



# The New Family Services Managers Orientation

**October 20-22, 2010, The Peabody Little Rock Little Rock, Arkansas**

These days, the demands of leadership are more complex than ever. New Head Start and Early Head Start Family Services Managers are often overwhelmed with the extensive amount of Head Start-specific information needed to provide effective leadership to the program's family services area. Even highly qualified and experienced social work professionals encounter the challenging task of integrating their expertise within the Head Start framework.

In response to requests from the Head Start Community, **The New Family Services Managers Orientation** was specifically designed as an application-oriented learning experience for managers with less than two years experience and addresses the diverse responsibilities of leadership in family services.

**The New Family Services Manager Orientation** will provide critical information and a set of tools, including the latest edition of the *The Family Services Manager's Handbook*, that will help new managers meet today's Head Start leadership challenges. The orientation will focus on:

- A systems-based view of leadership and supervision;
- The Family Services Manager's role in overseeing the delivery of quality services to families;
- Strategies for staff development and building effective management systems; and
- The practical application of Federal Regulations related to family services.

The Standard Registration Fee is \$425 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$400 per person. (Some restrictions may apply based on the level of your subscription; please 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 information on earning 1.825 Continuing Education Units (CEUs) for this event, please see page 3.

## Learning Outcomes

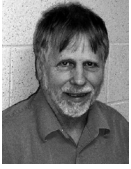
- ★ Participants will build the skills necessary to effectively manage and implement Head Start family services.
- ★ Participants will increase their understanding of the integrative nature of all Head Start service areas.
- ★ Participants will recognize organizational structures that support the delivery of quality services to children and families.
- ★ Participants will develop creative, innovative, and family-friendly strategies for the implementation of Federal Regulations related to family services.
- ★ Participants will learn to manage staff performance through a balance of accountability and trust.

## Your Presenters



**Jennifer Pecot**, Family & Community Partnerships Specialist, provides training and technical assistance in the areas of parent and community involvement, family partnership agreements, ERSEA, health and nutrition in family services, and fatherhood initiatives. She has extensive experience training Head Start and Early Head Start Boards and Policy Councils. Jennifer has a BS degree in Human Development and is certified in all four modules of the Program for Infant/Toddler Caregivers (PITC).

For more information, call 800-882-7482 or visit [www.ttas.org](http://www.ttas.org)



**Michael Gramling**, Human Development Specialist, has worked in a variety of capacities for Head Start since 1979 including classroom teacher, bus driver, cook, disability coordinator, center supervisor, and trainer. He holds a Master's

in Human Development and is a primary author of the Head Start Family Literacy Project training as well as The Supervisor/Mentor Coach Handbook.

*(TTAS reserves the right to substitute or reduce the number of presenters as circumstances warrant.)*

## Hotel Accommodations

The Peabody Little Rock is located at Three Statehouse Plaza in Little Rock, Arkansas. Hotel accommodations are available at the special conference rate of \$88 per night for single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Family Services Managers** when making your reservations. Please make your hotel reservations **no later than September 19, 2010** by calling 501-906-4000 or 800-732-2639.

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.

Located in the heart of the bustling downtown River Market District, The Peabody Little Rock offers unsurpassed luxury and world-class dining in the Capriccio Grill Italian Steakhouse. The Peabody is less than a mile from the William J. Clinton Presidential Library, less than 15 minutes from Little Rock International Airport, and conveniently connected to the Statehouse Convention Center. Nearby attractions include the Statehouse Museum, Alltel Arena, the Museum of Discovery, Arkansas Repertory Theatre, Arkansas Arts Center and the Robinson Center.



## Tentative Agenda

### Wednesday, October 20, 2010

8:00 - 8:30 a.m.	Registration
8:30 - 9:30 a.m.	Family Services in Head Start: Fighting the "War on Poverty"
9:30 - 10:15 a.m.	Head Start Management Systems
10:15 - 10:30 a.m.	Break
10:30 a.m. - Noon	Head Start Management Systems (Cont'd)
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 3:00 p.m.	Part 1304.40: Family Partnerships
3:00 - 3:15 p.m.	Break
3:15 - 5:00 p.m.	The Family Partnership Agreement Process
	Wrap Up and Closing

### Thursday, October 21, 2010

8:30 - 9:30 a.m.	Part 1304.41: Community Partnerships
9:30 - 10:15 a.m.	Part 1305 Regulations: ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance)
10:15 - 10:30 a.m.	Break
10:30 a.m. - Noon	Part 1305 Regulations: ERSEA (Cont'd)
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 3:00 p.m.	Supervision, Accountability and Trust
3:00 - 3:15 p.m.	Break
3:15 - 5:00 p.m.	Supervision, Accountability, and Trust (Cont'd)
	Wrap Up and Closing

### Friday, October 22, 2010

8:30 - 10:15 a.m.	Parent Involvement and Education
10:15 - 10:30 a.m.	Break
10:30 a.m. - Noon	Parent Involvement and Education (Cont'd)
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 3:30 p.m.	Systems, Services and Relationships: Putting It All Together
	Q&A Session/Evaluation/Closing

# Registering for T/TAS Events

- ★ **To Register On-Line:** Go to [www.ttas.org/calendar.html](http://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](http://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](http://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](http://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><b>THE NEW FAMILY SERVICES MANAGERS ORIENTATION</b> OCTOBER 20-22, 2010, THE PEABODY LITTLE ROCK, LITTLE ROCK, AR</p>	<p><input type="checkbox"/> Standard Registration: \$425  <input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$400 *  <input type="checkbox"/> Check if requesting 1.825 CEUs (18.25 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](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 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