

Bringing Out the Best in Your Early Childhood Staff

A continuing education course for Early Care and Education Professionals



4-C

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Madison WI 53719

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Website: www.4-C.org Email: training@4-c.org

3 hours of continuing education

Registry Tier #2

WI Core Competency:

Administration and Management-General



5 Odana Court | Madison, WI 53719
608.271.9181 | www.4-c.org

Thank you for choosing 4-C to serve your continuing education needs. To receive continuing education hours for this course, you will need to do the following:

1. Complete the Pre-Training Reflection
2. Read any articles and review any tip sheets, online content, or other materials in this packet
3. Complete the assignments
4. Complete the Post-Training Reflection, Course Evaluation, and Registry Attendance Form

After you have completed all four steps, mail or e-mail:

- Assignments
- Pre-Training Reflection
- Post-Training Reflection
- Evaluation
- Registry Attendance Form

to: 4-C
Attn: Distance Learning
5 Odana Court
Madison, WI 53719
training@4-C.org

When we receive these documents, we will review the assignment for satisfactory completion. If met, we will enter the training into the Registry and return your reflections and assignments with a certificate of completion. You can expect the certificate within two weeks of 4-C receiving your materials. If you have not completed the assignment successfully, we will return the materials and ask you to re-submit your work.

If you have any questions concerning the materials or the assignments, please contact us at 608-271-9181 or training@4-C.org.

Please note that only the paid registrant may return the completed assignment. You will have one year from the date the training was purchased to complete this course.

Thank you for allowing 4-C to serve your training needs and best wishes.

Amy Alt
4-C Training and Quality Improvement Services Manager



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Pre-Training Reflection

Why did I choose this course?

What do I already know about this topic?

What have I done to motivate and/or show appreciation for the staff I work with?

What do I hope to learn from this correspondence course?



Why is it important to recognize and show appreciation for staff?

Recognition lets employees know that we care about creating an environment where individuals feel appreciated for their contributions and their accomplishments. Inherently, early childhood is an underappreciated profession; low wages, no benefits, long hours and stressful and/or high energy situations can cause what is commonly known as burn out. Recognition can cost little or even nothing, but it can mean a great deal to the individual being recognized. When deserved, recognition should be used frequently since it is easy to give and reinforces desired behaviors. Through recognition, we also build a culture that attracts and retains the best talent.

Motivating staff effectively requires us to understand what it is that they do well. One way to learn about the strengths of staff is to spend time in their work environment; when you are in their work space, focus on positive situations and experiences. Recognition based on specific and individual situations is more meaningful than general comments. Saying “Good job this morning.” Really does not have much meaning to any staff person but the conversation listed below is more specific and meaningful. Staff will appreciate your thoughtfulness when you use descriptive feedback.

Example Conversation:

Director: Thank you for letting me join you and your group for breakfast today.

Staff: Sure anytime.

Director: I noticed when Tom’s dad arrived you took time to greet him, get information about Tom’s morning and continued to maintain the mealtime expectations. I was impressed how you managed that all at the same time and with such a positive attitude.

Staff: Thanks

The assignments in this course will allow you to explore different methods of motivating staff based on personal motivators.



Assignment #1

Read the Article: “Motivating Staff” by Sue Baldwin.

After reading the article, create a survey to find out what motivates your staff. Feel free to use Sue’s suggestions or create one of your own. Survey monkey is a free survey tool available to conduct anonymous surveys.

Attach a copy of the questions/ motivations you chose.

Distribute surveys (be sure to complete the survey yourself) and review the responses. What were the top 5 motivators for the staff you work with?

- 1.
- 2.
- 3.
- 4.
- 5.

Based on the survey results and ideas from the article what are two things you can implement in your program?

- 1.
- 2.

What supplies will you need?

Is there additional help you will need to implement your ideas? Who could provide this help?



After implementing the plan, reflect:

What went well?

Would you change or do anything differently?

How did the staff feel?



Assignment #2

Watch YouTube video by Carmine Gallo- Inspiring Leadership (3.21mins)

https://www.youtube.com/embed/BeZlcRsCX4U?list=PLgsZBUi-1Slc6_frgTD1KrFO2ukQQAx

What inspires you about the work that you do and how do you relay this to those who work with you?



QUALITY PROGRAMS = QUALITY STAFF

Recognizing staff is important for all types of business. Disney is very well known and recognized for seeing the value in their staff. Disney's website states, "Our employees and cast members contribute to the success of our many brands in a way no other company can match. That is why our employees and cast members are the most valuable part of our organization." The Disney Brand sparks positive thoughts for many and the recognition they provide to their workforce is why this is true.

Recognition of staff increases motivation. A motivated workforce means a highly productive workforce, less turn-over and better performance; all of which will help achieve your program's goals. Setting a positive tone begins at the top and trickles down. How administration treats staff often is how staff treats the children and families they encounter. What will you do to inspire staff to want to create positive experiences for children and families?



Post-Training Reflection

What are one or more things I gained from this training?

What is one thing I will implement in my program as a result of this training?

What might prevent me from continuing these new practices?

What else would I like to learn about this topic?



Evaluation-Bringing out the Best in Your Staff

This training has increased my understanding of the topic.

(Strongly **DISAGREE**) 1 2 3 4 5 (Strongly **AGREE**)

Materials were easy to understand

YES NO

Comments:

Reading materials helped me complete the assignments

YES NO

Comments:

The assignments were helpful

YES NO

Comments:

I would recommend this course to others

YES NO

How could we improve this course?

What other training topics would you like offered in this format?

(PLEASE TURN PAGE OVER FOR MORE QUESTIONS)



These optional questions are used in our year-end reporting to our funding sources. Your answers will be kept confidential. Please check the categories that apply to you:

Family Child Care
 Group Center Child Care
 School Age Child Care
 School District Staff
 Other, please list: _____

Are you a member of Satellite or do you work in a city of Madison accredited center?	
YES	
NO	

Physical / Sensory Disability	
YES	
NO	

Sex

Race/Ethnicity	
WHITE / CAUCASION	
AFRICAN AMERICAN / AFRICAN	
LATINO / HISPANIC	
NATIVE AMERICAN / AMERICAN INDIAN	
ASIAN / PACIFIC ISLANDER	
SOUTHEAST ASIAN	
OTHER RACE	
MUTI-RACIAL	

County	
COLUMBIA	
DANE	
DODGE	
GREEN	
JEFFERSON	
ROCK	
SAUK	
WALWORTH	
OTHER	

Age	
15 - 19	
20 - 34	
35 - 54	
55 - 64	
65+	

Preferred Language	
English	
Other Please list:	



Registry Attendance Form

Bringing Out the Best in Your Early Childhood Staff

First Name: _____ Last Name: _____

Select One Category:		
<input type="checkbox"/> Group Child Care	<input type="checkbox"/> Family Child Care	<input type="checkbox"/> School Age Staff
<input type="checkbox"/> Head Start	<input type="checkbox"/> Home Visitor	<input type="checkbox"/> Public School
<input type="checkbox"/> Birth to Three	<input type="checkbox"/> Agency Staff	<input type="checkbox"/> Special Education
<input type="checkbox"/> Parent/Guardian	Other _____	

Registry ID or your Birthdate and last 5 of your social security number:

Registry ID# _____

OR

Last 5 digits of Social Security Number ____ ____ ____ ____ ____ AND

Birth Date ____/____/____

Contact Information:	
Mailing address: _____	
City: _____	Zip: _____
Email address: _____	

