

SOUTH DAKOTA EARLY CHILDHOOD ENRICHMENT MANAGEMENT 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.

Register for the ECE QRIS-Management Focused

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 "ECE QRIS-Management Focused" Select the course under the search results.
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 Focused.
5. Then select Management

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
MANAGEMENT
SERIES**

**CLASS 1: MANAGEMENT
FUNDAMENTALS**



**SOUTH DAKOTA
EARLY
CHILDHOOD
ENRICHMENT**

CLASS OBJECTIVES

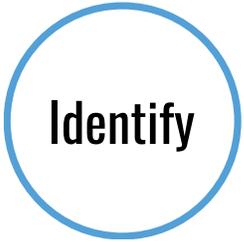
Please fill in the class objectives provided in the video.



Recognize



Identify



Identify



Analyze



Examine

NOTES

LEADERSHIP STYLE ASSESSMENT

Leadership Styles

There are many different leadership styles. Different styles work in different situations. A team will be a stronger with a variety of different leadership styles. Take the quiz below to help you find out what leadership style you are more inclined to follow.

Leadership Style Quiz

Circle the response that reflects your first reaction. There is no right or wrong answer.

As a leader, I tend to...

	Always	Often	Sometimes	Never
1. Make my own decisions	4	3	2	1
2. Tell others what to do	4	3	2	1
3. Suggest a decision to others	4	3	2	1
4. Persuade others to do things my way	4	3	2	1
5. Participate just like any other person	4	3	2	1
6. Provide resources to others	4	3	2	1
7. Gather others' feedback before deciding	4	3	2	1
8. Rely on my own judgement	4	3	2	1
9. Make sure the majority rules	4	3	2	1
10. Turn decision over to others	4	3	2	1
11. Ask others to brainstorm choices	4	3	2	1
12. Share my own ideas	4	3	2	1

Add the numbers together from the following set of questions. The highest number will show what leadership style that seems natural for you. You should strive to understand different leadership styles and think of ways you might use them for different situations.

Add the numbers you circled for the following questions	Total	Leadership Style
Question 1, 2, 4, 8	_____	Autocratic
Question 3, 7, 9, 11	_____	Participatory
Question 5, 6, 10, 12	_____	Free Rein

This exercise comes from the Dynamic Leadership Handbook.

LEADERSHIP STYLE ASSESSMENT CONT.

Autocratic—This leadership style is more direct and controlling. People tend to be more orientated towards productivity and goals. Their strength is to get things done and make quick decisions. Autocratic leaders take authority and go headfirst in solving problems. They like freedom to manage themselves and others. They tend to measure their success by the items of task/activities they get done.

Participatory—This leadership style requires input from others. People tend to be more concerned about the process of how the decisions are made and that everyone has a voice. Participatory leaders tend to make decisions in a slow, thoughtful process. Generally, these people are good listeners and cooperative.

Free Rein—This leadership style is more relaxed and supportive. People who are free rein tend to be your regular old Joe. Details are not much of a concern, because things will get done. They are comfortable with teamwork and group activities.

REFLECTION 3

- **Create a quick list of employees in your program and those you supervise.**
- **Write at least one strength that each person adds to your program.**
- **How might you use this information to delegate appropriate tasks to your staff?**

REFLECTION 5

- **Examining your own behavior: biases or blind spots. Share a blind spot you have and describe how it affects your work.**

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**CLASS 2: FISCAL
FUNDAMENTALS**



CLASS OBJECTIVES

Please fill in the class objectives provided in the video.



Analyze



Identify



Examine



Connect



Define

NOTES

REFLECTION 1

- What challenges do you face regarding fiscal issues?
- What are your concerns?
- What resources do you have available to you in planning your budget?
- Are there strategies that you find helpful?

REFLECTION 2

- Write down some of your dreams for your child care program. Aim for at least five.
- Looking at each item, ask yourself, "Is the activity central to what we are about?"
- Does doing this help us get to where we want to be in a year? In 3-5 years?
- Are we negatively impacting our program goals by NOT striving for this?"

REFLECTION 3

Using the Passion Test system, prioritize your five wish list items.

1

2

3

4

5

MINDFULNESS ACTIVITY

LIST 5 THINGS YOU ARE GRATEFUL FOR

Studies show gratitude is the number one way to increase happiness. Individuals report seeing up to a 19% increase in their happiness after completing a gratitude activity.

1

2

3

4

5

QUESTIONS?

Write down any questions about income and expenses you have. Upload questions to chat box: **Management Series Questions** for a local ECE trainer to respond.

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**CLASS 3: HUMAN
RESOURCES
FUNDAMENTALS**



CLASS OBJECTIVES

Please fill in the class objectives provided in the video.



Identify



Apply



List



Apply



Define

NOTES

REFLECTION 2

- Organize the list in order of priority of what you think your employees want.

Good wages, job security, promotion & growth, good working conditions, interesting work, personal loyalty to workers, tactful discipline, appreciation for work done, sympathetic help with personal problems, feeling "in" on things.

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

REFLECTION 3

- **Share your experiences with evaluations.**
- **How often do you evaluate?**
- **Is there a certain format you use?**
- **What are the challenges?**
- **Are you familiar with reflective supervision?**

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**CLASS 4: POWER OF
PARTNERSHIPS**



CLASS OBJECTIVES

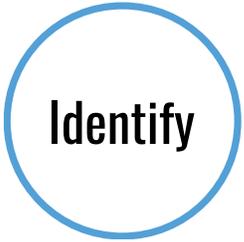
Please fill in the class objectives provided in the video.



Identify



Apply



Identify



Connect



Examine

REFLECTION 3

- What is your experience with planning and conducting meetings with your staff?
- What are some challenges you face?
- What works well?
- We are all continuous learners. What have you learned in this training that you can improve on?

FAMILY ENGAGEMENT SELF-ASSESSMENT



childcareaware.org

Family Partnership

Indicator	Yes	No	Ways to increase quality
Staff share and talk to families about their child's daily activities, either at drop-off or pick-up.			
The program incorporates technology as a communication tool and shares information with families on how to access it and how the information is kept secured.			
Families are encouraged to visit at any time.			
There are multiple ways for families to be involved in the program and parent ideas are incorporated into the program.			
There are regular opportunities (at least twice per year) where families can meet with the staff, share their child's strengths and hear how their child is developing skills.			
Staff often share observations and ongoing assessment information with families.			
Staff work to incorporate the family's culture and values into the classroom.			

REFLECTION 5

- Provide at least three reflective takeaways from the video training.
- Do you see the connection between improving adult capabilities and improving outcomes for children?
- Share examples from your own experience.