

Self-Assessment: Yielding Useful Results

February 17-18, 2010

Embassy Suites Nashville Airport, Nashville, Tennessee

The development and implementation of a programmatic self-assessment is an integral part of the continuous improvement process for Head Start and Early Head Start. Through this “snapshot in time,” programs are able to report their progress toward meeting goals, identify areas needing improvement, and document program strengths for a variety of stakeholders, including the governing body, policy council, program staff, and Federal officials.

While most organizations have little difficulty in developing a self-assessment procedure, implementing the self-assessment, and obtaining results, many programs encounter difficulties in filtering the results in a useful and meaningful way, which leads to problems in analyzing the data collected and presenting an improvement plan that expands upon the program’s strengths while working to correct the program’s weaknesses.

Self-Assessment: Yielding Useful Results demonstrates practical strategies that can guide participants in establishing self-assessment policies and procedures for:

- Utilizing the current Federal review instrument for self-assessment purposes;
- Setting up appropriate program review teams;
- Organizing the self-assessment calendar;
- Obtaining useful and meaningful results;
- Appropriately synthesizing the data collected;
- Fully analyzing the results;
- Producing a compilation of both strengths and weaknesses;
- Generating a useable report for the various stakeholders;
- Creating a responsive program improvement plan; and
- Monitoring the results of the program improvement plan.

Self-Assessment: Yielding Useful Results is a day and a half workshop designed for all Head Start and Early Head Start staff, volunteers, and stakeholders who have a role in the self-assessment process. Space will be limited but the demand will not, so register today!

The Standard Registration Fee is \$375 per person. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of \$350 per person. (Some restrictions may apply based on level of subscription; visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including how to earn .9 Continuing Education Credits (CEUs) for this event, please see page 3.

Learning Outcomes

- Participants will develop a better understanding of what is required in a self-assessment.
- Participants will take part in an overview of “Hot Topics” in each Head Start and Early Head Start service area.
- Participants will receive a useful guide to using the Federal review instrument for self-assessment purposes.
- Participants will practice the task of analyzing data and generating useful and meaningful conclusions for the written self-assessment and continuous improvement plans.



Your Presenters



Christopher Watkins, Management & Finance Specialist, has a wealth of experience in providing training and consultation to Head Start grantees and is an expert in the areas of community assessment, strategic planning, and program evaluation. He has developed and presented hundreds of management and supervision workshops throughout the United States. Mr. Watkins holds a Certificate in Non-Profit Management from Duke University, an MA in Economics from American University, and a BA in Government and an MBA from Western Kentucky University.

Janet Buckley, Special Project Specialist, has over 25 years of leadership experience in a variety of Head Start and other non-profit programs, including responsibilities for the development and implementation of adult learning. Her training materials on community and self-assessment have been disseminated nationally. Ms. Buckley has a BA in Communications from SUNY Geneseo, a Master's degree in Education from the University of South Carolina, and a Certificate in Non-Profit Management from Duke University.



(T/TAS reserves the right to substitute or reduce the number of presenters as circumstances warrant.)

Hotel Accommodations

The Embassy Suites Nashville Airport is located two miles from the Nashville Airport at 10 Century Boulevard in Nashville, Tennessee. Hotel accommodations are available at the special conference rate of \$119 per night, single or double occupancy (plus applicable taxes). Please make your hotel reservations **no later than February 1, 2010** by calling 615-871-0033.

To qualify for the special conference rate, please state that you will be attending **Head Start Self-Assessment**. 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 Embassy Suites Nashville Airport is just a few miles from many

attractions including the Grand Ole Opry; the Hermitage (home of President Andrew Jackson); Opry Mills Shopping Complex; and Nashville Shores Water Park. Each suite includes high speed wireless internet access; alarm clocks; MP3 connectivity for iPods, CD players and other portable devices; Pay-Per-View movies; 2-line direct dial phones; voice mail; weekday delivery of USA Today®; coffee maker with complimentary coffee/tea; microwave; refrigerator; ironing board with iron; and hair dryer. The Embassy Suites also provides a free breakfast for all guests.

Tentative Agenda

February 17, 2010

8:00 - 8:30 a.m.	Registration
8:30 - 10:00 a.m.	Introduction and Welcome Self Assessment Requirements Developing the Self Assessment Process
10:00 - 10:15 a.m.	Break
10:15 a.m. - Noon	"Hot Topics" - Overview of What to Look For: <ul style="list-style-type: none"> • Health • Dental • Mental Health • Nutrition • Disabilities
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 3:00 p.m.	Safe Environments Family Partnerships Community Partnerships
3:00 - 3:15 p.m.	Break
3:15 - 4:30 p.m.	Fiscal Human Resources

February 18, 2010

8:30 - 10:00 a.m.	Overview of What to Look For: <ul style="list-style-type: none"> • Planning • Monitoring • Communication • Facilities Material and Equipment • Transportation
10:00 - 10:15 a.m.	Break
10:15 a.m. - Noon	Using the Results <ul style="list-style-type: none"> • Communicating the Results • Monitoring the Program Improvement Process

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, 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"/> SELF-ASSESSMENT: YIELDING USEFUL RESULTS , FEBRUARY 17-18, 2010, EMBASSY SUITES NASHVILLE AIRPORT, NASHVILLE, TENNESSEE	<input type="checkbox"/> Standard Registration: \$375 <input type="checkbox"/> TTAS@Your Service Subscribers: \$350 * <input type="checkbox"/> Check if requesting .9 CEUs (9 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 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>ACCESSIBILITY NEEDS:</p> <p>Do you have any disability that requires special materials or services?</p> <p>Do you have a special dietary need?</p>
--

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.