

The Head Start Directors' Institute

July 20-22, 2010, Gaylord Opryland Resort & Convention Center, Nashville, Tennessee



The Head Start Director's Institute is currently the only venue in which Head Start and Early Head Start Directors can meet to share experiences, learn new strategies, assess their leadership skills, discuss organizational issues, and address burnout exclusively with other Directors. This two and a half day symposium is also designed to provide participants with the tools to address day-to-day organizational and management issues and concerns.

Participants in **The Head Start Director's Institute** will compile a personal *Professional Development Plan* for implementation upon returning to their local programs. Participants will also gain insights and review tools for motivating their managers and program staff to move towards becoming a program of excellence. In addition, participants will have the opportunity to both review their local program's vision and goals statements and to explore and discuss future trends in the early childhood education field.

At the end of the institute, participants will receive a *Certificate of Achievement*. As part of implementing their *Professional Development Plan*, participants will also be asked to undertake a Homework Assignment by listing two items that they will act upon once they return to their programs. A dedicated listserv will be maintained for six months after the institute so that participants may continue to share information, ask questions, and provide follow-up on their professional development plans.

The Standard Registration Fee is \$430 per person, which includes the six months of listserv access. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$405 per person. (Some restrictions may apply based on the level of your subscription; please visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including information on earning 1.425 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will develop a **Professional Development Plan** for implementation after the institute.
- ★ Participants will review and develop tools for addressing the latest *Management Issues of the Day*.
- ★ Participants will explore strategies and receive tools for managing organizational change.
- ★ Participants will acquire new skills for effective leadership.
- ★ Participants will complete the institute feeling refreshed, re-energized and motivated.

Your Presenters



Gail Elleby, Management Specialist, holds Master's degrees in Public Administration and Sports Administration. Her areas of focus include non-profit board development, collaboration, strategic planning, volunteer programs, program evaluation, program monitoring, and non-profit agency relations. Gail's recent work centers on family literacy, orientation for new directors, leadership development, managing change, conflict resolution, strategic planning, board governance, and program management systems.

For more information, call 800-882-7482 or visit www.ttas.org



Eric Dupree, Management Specialist, has an MBA and over 30 years of managerial experience in large, multi-county, urban and rural Head Start and Early Head Start programs. Eric's specialty areas are management and operations of Head Start and Early Head Start Programs, home-based supervision, program governance, strategic planning, team building, community partnerships and linkages, facilities, and lease negotiations.

(TTAS reserves the right to substitute presenters as circumstances warrant.)

Hotel Accommodations

The Gaylord Opryland Resort & Convention Center is located at 2800 Opryland Drive in Nashville, Tennessee. Hotel accommodations are available at the special conference rate of \$125 per night, single or double occupancy (plus applicable taxes; the resort fee has been waived). To qualify for the special conference rate, please state that you will be attending **Head Start Directors/EHS** and refer to **Group Code X-INFTD** when making your hotel reservations. Please make your reservations **no later than June 18, 2010** by calling 615-883-2211 or 888-777-6779.

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 Gaylord Opryland is recognized around the world for its extraordinary service, luxurious accommodations, and first class entertainment. Under majestic, climate-controlled glass atriums, guests are



surrounded by nine acres of lush indoor gardens, winding rivers, and pathways. Highlights include a 44-foot waterfall, fountain shows, and tours aboard

our Delta Flatboats - right inside the hotel. While at the Gaylord Opryland, experience the legendary sounds of the Grand Ole Opry, play at Nashville's premier golf course, Gaylord Springs, enjoy a lunch or dinner cruise aboard the General Jackson Showboat, get your kicks at the Wildhorse Saloon, or walk to Nashville's premiere mall, Opry Mills.

Tentative Agenda

Tuesday, July 20, 2010

8:00 - 8:30 a.m.	Registration
8:30 - 9:00 a.m.	Welcome & Introductions
9:00 - 9:45 a.m.	Purpose of Institute and Objectives "Power of Vision" Exercise
10:00 a.m. - Noon	What A New Director Needs to Know Management Issues of the Day
Noon - 1:30 pm	Lunch on Your Own
1:30 - 3:30 PM	Head Start Reporting Requirements – Fiscal and Programmatic Risk Management/Assessment What Does a Quality Program Look Like?
3:30 - 4:00 p m	Debriefing and Q & A Planning Journal

Wednesday, July 21, 2010

8:00 - 8:30 a.m.	Questions & Answer
8:30 - 10:15 a.m.	Program Governance & Head Start Reauthorization
10:30 - Noon	Professional Development (Manual & Homework)
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 4:00 p.m.	Leadership Skill Development

Thursday, July 22, 2010

8:00 - 8:30 a.m.	Q & A and Homework Discussion
8:30 - 10:15 a.m.	Managing Organizational Change
10:15 - 10:30 a.m.	Break
10:30 - 11:30 a.m.	Visioning and Planning Journal
11:30 a.m. - Noon	Closing Activities

Registering for T/TAS Events

- ★ **To Register On-Line:** Go to www.ttas.org/calendar.html, locate the event for which you wish to register, and then click on the **Register** button. OR you can visit our home page at www.ttas.org, click on the **On-Line Registration** link, and select the event for which you wish to register.
- ★ **To Register By Mail:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and return 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:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and fax your Registration Form with Purchase Order or Credit Card info (Visa, MasterCard, or Discover) 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. ***Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to the start of the event.***

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 your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? 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 training catalogs can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482!**





Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

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)
<p>THE HEAD START DIRECTORS' INSTITUTE JULY 20-22, 2010, GAYLORD OPRYLAND RESORT AND CONVENTION CENTER, NASHVILLE, TN</p>	<p><input type="checkbox"/> Standard Registration: \$430 <input type="checkbox"/> TTAS@Your Service Subscribers: \$405 * <input type="checkbox"/> Check if requesting 1.425 CEUs (14.25 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p>

* Subscribers, please include **T/TAS@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 description.

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

ACCESSIBILITY NEEDS:
Do you have any disability that requires special materials or services?
Do you have a special dietary need?

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.
EIN61-1358086