Course Title: Professional Leadership Skills for Administrators/Directors of Child Care Facilities

Instructor: Sydney Hewitt

Credentials: Sydney owned and operated two successful Frisco childcare centers for over 10 years. She came to the childcare industry from a professional background in the corporate arena, bringing with her executive training experience which she customized to help her school’s leadership team members grow personally and professionally.

Course Description:
The “Infinite Eight” Leadership Training for Childcare Administrators will be a hands on learning experience to explore new styles of business practices which will assist Owners, Directors, and their leadership team to approach problem solving, staff difficulties, customer service problems, and operational issues with a new positive approach that keeps energies moving toward improvement plans, not the problems.

Hours: 10  Sessions: 2

Course Prerequisite(s):
Participants will be Owners, Directors, Administrative Support Staff, and those in training and preparation for leadership positions within the school environment.

Course Objectives:
1. **Examine** the difference between leaders and managers. Which are you?
2. **Learn** to use the OASIS Plan of positive action planning.
3. **Create** your own “Action Plan Form” to assist your team in staying focused on solutions.
4. **Practice** the most important element in your improvement planning/training. “Follow through”
5. **Implement** the “Four C’s of Effective Communication” and reach your goals through delegation.
6. “**Connect the Dots**” of change, as you implement your program amid daily challenges.
7. **Sheppard** your program, staff and students twice daily to optimize coaching/training efforts.
8. **Know the Flow** of the work-paced day for yourself and your leadership team to get it all done!

Lessons:
Session 1:
Hands-on discussion groups, learning the difference between Leadership versus Management …
Problem solve with the use of a business protocols call the OASIS PLAN …
Examine how to maximize training styles with “follow Up and Follow Through” …
Leave class with forms to assist you to immediately implement new business protocols …

Session 2:
Compare communication currently used with the improved “Four C’s of Effective Communication “Connect the dots” to avoid failures of unresolved problems “that fell through the cracks”
Learn the difference between “Walking the School: and Sheparding the School”
Consume your Administrative work in small “work bites” and get it all done.