

## Presentations and Workshops

New information comes across your desk daily, but how do you sort through what's relevant for your program? These focused professional development experiences help you keep on top of the latest research, stay abreast of best practice, overcome a challenge, or tackle a new skill. Sample topics include:

### Widening the Lens: Looking at Quality from an Administration Perspective

Using a “wide angle lens” involves not only measures of the classroom learning environment, but also perceptions of the center’s organizational climate and the management and leadership practices that promote sound fiscal management, program planning, and family partnerships. The *Program Administration Scale* (PAS) is a valid and reliable tool that measures leadership and management practices and is being used in Quality Rating Systems. This session will provide an overview of the tool and how it can be used as a resource for improving quality.

<b>Audience</b>	Center directors, managers, technical assistance specialists, college instructors, researchers, and policymakers
<b>Scope and format</b>	One to three hours Interactive workshop, maximum 200 participants
<b>Content</b>	<ul style="list-style-type: none"><li>▪ A rationale for viewing quality from an organizational perspective</li><li>▪ Using formal assessment to identify strengths and target areas for improvement</li><li>▪ An overview of the content of the PAS</li><li>▪ Using the PAS to improve the quality of early childhood programs</li></ul>

### Getting Ready for the PAS Online Module

This self-paced, online module provides an overview of the *Program Administration Scale* (PAS) and includes similar content as Widening the Lens: Looking at Quality from an Administration Perspective. Directors will have the opportunity to reflect on each item as it relates to their programs and receive resources to help improve the quality of their programs. The module takes approximately 6 hours to complete.

## Leading the Way to Quality: The Director's Role

Directors are the gatekeepers to quality. In this training, directors of early care and education programs learn strategies to support their efforts to achieve program excellence. The *Program Administration Scale (PAS)* serves as the framework for measuring and benchmarking quality improvements.

<b>Audience</b>	Center directors, managers, education coordinators
<b>Scope and format</b>	Two days Interactive workshop, maximum 100 participants
<b>Content</b>	<ul style="list-style-type: none"><li>▪ A rationale for viewing quality from an organizational perspective</li><li>▪ Viewing child care centers from a systems perspective</li><li>▪ Using formal assessment to identify strengths and target areas for improvement</li><li>▪ Overview of PAS subscales, items, and indicators</li><li>▪ Learning to score the PAS</li><li>▪ Using the PAS to improve the quality of early childhood programs</li><li>▪ An in-depth focus on two PAS items</li></ul>

## Supporting Directors as the Gatekeepers to Quality

Technical assistance specialists, mentors, consultants, and other quality facilitators play a vital role in supporting directors as the gatekeepers to quality. In this training, participants learn a range of strategies for supporting directors in their efforts to achieve program excellence. The *Program Administration Scale (PAS)* serves as the framework for measuring and benchmarking quality improvements.

<b>Audience</b>	Technical assistance specialists, mentors, organizational consultants
<b>Scope and format</b>	Three days Interactive workshop, maximum 50 participants
<b>Content</b>	The first two days cover the content described in <i>Leading the Way</i> . The last day includes: <ul style="list-style-type: none"><li>▪ Characteristics of effective coaches</li><li>▪ Establishing rapport and aligning goals</li><li>▪ Tailoring support to a director's developmental stage</li><li>▪ Coaching strategies to promote competence building</li><li>▪ Using PAS assessment data to help directors create an action plan</li></ul>

## Program Administration Scale (PAS) Reliability Training

This multi-day training is intended for those whose goal is research, evaluation, or monitoring quality on the Program Administration Scale (PAS). Organizational assessments used for quality rating systems, program evaluations, or pre/post intervention studies depend on valid and reliable data collection methodologies. The PAS Reliability Training provides an in-depth analysis of the items and quality indicators in the Program Administration Scale. This training is designed for individuals who want to ensure that the PAS assessments are valid, reliable, and administered consistently across programs. The training concludes with a reliability test. Participants who are reliable with the national anchors are eligible for PAS certification.

<b>Audience</b>	Researchers, program evaluators, technical assistance specialists, and organizational consultants
<b>Scope and format</b>	Five days Interactive workshop, maximum 18 participants
<b>Content</b>	<ul style="list-style-type: none"><li>▪ An overview of the reliability and validity of the PAS</li><li>▪ Rating indicators and scoring items</li><li>▪ Interview protocol for collecting data and verifying documentation</li><li>▪ Establishing and maintaining reliability</li><li>▪ Becoming a certified assessor</li></ul>

## More Than a Nurturing Heart: Looking at Quality from a Business Administration Perspective

Using a “wide angle lens” involves not only measures of the learning environment, but also perceptions of the business and professional practices that promote sound fiscal management, program planning, and family partnerships. The *Business Administration Scale for Family Child Care* (BAS) is a valid and reliable tool that measures business and professional practices and is being used in Quality Rating Systems. This session will provide an overview of the tool and how it can be used as a resource for improving quality.

<b>Audience</b>	Family child care providers, technical assistance specialists, college instructors, researchers, and policymakers
<b>Scope and format</b>	One to three hours Interactive workshop, maximum 200 participants
<b>Content</b>	<ul style="list-style-type: none"><li>▪ A rationale for viewing quality from a business administration perspective</li><li>▪ Using formal assessment to identify strengths and target areas for improvement</li><li>▪ An overview of the content of the BAS</li><li>▪ Using the BAS to improve the quality of early childhood programs</li></ul>

## Getting Ready for the BAS Online Module

This self-paced, online module provides an overview of the *Business Administration Scale for Family Child Care* (BAS) and includes similar content as More Than a Nurturing Heart: Looking at Quality from a Business Administration Perspective. Providers will have the opportunity to reflect on each item as it relates to their programs and receive resources to help improve the quality of their programs. The module takes approximately 6 hours to complete.

## Catching on to the BAS: What Providers Need to Know About Business and Professional Practices

Providers are responsible for the quality of their programs. In this training, providers of family child care programs learn strategies to support their efforts to achieve program excellence. The *Business Administration Scale for Family Child Care* (BAS) serves as the framework for measuring and benchmarking quality improvements.

<b>Audience</b>	Providers
<b>Scope and format</b>	Two days Interactive workshop, maximum 100 participants
<b>Content</b>	<ul style="list-style-type: none"><li>▪ A rationale for viewing quality from a programmatic perspective</li><li>▪ Viewing family child care from a systems perspective</li><li>▪ Using formal assessment to identify strengths and target areas for improvement</li><li>▪ Overview of BAS subscales, items, and indicators</li><li>▪ Learning to score the BAS</li><li>▪ Using the BAS to improve the quality of early childhood programs</li><li>▪ An in-depth focus on two BAS items</li></ul>

## Promoting Excellence in Family Child Care

Technical assistance specialists, mentors, consultants, and other quality facilitators play a vital role in supporting providers of family child care programs. In this training, participants learn a range of strategies for supporting providers in their efforts to achieve program excellence. The *Business Administration Scale for Family Child Care* (BAS) serves as the framework for measuring and benchmarking quality improvements.

<b>Audience</b>	Technical assistance specialists, mentors, organizational consultants
<b>Scope and format</b>	Three days Interactive workshop, maximum 50 participants
<b>Content</b>	The first two days cover the content described in <i>Catching on to the BAS</i> . The last day includes: <ul style="list-style-type: none"><li>▪ Characteristics of effective coaches</li><li>▪ Establishing rapport and aligning goals</li><li>▪ Tailoring support to a providers developmental stage</li><li>▪ Coaching strategies to promote competence building</li><li>▪ Using BAS assessment data to help providers create an action plan</li></ul>

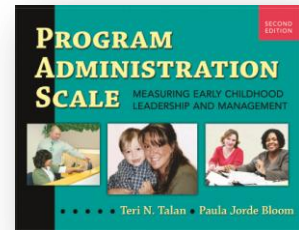
## Business Administration Scale for Family Child Care (BAS) Reliability Training

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<b>Audience</b>	Researchers, program evaluators, technical assistance specialists, and organizational consultants
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## Resources

The *Program Administration Scale (PAS)* is a valid and reliable instrument designed to measure the leadership and management practices of early childhood programs. The PAS measures quality on a 7-point scale. It is appropriate for the full range of center-based programs—nonprofit and for-profit, part-day and full-day, Head Start, faith-based, and corporate-sponsored.



The *Business Administration Scale for Family Child Care (BAS)* is a valid and reliable instrument designed to measure business and professional practices of family child care programs. The BAS measures quality on a 7-point scale. It is appropriate for the full range of regulated home-based programs—family child care, group family child care, Head Start, and Early Head Start. The BAS is also available in Spanish.



### For information about training and consultation, contact:

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