

# The Governance Leadership Institute

**February 28-29, 2012**  
**Marriott Downtown Memphis**  
**Memphis, Tennessee**

Head Start and Early Head Start governance leadership members are, more than ever, required to be savvy, informed, engaged, and empowered. Accountability, plus redesignation/recompetition, are realities that require management staff and governance leaders to be effective advocates on the local, state, regional and national level. **The Governance Leadership Institute** is a two-day interactive, hands on training that is designed to give participants a leadership experience grounded in the essential elements necessary for Head Start and Early Head Start staff and decision makers.

Many shared decision-makers (Policy Council members, Parent Committee officers) are thrust into their roles with little or no similar experience, and are given only a basic orientation for the important role they will be playing. This institute is an opportunity to give these very important people more training, guidance and support so they feel more confident about the important task before them. This leadership experience can contribute to the overall success of a Head Start/Early Head Start program that then ultimately supports school readiness and family engagement. Special emphasis will be placed on the importance of learning and developing parliamentary procedures as a means to influence and become fully engaged as a leader.

A major component of the institute will be to enable participants to perform as dynamic team members within their programs. Their role in Head Start and Early Head Start management systems - such as self-assessment, monitoring, and 360 degree monitoring - is critical for a successful program. This institute will enrich those management systems and participants will have an opportunity to evaluate their role on the team, review types of decisions and possible solutions, as well as understand benchmarks in decision making.

The target audience for this event is not just new Policy Council/Committee members, but also the second and third year member. The concept of this training is not only knowing the principles and importance of a leadership role in program governance, but also to share how to mentor and pass program-specific information along to the new Policy Council and Parent Committee member. That makes the experienced member an important participant to include in this training. A continuum of informed and engaged decision-makers is how programs effectuate their strategic plan and ensure longevity. If that is your program goal, this training is a must for your Policy Group Officers, Parent Committee Officers, Committee Members, Directors, the staff who work with these groups, and any other individual your program identifies as important to the governance process.

The Standard Registration Fee is \$375 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$350 per person. (Some restrictions may apply based on the level of your subscription; please visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on how to become a subscriber.) For details on registering, including information on earning 1.225 Continuing Education Units (CEUs) for this event, please see page 3.



## Learning Outcomes

- ★ Participants will gain a greater understanding of Head Start/Early Head Start management systems, with special emphasis on program governance and its impact on all services and other systems.
- ★ Participants will develop a better understanding of shared decision making and the process of team formation, and how managed conflict can bring about healthy change and promote achievement of program mission and goals.
- ★ Participants will learn the importance of parliamentary procedures as a means of working with a team, having a voice on that team, and influencing organizational direction and decisions.
- ★ Participants will gain confidence and transferable skills which can be utilized in other professional and civic service experiences.

## Your Presenters



**Robin Gadsden-Dupree**, Family and Community Partnership Specialist, holds an Ed.D. in Organizational Development and Higher Education Leadership, and has completed all modules of the West Ed Program for Infant-Toddler Caregivers. Her

previous experiences include serving as a Head Start Director, a Child Care Director, a Home-Based Supervisor, and a preschool teacher. Robin has extensive experience in ERSEA, Family Partnerships, delegate agency issues, and working with governing bodies and Policy Councils/Policy Committees.



**Krystal Heinzen**, Management Specialist, holds a JD degree and a BA in Journalism with a minor in Spanish from Howard University in Washington DC. She is certified in mediation and is a Registered Parliamentarian. Krystal's varied professional experience, along with her work in journalism and in the legal field, provides her with a strong background for working with Head Start programs. As a law student, she was also a Head Start parent. Therefore, her perspective is not only learned, but also personal. She brings a detailed and personable approach to assisting programs with deciphering and complying with Federal Regulations.

*(T/TAS reserves the right to substitute presenters.)*

## Tentative Agenda

### Day One

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|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00 – 8:30 a.m.  | Registration                                                                                                                                                                                                                                                              |
| 8:30 – Noon       | Overview of Learning Objectives<br>Understanding Management Systems and Services<br>Leadership Coming Together <ul style="list-style-type: none"><li>• <i>Understanding Types of Conflict</i></li><li>• <i>Understanding Groups</i></li><li>• <i>Team Roles</i></li></ul> |
| 12:00 – 1:15 p.m. | Lunch on Your Own                                                                                                                                                                                                                                                         |
| 1:15 – 4:30 p.m.  | Leadership Working Together <ul style="list-style-type: none"><li>• <i>Looking at Types of Decisions</i></li><li>• <i>Officers</i></li><li>• <i>Committees</i></li><li>• <i>Important Documents</i></li></ul>                                                             |

### Day Two

- |                   |                                                                                                               |
|-------------------|---------------------------------------------------------------------------------------------------------------|
| 8:30 – Noon       | Leadership Working Together <ul style="list-style-type: none"><li>• <i>Parliamentary Procedures</i></li></ul> |
| 12:00 – 1:00 p.m. | Lunch on Your Own                                                                                             |
| 1:00 – 4:00 p.m.  | Parliamentary Procedures (continued)<br>Benchmarks<br>Planning for Back Home                                  |

## T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? 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 on our training schedule can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482**.



## Hotel Accommodations

The Marriott Downtown Memphis is located at 250 North Main Street, Memphis, Tennessee 28103. Hotel accommodations are available at the special conference rate of \$93 per night for single or double occupancy (plus applicable taxes). To qualify for the conference rate, please state that you will be attending the Head Start: Governance Leadership Institute. Please make your hotel reservations no later than February 6, 2012 by calling 901-527-7300 .



The room block will be held until the stated deadline or until the block is full, whichever comes first. Please note that room blocks often fill very quickly. Reservations made after the stated deadline will only be accepted by the hotel on a space and prevailing rate available basis. Please consult the hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fees, etc.), and to learn about available amenities, such as room service, in-house dining, and area attractions.

The Marriott Downtown Memphis is situated on the Memphis Trolley line and is conveniently located near exciting area attractions such as the National Civil Rights Museum, Graceland, AutoZone Park & the FedEx Forum. Take advantage of everything Memphis has to offer while staying at Memphis Marriott Downtown with a quick and easy trolley ride to the city's sites and famous restaurants.

## 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, visit our web site at [www.ttas.org/calendar.html](http://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 your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.



# 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)
<b>The Governance Leadership Institute</b> February 28-29, 2012 Marriott Downtown Memphis Memphis, Tennessee	<input type="checkbox"/> Standard Registration: \$375 <input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$350* <input type="checkbox"/> Check if requesting 1.225 CEUs (12.25 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](http://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 CV 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

<p><b>ACCESSIBILITY NEEDS:</b></p> <p>Do you have any disability that requires special materials or services?</p> <p>Do you have a special dietary need?</p>
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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.

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