

### **Learning Outcomes**

- Identify and articulate organizational approach to learning
- Design a curriculum model to serve as a basis for program delivery
- Institute appropriate employee supports as it relates to program delivery
- Understand the intent of and implement a variety of program evaluation tools
- Provide appropriate feedback and interventions to ensure program integrity
- Design meaningful professional development for employees

## **ECE POLICY DEVELOPMENT**

Instructor: Shelley Thompson & Denise Stone

### **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

## **ADVOCACY AND PROFESSIONALISM FOR THE ECE ADMINISTRATOR**

Instructor: Susan Willis

### **Learning Outcomes**

- Understand the role of child care programs in the broader community context
- Identify the impact that child care programs have on society
- Identify current issues faced by ECE programs (locally, nationally, internationally)
- Define the advocacy role of the administrator internally (centre based) and external to the organization
- Identify and define characteristics and behaviours associated with professionalism
- Identify organizational attributes that contribute to professionalism
- Identify, plan and implement advocacy related activities (internal and external)
- Understand the importance of creating linkages with community agencies and resources

## **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.