

# Directors Credential Courses

## ***Essential Management Skills for Early Childhood Director Success - 16 hours***

Explore ten important management competencies in the role of the director. Examine skill development and director training, plotting a path for successful management and leadership. Each student will develop their individualized management-training plan to be used throughout the cohort training experience.

## ***Code of Ethics for Administrators - 16 hours***

You make hundreds of decisions every day; some are easy, but some can seem overwhelming. The NAEYC code of ethics offers us core values, ideals and principles to help guide our decision-making process. Join us as we explore what it truly means to be an Early Childhood Administrator and how the Code of Ethics can help make the tough decisions easier! Special focus will be given to the supplement for administrators which includes using the code as a guide in both education and business.

## ***Practicum Project Introduction and Topic Research - 16 hours total***

Each director will conduct research and design a project that demonstrates personal skill development and program quality enhancement. The project and timeline will be individualized. Each director will have a project adviser for communication and coaching during the project development..

## ***Having Difficult Conversations - 16 hours***

This course sheds light on why our most challenging dialogs are so tricky by identifying the three stories within each difficult conversation. Participants will learn to transform difficult conversations into learning conversations and how to talk about what matters most including ethical discussions, parent communication, and advocacy.

## ***Don't Be Scared, Don't Be Scary - 32 hours***

Supervising center staff can be extremely rewarding and also extremely challenging. This course offers opportunities to explore outcomes-based supervision techniques that take recent research into account. Topics addressed include performance reviews, new staff induction programs, strength-based approaches to leadership, coaching, mentoring and communication strategies. Be prepared to look at ways you and your staff can make improvements through assessment, prevail during times of change and serve as advocates and models within the early childhood community.

## ***Grant Writing for New Dollars in you Early Childhood Business– 12 hours***

Families and communities provide the foundations children need to be successful. This course will at the resources and reflective skills providers need to work successfully with diverse families. Methods to find and promote the strengths of families as a way to promote child development will also be discussed.

## ***Financial Forecasting: Taming the Crystal Ball & Personnel Budgeting: Mastering the Juggling Act - 32 hours***

Gain control over your child care center's financial future. Study includes developing departmentalized line item budgets and managing income and expense with a practical cash flow tool. Study and create personnel procedures and staffing patterns to assure quality child care while controlling personnel expenses.

## ***Marketing for Success: Growing Your Child Care Business - 12 hours***

Learn the importance and usefulness of a marketing plan in reaching and maintaining your enrollment goals. The course provides a thorough overview of basic marketing principles and concepts, and practical application of these concepts to the child care field.