

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
LEADERSHIP
SERIES WORKBOOK**



DISCLAIMER

By submitting the completed workbook for review with the associated online trainings, the SD Early Childhood Enrichment system will provide verification of completion to earn a series certificate. In order to satisfactorily complete the workbook and earn the series certificate, answers to the questions must be written in complete sentences and include reflective practices.

Below is an example of acceptable answers.

EXAMPLE

Question:

What are some differences between a cat and a fish?

Answer A-Meets expectations:

A cat lives on land, usually has fur, and has four legs. A fish lives in water, moves with its fins, and has scales.

Answer B- Does not meet expectations:

Where they live.



SIGNATURE PAGE

Program name: _____

City of program: _____

Student Signature: _____ **Date:** _____

Email: _____

Director Signature: _____ **Date:** _____

Email: _____

Workbook must be signed by the staff person and director prior to submission.

ACCESS THE TRAINING

Create Your Account

1. Navigate to traininghouse.sdstate.edu
2. In the upper right corner, click Log In or:
 - a. Click Non-SDSU users login here if you do not have an SDSU email account
 - i. Select create new account
 - ii. Fill out the required fields and select Create my new account
 - b. If you have an SDSU email account, click SDSU User Login
 - i. Fill in your `firstname.lastname` username and password and click login.
3. An email will be sent to the email address you listed. Check your email to find instructions to complete your new account registration. If you do not see the email, be sure to check your Spam or Junk email folder or the Other tab of your Outlook or Hotmail inbox.
 - a. If you do not receive an email, enter in the Username and Password you created and select Log in. A message will appear that you need to confirm your account. Click Resend confirmation email and search for the email again.

Select ECE - QRIS Management.

1. Navigate to traininghouse.sdstate.edu
2. Select either Non-SDSU users login here or SDSU User Login, depending on what account you created.
3. Fill in your username and password and Log in.
4. Use the search bar to find the course by typing the title of your focused learning group.
5. Enter the Self enrollment key "QRIS" and click Enroll me

Access the course

1. Navigate to traininghouse.Sdstate.edu
2. Select either Non-SDSU users login here or SDSU User Login, depending on what account you created.
3. Fill in your username and password and Log in.
4. Scroll down to the list of available courses and select ECE - QRIS Management
5. Then select Leadership

**SOUTH DAKOTA EARLY
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**CLASS 1:
QUALITIES OF A LEADER**



**SOUTH DAKOTA
EARLY
CHILDHOOD
ENRICHMENT**

CLASS OBJECTIVES

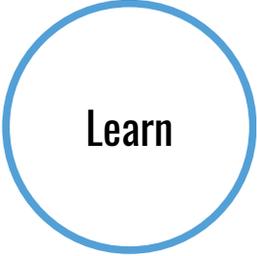
Please fill in the class objectives provided in the video.



Recognize



Review



Learn

NOTES



SOUTH DAKOTA
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REFLECTION 3

Rhonda is a director at a childcare program, Happy House. She is currently having a problem with staff backbiting and gossiping between each other. Rhonda is overhearing staff talking about how unhappy they are working at Happy House. Rhonda doesn't know what to do because she is already short-staffed and can't afford to have anyone else walk from the job.

- Using the TEACH process, what are 3 solutions you could offer Rhonda to help with her problem?

REFLECTION 4

Leadership Assessment

Adapted from John C. Maxwell, *Developing the Leaders Around You* (1995)

Please answer the following questions based on the attributes, skills, and qualities you believe you currently have and not based on what you think you ought to have. Please answer honestly. Please do not change an answer once you've circled your initial response. Thank you for participating!

Self Reflection Questions

- | | | |
|---|-----|----|
| 1. Do I have a game plan for personal growth? | Yes | No |
| 2. Am I the leader of that plan? | Yes | No |
| 3. Am I willing to change to keep growing, even if it means giving up my current position, if I am not experiencing growth? | Yes | No |
| 4. Is my life an example for others to follow? | Yes | No |
| 5. Am I willing to pay the price to become a great leader? | Yes | No |

SCALE

0=Never 1=Seldom 2=Sometimes 3= Usually 4=Always

- | | |
|---|--------------|
| a) I influence others. | a) 0 1 2 3 4 |
| b) I have self-discipline. | b) 0 1 2 3 4 |
| c) I have a good track record. | c) 0 1 2 3 4 |
| d) I have strong people skills. | d) 0 1 2 3 4 |
| e) I have the ability to solve problems. | e) 0 1 2 3 4 |
| f) I do not accept the status quo. | f) 0 1 2 3 4 |
| g) I see the big picture. | g) 0 1 2 3 4 |
| h) I have the ability to handle stress. | h) 0 1 2 3 4 |
| i) I display a positive spirit. | i) 0 1 2 3 4 |
| j) I understand people. | j) 0 1 2 3 4 |
| k) I am free of personal problems. | k) 0 1 2 3 4 |
| l) I am willing to take responsibility. | l) 0 1 2 3 4 |
| m) I am free from anger. | m) 0 1 2 3 4 |
| n) I am willing to make changes. | n) 0 1 2 3 4 |
| o) I have integrity. | o) 0 1 2 3 4 |
| p) I have strong values. | p) 0 1 2 3 4 |
| q) I am able to see what has to be done next. | q) 0 1 2 3 4 |
| r) I am accepted as a leader by others. | r) 0 1 2 3 4 |
| s) I have the ability and the desire to keep learning. | s) 0 1 2 3 4 |
| t) I have a manner that draws people. | t) 0 1 2 3 4 |
| u) I have a good self-image. | u) 0 1 2 3 4 |
| v) I have a willingness to serve others. | v) 0 1 2 3 4 |
| w) I have the ability to bounce back when problems arise. | w) 0 1 2 3 4 |
| x) I have the ability to develop other leaders. | x) 0 1 2 3 4 |
| y) I take initiative. | y) 0 1 2 3 4 |

REFLECTION 5

- Circle what type of early childhood leader you are.
 - The Task-Master
 - The Comrade
 - The Motivator
 - The Un-leader
- Is the type of leader you are today different from the type of leader you were when you first started as a leader?
 - If so, what changed?

REFLECTION 6

- In general, what does leading with equity mean to you?
- What does leading with equity in the early childhood profession mean to you?
- What aspects of your personality give you courage?
- What aspects of your personality create self-doubt?

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**CLASS 2:
OBSERVATIONAL
ASSESSMENTS AND
PROFESSIONAL
DEVELOPMENT**



CLASS OBJECTIVES

Please fill in the class objectives provided in the video.



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REFLECTION 1

- Do you feel that your team is skillfully equipped for the job expectations?
 - Why or why not?

REFLECTION 2

Assessing Your Systems, Policies, and Allocation of Resources Reflection on your Programs Systems and Policies

- **Interviewing, hiring, orientation, probation**
 - What we do now
 - What we should reconsider
 - Barriers to overcome
 - Goals and next steps
- **Paperwork systems**
 - What we do now
 - What we should reconsider
 - Barriers to overcome
 - Goals and next steps

REFLECTION 2 CONT.

- **Mentoring and support**
 - **What we do now**
 - **What we should reconsider**
 - **Barriers to overcome**
 - **Goals and next steps**
- **Team, staff meetings (scheduling and focus)**
 - **What we do now**
 - **What we should reconsider**
 - **Barriers to overcome**
 - **Goals and next steps**

REFLECTION 2 CONT.

- **Planning time and requirements**
 - What we do now
 - What we should reconsider
 - Barriers to overcome
 - Goals and next steps
- **Professional development**
 - What we do now
 - What we should reconsider
 - Barriers to overcome
 - Goals and next steps

REFLECTION 2 CONT.

- **Working with families**
 - What we do now
 - What we should reconsider
 - Barriers to overcome
 - Goals and next steps
- **Accountability, evaluation**
 - What we do now
 - What we should reconsider
 - Barriers to overcome
 - Goals and next steps

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**CLASS 3:
TEAM DEVELOPMENT**



CLASS OBJECTIVES

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REFLECTION 1

- What qualities do you feel a team player should have?

REFLECTION 4

- **What is a team building activity you have tried to help build the quality of being relational?**

REFLECTION 5

- What is one failure you have learned from this year?

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**CLASS 4:
MANAGING DIFFICULT
CONVERSATIONS**



CLASS OBJECTIVES

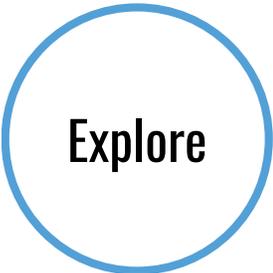
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REFLECTION 2

- Think of a time when a conflict between staff was brought to your attention. What did you do to prepare for managing the situation?
- What did you learn from the experience?
- What would you do differently?