



Early Childhood and SA Professional Development

Nov 2011 — Feb 2012

You have asked for it...

Human Resource Workshops

Inside this issue:

Stress Less	P 2
What do you Value?	P 4
Generations at Work	P 5
Sensory Processing	P 5
Learning Centers	P 7
Promote Math/Science	P 7
Challenging Behavior	P 8

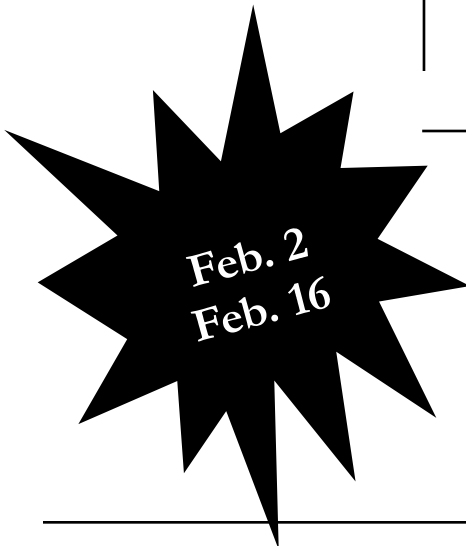
16 hours with TOPICS including...
EEO Laws and Regulations
 (not to be confused with KY Reg.)
Wage Hour Laws and Reg
H.R. Planning & Recruitment
Interviewing and selection
Managing Personnel Transactions
Employment of Minors
Health & Safety

(see inside for details and dates)



WHO should attend?
 Directors, Assistant Directors, Lead teachers, Owners, all Human Resources personnel.

Trainer will be Ralph Adams. Ralph is a consultant in human resource management and organization development. He holds a B.S. degree in Labor & Industrial Relations and forty years HR management experience. Ralph is a certified KY Early Care and Education credentialed trainer.



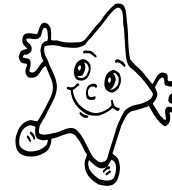
H. R. Series — Each workshop 3 hours
 * Completion of #1 is required before you take #2

Workshop #1—Recruitment & Staffing

Workshop #2—Organization Planning and Employee Development

800-800-6217

502-327-6393



Early Childhood and SA Professional Development 2011—2012

Nov 5

Orientation (KY Curriculum as mandated for new staff by KRS.199.896 and KRS199.8982)
 CDA 1 & 8 \$45 9 AM—3:30 PM For: New staff Training Level 1
 Presenter: Linda T. Bratton
 Location: **Strathmoor Presbyterian Church**, 2201 Hawthorne Ave., across from Assumption HS, Louisville

Nov 8
Tuesday

Creating a Positive Work Environment
 CDA 5 & 6 \$20 6—9 PM For: All staff Training Level 2
 Presenter: Dr. Telly Sellars
 Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17
 Participants will learn characteristics of a positive work environment. Professionalism, belief statements, and other strategies will be discussed. Learners will also engage in activities that demonstrate how behavior impacts the work environment.

Nov 12

Growing Little Scientists in your Classroom
 CDA 2 \$20 9 AM—Noon For: 3—5 years Training Level 2
 Presenter: Theresa Stewart
 Location: **The Children's Center @ YUM**, 5200 Commerce Crossings, Louisville
(Preston Hwy & Gene Snyder Freeway)
 Science is everywhere! Children are natural scientists, ready to feel, see, find, and discover the world all around them. For our littlest scientists, the whole wide world can be a laboratory for learning. Learn how to nurture children's natural curiosity with a treasury of hands-on science activities.

Nov 12

Stress Less and Get Organized
 CDA 1 & 6 \$20 1—4 PM For: All staff Training Level 2
 Presenter: Theresa Stewart
 Location: **The Children's Center @ YUM**, 5200 Commerce Crossings, Louisville
(Preston Hwy & Gene Snyder Freeway)
 In our modern world it is very difficult, if not impossible, to avoid stressful situations. Learn what you can do to change how you react to stressful situations and how prepared you are to meet them. Organization is key to reducing stress in your life.

Nov 19

Laws and Regulations (this is not KY EC Reg.)
 CDA 5 \$35 9 AM—1:00 PM
 For: D/Asst D/ Lead/ Owners Training Level 3
 Presenter: Ralph Adams
 Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17
 Each state has a "rulebook".....laws and regulations. The trainer brings the experience of managing within the "rulebook" to this workshop. This workshop will include: EEO Laws and Regulations, Wage hour Laws/Reg, Equal Pay for Equal work, Family Medical Leave Act, Employment of Aliens, Employment of Minors, Health.& Safety issues, Employer Obligations.



Dec 2
Friday

Managing Personnel Transactions

CDA 5 \$20 2—4 PM
For: D/Asst D/ Lead/ Owners Training Level 4
Presenter: Ralph Adams



Location: **Strathmoor Presbyterian Church**, 2201 Hawthorne Ave., across from Assumption HS, Louisville

This workshop will include Employee appraisals, Pay adjustments, Promotions, Transfers, Separations (voluntary & involuntary), Initial Hire, Re-hiring, Leaves of Absences

Dec 3

Orientation (KY Curriculum as mandated for new staff by KRS.199.896 and KRS199.8982)

CDA 1 & 8 \$45 9 AM—3:30 PM For: New staff Training Level 1

Presenter: Linda T. Bratton

Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Dec 3

Working with Children with Learning and Behavioral Needs and their Families

CDA 3 & 4 \$20 9 AM—Noon For: 3—5 years Training Level 3

Presenter: Theresa Stewart

Location: The Children's Center @ YUM, 5200 Commerce Crossings, Louisville
(Preston Hwy & Gene Snyder Freeway)

Is it that a child won't or can't? So many children with special needs have behavior problems built into their diagnoses, and may act out due to impulses or self-protective routines that we can't understand. That doesn't mean you have to accept chaos as a way of life. What's going on? More importantly, what can we do about it?

Dec 3

Getting Children Ready for School

CDA 3 & 4 \$20 1—4 PM For: 3—5 years Training Level 2

Presenter: Theresa Stewart

Location: The Children's Center @ YUM, 5200 Commerce Crossings, Louisville
(Preston Hwy & Gene Snyder Freeway)

Will the children in your care be ready for school? Learn effective ways to make learning visible to parents while ensuring that you prepare the "whole" child for school....mind, body, social, self, and character.

Dec 6
Tuesday

Building Strong Relationships at Work and Home

CDA 4, 5, 6 \$20 6—9 PM For: All staff/ D/AD TL 3

Presenter: Dr. Telly Sellars

Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Building and maintaining strong relationships is very important for child care professionals. The focus of this workshop is exposing participants to interpersonal skills that can be used to improve communication and increase relationships at work and home.

**Would you like to have a
private workshop?**

Dec 10

Move to Talk, Move to Learn: *The Power of Movement in Developing Cognitive Skills*

CDA 1, 2 & 8 \$25 9 AM—Noon For: All staff TL 4

Presenter: Karole A. Doran, OTR/L

Location: **Fairfield Inn**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

By understanding brain inter-relationships of sensory, motor, cognitive and behavioral skills, an educator can more easily discover the best way to assist students with learning differences on their roads to success. Come and examine relationships among gross/fine/sensory-motor skills and higher level cognitive learning—and how classroom struggles may be symptoms of motor deficits.

Dec 10

COOL and QUIET Fish, That's ME!

CDA 2, 3 & 8 \$20 1—4 PM For: All staff TL 3

Presenter: Karole A. Doran, OTR/L

Location: **Fairfield Inn**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Compare the “stormy seas” of poor self-regulation with specific programs and children’s books to facilitate the acquisition of each student’s “swim to the shore” of self-regulation needed for success.

Dec 15
Thursday**Leadership and Teambuilding**

CDA \$20 6—9 PM For: All staff TL 3

Presenter: Dr. Telly Sellars

Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

This workshop will review the basic elements of leadership and expose the participants to team building strategies and techniques. Activities that identify personal strengths and how to identify strengths in others will be discussed.

Jan 7

Orientation (KY Curriculum as mandated for new staff by KRS.199.896 and KRS199.8982)

CDA 1 & 8 \$45 9 AM—3:30 PM For: New staff TL 1

Presenter: Linda T. Bratton

Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Jan 7

Let's Get Physical

CDA 1 \$20 9 AM—Noon For: 3—5 years TL 2

Presenter: Felicia Alfred

Location: **Strathmoor Presbyterian Church**, 2201 Hawthorne Ave., across from Assumption HS, Louisville

Children need to move! Not just for the sake of their physical selves, but also for social, emotional and cognitive development. Come learn fun movement activities to promote learning throughout your curriculum.

Jan 7

What Do You Value?

CDA 3 \$20 1—4 PM For: 3—5 years/ SA TL 2

Presenter: Felicia Alfred

Location: **Strathmoor Presbyterian Church**, 2201 Hawthorne Ave., across from Assumption HS, Louisville

Children, like adults, need to know and learn the significance of goodness. This class will give you ideas to incorporate the teaching of values in your preschool classroom.

All trainers are certified with a
Kentucky EC Trainer Credential

Jan 13
Friday

Generations at Work... Understanding my Co-workers

CDA 5 \$20 2—4 PM For: All staff TL 3

Presenter:: Dr. Telly Sellars

Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Do your co-workers check their Facebook page constantly or listen to an IPOD at work? Is their most memorable moment in history September 11 or maybe the assassination of JFK? This workshop will review the importance of understanding each generation represented at work and how this concept can affect motivation, morale, and teamwork.



Jan 14

When Teachers Meet the Challenges of Sensory Processing Disorder (SPD)

CDA 3 & 6 \$45 9 AM—4 PM For: All staff Training Level 3

Presenter: Karole A. Doran, OTR/L

Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Introduction to Sensory Processing Dysfunction symptoms, frequency, separating SPD from behavioral language processing or motor irregularities—and how to handle them.

Jan 17
Tuesday

Multiple Intelligences & Teamwork

CDA 6 \$20 6—9 PM For: All staff/ D/AD Training Level 3

Presenter:: Dr. Telly Sellars

Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Participants will reviews the Theory of Multiple Intelligences and discuss relationship building strategies to enhance teamwork.

WORKSHOP COMMENTS

"Very interesting! Lots of energy! Great workshop. I will recommend to my other staff to take." Kathy Brown, Director

"Helpful and very interesting presentation. I don't often find trainings to be particularly helpful or stimulating. It was so nice to attend two in one day that were both!!" Unsigned

"I liked the presentation! Many of the ideas were new to me after 17 years! " Denise Holland

"The workshop was very fun and interactive. I came away with many new ideas to take back to my classroom." Jennifer Gilbert

Jan 21

How to Manage Your Workforce so They Don't Manage You!

CDA 5 \$35 9 AM—1:00 PM
 For: D/Asst D/ Lead/ Owners TL 3
 Presenter: Ralph Adams
 Location: **Strathmoor Presbyterian Church**, 2201 Hawthorne Ave., across from
 Assumption HS, Louisville

Topics explored: Teams and Teamwork and Dispute Resolution

A persistently insubordinate employee is, in essence, managing you and your organization. This workshop will give you the tools to constructively manage discipline while sustaining the values of your team and organization.

Jan 28
Oldham**Leadership Basics: Reduce Stress and Get Organized**

CDA 6 \$20 9:30 AM—12:30 PM For: All staff/D/AD TL 2
 Presenter; Dr. Telly Sellars
 Location: Oldham County Public Library, 308 Yager Ave., **LaGrange KY**

This workshop will define stress in the workplace and discuss how it affects performance at work. Participants will learn stress reduction strategies and participate in learning activities related to prioritizing and productivity.

Jan 28
Oldham**Ten Ways to Destroy Your Workplace**

CDA 5 \$20 1—4 PM For: All staff/ D/AD TL 2
 Presenter; Dr. Telly Sellars
 Location: Oldham County Public Library, 308 Yager Ave., **LaGrange KY**

This workshop will give participants the skills needed to contribute to a productive and positive workplace. Concepts such as trust and employee recognition will be discussed.

Jan 28

Did You Hear Me? How to talk & listen to kids

CDA 3 \$20 9 AM—Noon For: 3—5 years TL 3
 Presenter: Sue Daniel
 Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

How to incorporate modeling non-verbal communication, verbal communication, and listening into our everyday routines for your children. Knowing and using these four components of effective communication is an essential step in helping children develop life-long self management skills.

Jan 28

You're So Funny—Use of Humor in Early Childhood Classrooms

CDA 3 \$20 1—4 PM For: 3—5 years TL 3
 Presenter: Sue Daniel
 Location: **Country Inn & Suites**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Humor has a broad range of benefits for young children. It helps to build intellect, emotion and social growth and development. Seeing humor in the world around us takes children to a higher level of abstract thinking and language.

Feb 2
Thursday**H.R. Planning & Recruitment Workshop #1 Series****Recruitment & Staffing**

CDA 5 \$25 6—9 pm For: D/Asst D/ Lead/ Owners TL 4
 Presenter: Ralph Adams
 Location: **Fairfield Inn**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Topics explored.....Developing the job description, Sourcing candidates, Interviewing and selection, Employment verification, Managing the first day of work.

Feb 4

Orientation (KY Curriculum as mandated for new staff by KRS.199.896 and KRS199.8982)
 CDA 1 & 8 \$45 9 AM—3:30 PM For: New staff TL 1
 Presenter: Linda T. Bratton
 Location: **Fairfield Inn**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Feb 4

Sensational Learning Centers

CDA 2 \$20 9 AM—Noon For: 3—5 years TL 2
 Presenter: Felicia Alfred
 Location: **Strathmoor Presbyterian Church**, 2201 Hawthorne Ave., across from Assumption HS, Louisville

Learn how to add a little excitement to your centers. We will explore **how** to set up centers, **ways** to use centers, **types** of centers and fun, exciting **materials** to add to each center.

Feb 4

Moving Beyond Rewards and Punishments

CDA 1 \$20 1—4 PM For: Toddler/Pre/SA TL 2
 Presenter: Felicia Alfred
 Location: **Strathmoor Presbyterian Church**, 2201 Hawthorne Ave., across from Assumption HS, Louisville

Move beyond rewards and punishments and learn proven ways to create a positive school climate for children in your classroom.

Feb 11

Using Teacher Talk, Materials, and Activities that Promote Math and Science Learning

CDA 2 \$45 9 AM—4 PM For: 3—5 years TL 3
 Presenter; Nicki Patton Rowe
 Location; **Fairfield Inn**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

This session will explore materials and activities that provide children opportunities to build a strong foundation for math, science and thinking skills. During this hands-on session, participants will learn how these materials and activities link to the math and science Kentucky Early Childhood Standards, as well as gain tips for raising their ECERS score on items #17 (Reasoning), #25 (Nature/Science) and #26 (Math/Number).

Feb 16
Thursday

H.R. Planning & Recruitment Workshop #2 Series Organization Planning and Employee Development



(You must complete Workshop #1 prior to attending this workshop)

CDA 5 \$25 6—9 PM For: D/Asst D/ Lead/ Owners TL 4
 Presenter: Ralph Adams
 Location: **Fairfield Inn**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17
 Topics explored.....Employee training, Performance Appraisals, mentoring, etc.

Feb 18

Language and Literacy Development in Your Classroom

CDA 2 \$20 9 AM—Noon For: Ages 3-5 years TL 3
 Presenter: Theresa Stewart
 Location: The Children's Center @ YUM, 5200 Commerce Crossings, Louisville
(Preston Hwy & Gene Snyder Freeway)

Young children need a world rich in spoken and written language.. Long before learning to read, children are immersed in language activities that lead to a lifelong appreciation and respect for the power and beauty of language. Learn to provide ways of integrating activities for listening, speaking, reading, and writing throughout your classroom and help children develop a lifelong love for Literacy!

Feb 18

Enriching Experiences in Early Mathematics

CDA 2 \$20 1—4 PM For: Ages 3-5 years TL 3

Presenter: Theresa Stewart

Location: The Children's Center @ YUM, 5200 Commerce Crossings, Louisville
(Preston Hwy & Gene Snyder Freeway)

Teaching practices should strengthen young children's problem-solving and reasoning abilities in experiences that are both formal and informal. Learn how to support the development of children's mathematical skills by creating hands on experience and presenting problem solving opportunities that are relevant and meaningful for their developmental level.

Feb 25

Behavior: Identifying AND Overcoming Challenging Behaviors

CDA 8 \$45 9 AM—4 PM For: All staff/D/AD TL 4

Presenter: Sue Daniel

Location: **Fairfield Inn**, Blankenbaker Pkwy & I-64, Louisville, EXIT #17

Workshop trainer will help identify age appropriate behavior and recognize the difference between atypical and typical behaviors. Workshop content: Intervening before a child's response becomes an issue, knowing what to do when the child uses inappropriate behavior, how to communicate and involve parents when working with behavior concerns.

WORKSHOP COMMENTS

"This was by far the most informative and helpful workshop I have taken in my 15 years in childcare!"

Becki Kostrach, Director

"Great! Fun incorporated with a wealth of knowledge. Thank you ."

Gina Sargento

"I have been doing this for 17 years and it is very difficult to find new and exciting topics—and this was one!"

Unsigned

"Excellent info. Very relevant to the challenges we face everyday in our Pre-K classes."

Kim Williams

"Instructor was very prepared and knowledgeable—used helpful examples to better demonstrate how to use suggestions. Helped clarify some questions I had."

Karen Reynolds

"So very helpful. I can use everything I heard today in helping my students.

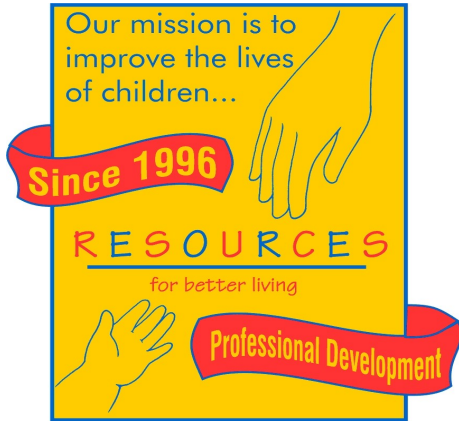
(And I've been to a lot of workshops that were worthless)"

Linda Otto

REGISTRATION

FAX (502) 327-6250

CALL 1-800-800-6217 or 502-327-6393



**Did you know ?
We accept Visa/Master Card**

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Louisville, KY 40252-0448**

Child Care Center _____

Address _____

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City

State

Zip

Contact _____ Position _____ Phone _____

E-mail address _____

After Hours Phone/Cell _____

Name/ Age Group

Date/ Workshop Attending/ Location

Workshops are not designed for children in attendance.
Room temperature varies. Suggestion: bring jacket or sweater for comfort

SPACE IS LIMITED—PLEASE REGISTER NOW so you're not disappointed!



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Workshop Sites close to you ...



Country Inn & Suites @ I-64 & Blankenbaker Pkwy., Louisville
Fairfield Inn @ I-64 & Blankenbaker Pkwy., Louisville
Strathmoor Presbyterian Church @ Hawthorne Ave/ Bardstown Rd., Louisville
The Children's Center @ YUM! Brands @ Gene Snyder & Preston Hwy., Louisville
Oldham Co. Public Library @ LaGrange KY



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