

On-Line Event!

The Director's Connection

October 1, 2009 - March 31, 2010

- *Are you a new Head Start or Early Head Start Director?*
- *Would you benefit from an overview of topics critical to your new position?*
- *Do you need a convenient ready-reference for topics related to program operations?*
- *Do you need access to information when it is convenient to your schedule, without the expense of traveling to a training site?*

T/TAS at Western Kentucky University designed **The Director's Connection** just for you! This series of web-based briefings and educational opportunities was designed to meet the immediate needs of new Head Start and Early Head Start Directors. Beginning October 2009, six monthly modules will facilitate and provide on-line technical assistance briefings for newer Directors on a variety of topics of interest:

Orientation to Head Start and Early Head Start

Community Assessment Review and Updates

Personnel Highlights

Self-Assessment Planning

Budget Development

Using Data to Make Decisions

The training segments utilize the latest on-line learning strategies, including threaded internet-based discussion boards, on-line Power Points, and web-based video presentations in an on-line, open course management system - *no hotel expenses, no travel, and you may do the work from your office or home at a time that is convenient for you.* Each module will be available on-line for a full month so that participants can access the information as often as they would like and at a time that is convenient to their personal schedules.

Due to the requirements of the Information Technology administrators, **registrations for this event must be received no later than September 21, 2009.** Registrations received after September 21st will be returned.

The Standard Registration Fee is \$250 per person for all six segments of the training. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of \$240 per person. (Some restrictions may apply based on level of subscription; visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including information on earning 1.2 Continuing Education Units (CEUs), please



see page 3. You must complete all six modules of **The Director's Connection** to qualify for the 1.2 CEUs and to receive a Certificate of Achievement for this extended learning experience.

Important Participation Considerations

- This is an "individual participation" event. Participants must register individually and must have a *current, valid and active personal e-mail address* to participate. Groups of individuals cannot participate using a single e-mail address.
- Participants may experience delays in accessing the training based upon the speed and reliability of their Internet access.

Your Facilitators



Christopher Watkins,

Management & Finance Specialist, has a wealth of experience in providing training and consultation to Head Start grantees. He has developed and presented hundreds of management and supervision workshops throughout the U.S. He has a Certificate in Non-Profit Management from Duke University, an M.A. in Economics, a B.A. in Government, and an M.B.A. from Western Kentucky University.



Luis Hernandez, Early Childhood Education Specialist,

holds a MA in Bilingual and Multicultural Education and has served as an adjunct professor of Early Childhood Education at Miami Dade Community College. His special training interests include early literacy, second language learning, program collaboration and partnerships, demographics and diversity, and adult learning in early childhood settings.

Agenda
October 1-31, 2009
Orientation to Head Start and Early Head Start
November 1-30, 2009
Community Assessment Review and Updates
December 1-31, 2009
Personnel Highlights
January 1-31, 2010
Self Assessment Planning
February 1-28, 2010
Budget Development

Learning Outcomes by Module

- ★ **Orientation to Head Start and Early Head Start:** Participants will probe how the mission and vision of their organization fit with Head Start/Early Head Start's key principles.
- ★ **Community Assessment Review and Updates:** Participants will examine the required contents of the Community Assessment and the subsequent updates.
- ★ **Personnel Highlights:** Participants will explore human resources issues with an eye toward issues that often confront new directors.
- ★ **Self Assessment Planning:** Participants will discuss how to create and follow the required self assessment procedure.
- ★ **Budget Development:** Participants will investigate the required elements of a Head Start/Early Head Start budget.
- ★ **Using Data to Make Decisions:** Participants will identify critical data and ways to incorporate this information into the decision making cycle.

Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS. There are three methods for registering:

- ★ **To Register On-Line:** To register for any T/TAS event, please go to our web site at www.ttas.org/calendar.html, locate the event you wish to register for, and then click on the **Register** button.
- ★ **To Register By Mail:** Complete and return the attached Registration Form with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard, #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Complete and fax the attached Registration Form with Purchase Order or Credit Card (Visa, MasterCard, or Discover) information to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill.

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration in writing 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of the attached registration form and include an additional fee of \$25 per person. Consult the event registration form to learn how many CEUs will be offered for each event.

T/TAS Also Brings the Training to You

T/TAS is a leading provider of on-site professional development training and technical assistance. Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching **all** of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. **Most of the events in our annual and quarterly training catalogs can be adapted for presentation in your local program or cluster.**

T/TAS also specializes in designing training specifically for delivery on-site in your local program, including such titles as *Preparing for An On-Site Federal Review*; *Program Governance: Road Map to Success for Decision-Makers*; *Positive Guidance: Making A Place for Everyone*; *Self-Assessment*; *The Supervisor/Mentor Coach Institute*; *Five Parenting Behaviors That Predict Success in School*; *Supporting the Involvement of Fathers in the Lives of Young Children*; and *Ongoing Monitoring: The Key to Quality in Head Start*. To learn more or to schedule training, call 800-882-7482.



Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____
 E-Mail Address: _____
 Agency/Program: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

EVENT	SELECT FEE(S)
<input type="checkbox"/> THE DIRECTOR'S CONNECTION (ON-LINE) , OCTOBER 1, 2009 - MARCH 31, 2010. You MUST register no later than Sept. 21, 2009.	<input type="checkbox"/> Standard Registration: \$250 <input type="checkbox"/> TTAS@Your Service Subscribers: \$240 * <input type="checkbox"/> Check if requesting 1.2 CEUs (12 contact hours) from Western Kentucky University and include an additional \$25 in payment.

* Subscribers, please include **T/TAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

Check payable to T/TAS.
 Purchase Order No. _____ payable to T/TAS.
 Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____
 Expiration Date: _____ Signature: _____
Visa Card Users, please include 3-digit V number from back of card: _____

Return to: **T/TAS**
 1906 College Heights Boulevard #11031
 Bowling Green, Kentucky 42101-1031
 Fax: 270-745-3340 or 270-745-2142
 Call 800-882-7482 for more information

ACCESSIBILITY NEEDS:

Do you have any disability that requires special materials or services?

Do you have a special dietary need?

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event. EIN61-1358086