

**2010 - 2011 Northeast South Dakota Head Start Training Plan**  
**November 1, 2010 - October 31, 2011**

The NESD Head Start Program serves 392 children in a thirteen county, 15,000 square mile mostly rural area of northeastern South Dakota. Services are provided through center based, and home based options.

Training plays an integral part in every organization. The Northeast South Dakota Head Start Program believes that well-trained staff, Policy Council members, Board members and parents contribute to the overall success of the program. Training provides opportunities for growth for everyone that participates. Our approach to training is based on group or individual needs as determined by training needs assessments, performance appraisals, monitoring of program operation, self assessment, community assessment, child outcomes, PIR, Federal on-site review, research of new ideas, and federal regulations and initiatives. All information is reviewed at a Program Planning Meeting, including staff, parents and board members and program objectives are established.

The method of delivery is based on individual needs of participants, location, availability of consultants, and cost. Priorities for staff training include degrees for teachers, renewal of teaching certificates, CDA's and college credit for teacher assistants, Home Visitors, and Coordinators, training regarding initiative, and training that will enhance job performance for all positions. Guidelines for attendance to state and regional conferences are based on individual needs, requirements for their position, ability to share information with others and provide training, and interest in attending. More training is going to be provided on-site at Center and Home Base Units. This gives supervisors / mentors an opportunity to work with smaller groups and provide more in depth follow up to trainings and the ability to better meet the individual needs of their staff.

The nonfederal share is met through volunteer hours of consultants that provide training and materials to parents and staff.

The training plan is reviewed monthly to determine if objectives are being met and if there are any changes required.

**Program Training Objectives:**

- Assist Teachers, Teacher Assistants, Education Coordinators and Home Visitors in meeting staff qualifications and certification
- Provide training to Policy Council and Board members
- To provide required trainings (child abuse & neglect, transition, health & safety)
- Assist Teacher Assistants in completing their CDAs.
- To provide Family Service Staff with training in Family Service Worker competency areas.
- Stay abreast of changes of fiscal regulations
- To provide Management Staff training in their area to help maintain compliance.
- To provide Teachers / Home Visitors training on the new Teaching Strategies GOLD Child Assessment

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Outcome 1: Staff will continue to gain new skills and knowledge to perform the duties of their position and implement high quality services to meet the performance standards	Data Sources: Performance Standards - required trainings Human Resources Initiatives	Evaluation: Supervisor Observation Pre & Post Test Staff Reports
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<b>Training Need</b>	<b>#</b>	<b>Person Responsible</b>	<b>Trainers</b>	<b>Participants</b>	<b>Location / Resources Delivery Method</b>	<b>Proposed Date</b>	<b>C</b>	<b>Proposed Cost</b>
Medication Administration	20	Health Coordinator	Health Coordinator	Teachers / Home Visitors./ Assistants	Local sites - training videos Small group instruction	November 2010		-0-
Bloodborne Pathogens	80	Health Coordinator	Health Coordinator	All Staff	Local sites - training videos Small group instruction	November 2010		-0-
First Aide	80	Health Coordinator	Health Coordinator	All Staff	Local sites - Training videos Small group instruction	November 2010		-0-
CPR	40	Health Coordinator	Consultants	Teachers, Assist., Home Visitors, Bus Drivers	Local sites Small group / individual instruction	Annually		500.00
Bus Safety	9	Transportation Coordinator	Dept. of Transportation	Bus Drivers	Local sites - small group instruction	August 2011		600.00
Child Abuse and Neglect	80	Family Service Manager	Child Protection Staff / Sanford	All Staff Family Service Coord	State Training – FSC Small group instruction	Annually		1000.00
Cook Certification	5	Health /Nutrition Coordinator	Consultants	Cooks & Cook Assistants	Aberdeen / Sioux Falls Individual / Serv Safe	June 2011		400.00
Career Development/ Certification	16	Education Manager & Coordinators	University courses / workshops	All staff - priority to Teachers / Assistants & Home Visitors	Provided at local universities, on line courses, workshops - individual	Nov. 2010 Oct. 2011		6500.00
New Staff Training	2	Managers & Coordinators	Education Coordinators	New Staff	Aberdeen Office, local sites - individual instruction / mentoring	Nov. 2010 Oct. 2011		500.00
Transition	80	Education Manager	Consultant	All Staff	Aberdeen - group instruction	January 2010		500.00
2011 State Conference	10	Executive Director	Workshop Presenters	Staff and parents	Sioux Falls- State Conference conferences workshops	April 2011		7200.00
Individual Training – Specific to Position	20	Executive Director Managers	Seminar Speakers Webinars	Staff PC / Parents Board	Conference Workshops Seminars On-line training relating to Individual needs	Nov. 2010 Oct. 2011		1050.00
Pre-service / In-Service Training	80	Managers	To Be Determined	All Staff	Aberdeen Group Instruction	September 2011		2500.00

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Outcome 2: Board and Policy Council will gain skills & knowledge to perform their duties.	Data Sources: Performance Standards - required trainings Program Governance Training Survey	Evaluation: Board and Policy Council members demonstrate knowledge of their responsibilities.
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Training Need	#	Person Responsible	Trainers	Participants	Location / Resources Delivery Method	Proposed Date	C	Proposed Cost
Policy Council Training	25	Family Service Manager	Managers Consultants	Policy Council Members	Aberdeen Policy Council Mtg. group instruction	Nov.2010 Oct. 2011		500.00
Board Training	20	Executive Director	Family Services / Fiscal Managers	Board Members	Aberdeen Board Meeting group instruction / videos	November 2011		500.00

Outcome 3: Teacher & Home Visitors will become proficient in the Teaching Strategies GOLD Child Assessment.	Data Sources: On-going monitoring Staff Training Needs Assessment Self Assessment	Evaluation: Staff will be able to effectively utilize GOLD to assess children's progress.
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Training Need	#	Person Responsible	Trainers	Participants	Location / Resources Delivery Method	Proposed Date	C	Proposed Cost
Teaching Strategies GOLD Child Assessment Software	25	Education Mgr. / Coordinators	On-line Training	Teachers Home Visitors	Individual Instruction Group Instruction Mentoring Webinars / on-line training	Nov.2010 Jan. 2011		500.00

Outcome 4: Management Staff will receive training in the specific areas of Finance, Accounting, Human Resources, Child Enrollment, Risk Management, Monitoring, Governance and Leadership to help maintain compliance and effectively manage the program.	Data Sources: Training Needs Assessment Self Assessment On-going monitoring	Evaluation: Management Staff will demonstrate knowledge of new and up to date information through: Self Assessment Results / Audit Results / PIR Results
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Training Need	#	Person Responsible	Trainers	Participants	Location / Resources Delivery Method	Proposed Date	C	Proposed Cost
Management Conference for Grant-Funded Programs	4	Executive Director	Wipfli	Executive Director Fiscal Manager Office Manager Human Service Mgr.	Las Vegas, NV Conference / Group Instruction	July 2011		6884.00

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Outcome 5: Family Service Staff will become knowledgeable in the nine competency areas for Family Service Workers.	Data Sources: Federal Regulation Training Needs Assessment	Evaluation: Family Service Staff will demonstrate knowledge of the nine competency areas through Goal Setting / FPAs / Needs Assessments /Collaborations
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Family Service Competency Areas	7	Family Service Manager	To be Determined	Family Service Staff	Location to be Determined Group Instruction / College Credit	November 2011		4290.00

Outcome 6: Parents will gain new knowledge to perform their duties as Head Start parents and community members.	Data Sources: Long Range Goal Performance Standards / Initiatives / PIR Parent Training Needs Surveys	Evaluation: Parents will demonstrate knowledge through reports and presentations of information gained.
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Monthly Parent Training	15	Family Service Manager	Local Presenters	Center & Home Base Parents	Local Areas Small group instruction	Monthly		2000.00
Pedestrian Safety / Bus Safety	392	Education Coordinators	Teachers / Home Visitors	All Parents / Children	Local Areas / One on one instruction / small group instruction	Annually Within 30 days of first day of service		-0-
<b>Total:</b>								<b>35,424.00</b>