



# The Essential Trainer: Creating Fantastic Learning Experiences for ECE Programs

**June 23-24, 2010  
Hilton Savannah DeSoto  
Savannah, Georgia**

Training is a learning experience which seeks to promote situations which will strengthen a group or organization so that it functions smoothly, efficiently, and productively. At the same time, training seeks to stimulate both an increased sensitivity to oneself and to others with consciously-guided behavior for the purpose of improving individual performance and ultimately program efficiency.

The goal of **The Essential Trainer: Creating Fantastic Learning Experiences for ECE Programs** is to develop trainers for early childhood programs and increase the number of professionals who can design and deliver dynamic learning sessions to teachers, families, staff and community partners.

**The Essential Trainer** is designed to be a highly interactive experience and is intended to address both individual needs and global concerns specific to early childhood settings. The event will provide participants with tools and strategies relevant to work situations experienced by today's adult learner. The session will focus on practical training solutions that can contribute to the

effectiveness of organizational needs. The overall intent is to apply these training strategies to a variety of everyday and long-term plans and challenges. Using a vast training background, the seminar facilitator will provide a learning environment that is challenging, supportive, and fun. Regardless of training work history, all participants are welcomed to be part of this timely and skill enhancing seminar.

The Standard Registration Fee is \$295 per person. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of \$280 per person. (Some restrictions may apply based on level of subscription; 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 how to earn 1.1 Continuing Education Credits (CEUs) for this event, please see page 3.

## Learning Outcomes

- Participants will become more familiar with the different roles of the trainer and enhance their own experiences, skills, and style as a trainer.
- Participants will learn to identify and respond appropriately to the training needs of participants.
- Participants will explore the importance of design in the development of training.
- Participants will review a variety of presentation techniques for the delivery of training.
- Participants will gain a new appreciation for the importance of evaluating and following-up on training.

## Your Presenter



**Luis Hernandez**, Early Childhood Education Specialist, holds a MA in Bilingual and Multicultural Education and has served as an adjunct professor of Early Childhood Education at Miami

Dade Community College. His special training interests include early literacy, second language learning, program collaboration and partnerships, demographics and diversity, and adult learning in early childhood settings.

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

## Hotel Accommodations

The Hilton Savannah DeSoto is located at 15 East Liberty Street in Savannah, Georgia. Hotel accommodations are available at the special conference rate of \$108 per night for single or double occupancy (plus applicable taxes). Please make your hotel reservations **no later than May 24, 2010** by calling 912-232-9000 or 800-426-8483.

To qualify for the special conference rate, please state that you will be attending **Head Start Essential Trainer**. The room block will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. 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 fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.



The Hilton Savannah DeSoto is situated in the heart of Savannah's historic, dining, shopping, and theatre districts, just a short stroll from bustling River Street, the Savannah City Market, and Forsyth Park. Surrounded by Savannah's beautiful landscaped squares, magnificent restored southern homes of the Colonial and Victorian eras, and historic landmarks, the hotel is just 15 minutes from the Savannah International Airport and is convenient to museums, shopping, and pubs and restaurants, including the famous Paula Deen's.

## Tentative Agenda

### June 23, 2010

8:00 - 8:30 a.m.	Registration
8:30 - 9:00 a.m.	Welcome and Introductions
9:00 - 10:15 a.m.	The Role of the Trainer
10:15 - 10:30 a.m.	Break
10:30 a.m. - Noon	Knowing Your Audience
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 2:45 p.m.	Developing Effective Workshops
2:45 - 3:00 p.m.	Break
3:00 - 4:00 p.m.	Presentation Techniques

### June 24, 2010

8:30 - 9:00 a.m.	Checking In, Clarifications, and Concerns
9:00 - 10:15 a.m.	Training Design Considerations
10:15 - 10:30 a.m.	Break
10:30 a.m. - Noon	Training Evaluation and Design
Noon - 1:30	Lunch on Your Own
1:30 - 2:45 p.m.	Challenges and Opportunities in Training
2:45 - 3:00 p.m.	Break

# 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, please go to 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 the attached registration form and include an additional fee of \$25 per person. Consult the event registration form to learn how many CEUs will be offered for each event.

## T/TAS Also Brings the Training to You

T/TAS is a leading provider of on-site professional development training and technical assistance. 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 in our annual and quarterly training catalogs can be adapted for presentation in your local program or cluster.**

T/TAS also specializes in designing training specifically for delivery on-site in your local program, including such titles as *Preparing for An On-Site Federal Review*; *Program Governance: Road Map to Success for Decision-Makers*; *Positive Guidance: Making A Place for Everyone*; *Self-Assessment*; *The Supervisor/Mentor Coach Institute*; *Five Parenting Behaviors That Predict Success in School*; *Supporting the Involvement of Fathers in the Lives of Young Children*; and *Ongoing Monitoring: The Key to Quality in Head Start*. To learn more or to schedule training, call 800-882-7482.



# Event Registration Form

PLEASE PRINT THE NAME AND POSITION OF THE PERSON ATTENDING exactly as it should appear on the name tag. Copy this form as necessary for registering additional persons.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Agency/Program: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address (for Confirmation of Registration): \_\_\_\_\_

**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)
<input type="checkbox"/> <b>ESSENTIAL TRAINER: CREATING FANTASTIC LEARNING EXPERIENCES DOR ECE PROGRAMS, JUNE 23-24, 2010, HILTON SAVANNAH DESOTO, SAVANNAH, GEORGIA</b>	<input type="checkbox"/> Standard Registration: \$295 <input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$280 * <input type="checkbox"/> Check if requesting 1.1 CEUs (11 contact hours) from Western Kentucky University and include an additional \$25 in payment.

\* Subscribers, please include **TTAS@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 V 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.