

# PAS Transformative TA: Strategies and Tools for Supporting Program Leaders

TENTATIVE AGENDA | SEPTEMBER 24-26, 2019 | WHEELING, IL

This institute is specifically designed for those in technical assistance (TA) roles, including coaches, mentors, and consultants, who support early childhood administrators in improving the quality of their programs. “Transformative TA” will provide an introduction of whole leadership, include a brief overview of the *Program Administration Scale* (PAS), identify the developmental stages of administrators, address strategies for individualizing technical assistance, and provide a deep dive into PAS topics from a TA perspective. PAS topics of focus will be designing staff orientation, developing conflict resolution policies, creating a shared vision, and building partnerships with families.

## Tuesday, September 24, 2019 | 9:00 am – 4:00 pm

- Welcome
- Introduction to the Whole Leadership Framework
- Overview of the PAS from a TA Lens
- Technical Assistance Roles, Strategies, and Tools
- Not All Administrators are the Same: Individualizing Based on Developmental Stages

## Wednesday, September 25, 2019 | 9:00 am – 4:00 pm

- Communication is a Two-Way Street: Building Partnerships and Engaging Families

Early care and education programs provide families with information, yet they may not be aware that the messages they communicate are sometimes ineffective and confusing. Some programs communicate a message that families are partners while others communicate a message that discourages involvement. Some programs implement procedures to achieve consistency between what is happening in the program and what is happening in the home, while others create procedures with the expectation that families follow them. Unfortunately, some programs miss opportunities to build a partnership during orientation, and that can set the tone for the rest of the year. This session explores strategies for helping administrators strengthen their relationships with families and encourage family engagement.

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**Thursday, September 26, 2019 | 9:00 am – 12:00 pm**

- **Creating Effective Conflict Resolution Policies**

Are administrators prepared when conflict arises? Consider ways to help them create work environments conducive to successful conflict resolution. Learn why a conflict resolution policy is essential, how to write a clear policy, and systematic steps for assisting administrators with implementation.

**Thursday, September 26, 2019 | 1:00 pm – 4:00 pm**

- **Do You See What I See? Supporting Administrators in How to Create a Shared Vision**

Leaders are visionaries. How can you help them define and clearly articulate their own values; discover the values held by their staff, families, and other stakeholders; and create a plan to build a shared vision? This session will provide you with ideas to help leaders and bring vision to life.