

T/TAS: A Hallmark of Quality

For more than three decades, **Training & Technical Assistance Services (T/TAS)** has been a leading provider of comprehensive Head Start technical assistance and professional development training for the Head Start, Early Head Start, child care, and human services communities in all program content areas. T/TAS offers a wide range of high-quality, responsive, and cost-effective training and technical assistance, including:

- ◆ Pre-service and in-service training for local programs or clusters;
- ◆ Program governance training;
- ◆ Training for program leadership, policy councils, boards, and associations; and
- ◆ College credit, continuing education credit, and college classes for associations, clusters, and local programs.



T/TAS Service Directory

- ★ On-site and off-site technical assistance, either on a one-time or long-term basis.
- ★ Strategic planning for program leadership, policy councils, boards, and associations.
- ★ On-site technical assistance visits (known as PRIDEs) to assess your program's overall effectiveness and help prepare for a Federal monitoring review.
- ★ Contracts for specific staffing services, such as interim program or component management, dental exams, and research and development services.
- ★ A select line of high quality, innovative, and informative publications and videotapes, available only from T/TAS, to support and extend learning beyond the workshop and conference settings.
- ★ Materials development services, including designing promotional materials and presentations; designing and editing print materials; developing newsletters; and developing program-specific products, including technological options.
- ★ A comprehensive line of research services to support the positive development of local Head Start and early childhood programs, including:
 - ◆ Conducting research studies for programs, associations, or other entities;
 - ◆ Conducting surveys for programs, associations, and other entities.
 - ◆ Writing position statements or "white papers" for associations, programs, and others;
 - ◆ Writing or revising program plans, financial plans and manuals, training plans, policies and procedures, community assessments, and operating procedures.
 - ◆ Preparing refunding applications and writing grant proposals for programs, associations, grantee organizations, and others.
- ★ Management and planning for local, cluster, association and turn-key conferences, meetings, and events; comprehensive registration services; providing CEUs through Western Kentucky University; consulting on meeting logistics; and facilitating other mechanisms for meetings.

The following page offers a partial list of **Pre-Service & In-Service Workshop Topics** that T/TAS can provide to programs on an individual, cluster, state, or regional basis. Workshops and technical assistance can also be designed based on your program's specific needs.

T/TAS Offers:

Decades of Unparalleled Service

Relevant, Real World Experience

History of Innovation

Exemplary Record of Grant Management

Unique Support Network

Dynamic Leadership and Staff Specialists

Unmatched Pool of Expertise

Responsive, Efficient and Cost-Effective

Warm, Friendly and Informed Support Team

350 Years of Combined Experience

Flexible Approaches to Problem-Solving

Trustworthy and Dependable

Excellence, Quality, and Dedication

Competent and Creative Teams

Caring Professionals

Sample T/TAS Pre-Service & In-Service Workshop Topics

General Topics

- ◆ Orientation to Head Start: History, Philosophy and Goals
- ◆ Conflict Resolution
- ◆ Introduction to Management Systems
- ◆ Managing Stress
- ◆ Negotiation Strategies
- ◆ Organizational Change
- ◆ Team Building
- ◆ Time Management

Administration & Management

- ◆ Introduction and Review of the Head Start Program Performance Standards
- ◆ Importance of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
- ◆ Community Partnerships
- ◆ Development of Program Work Plans
- ◆ Developmentally Appropriate Staff Supervision
- ◆ In-Kind: It's Everybody's Business!
- ◆ Management and Leadership Development
- ◆ Managing Multiple Funding Streams
- ◆ Orientation to Head Start for New Staff
- ◆ Professional/Educational Development for Staff
- ◆ Systems Development
- ◆ The Role of Boards and Policy Councils in Head Start
- ◆ Transportation Regulations
- ◆ Transportation Planning
- ◆ Using Child Outcomes Data for Program Improvement
- ◆ Working with Volunteers
- ◆ On-Site Review
- ◆ The Mentor Coach/Supervisor: Building Relationships
- ◆ Assessing & Managing Risk
- ◆ Managing Financial Risk
- ◆ Financial Reporting

Home Based Head Start

- ◆ Introduction and Overview of Home Based Head Start
- ◆ The Performance Standards: A Home Based Point of View
- ◆ Effective Home Visits: Using Principles of Adult Learning to Guide the Way
- ◆ Family Literacy in Home Based Head Start

Early Head Start

- ◆ Early Head Start Appropriate Learning Environments
- ◆ The Role of the Caregiver
- ◆ A Close Look at Early Head Start
- ◆ Early Childhood Issues in Early Head Start
- ◆ The Daily Routines in Early Head Start
- ◆ Basic Health, Safety and Nutrition for Infants and Toddlers
- ◆ Early Literacy in the Early Head Start Program
- ◆ Promoting Language and Literacy In Early Head Start Classrooms
- ◆ Early Head Start: Comprehensive Health Services - Building a Foundation of Wellness
- ◆ Infant-Toddler Program Management
- ◆ Brain Development

Health, Dental, Nutrition & Safety

- ◆ 9-1-1. Is This An Emergency?
- ◆ A Common Sense Approach to Communicable Disease
- ◆ Dental Health & the Preschool Child
- ◆ Developing an Effective Health Services Advisory Committee
- ◆ Fun, Food, Fitness (Health Advocacy)
- ◆ Head Start/Early Head Start: Building a Foundation of Wellness
- ◆ Health & Nutrition in Family Services
- ◆ Learn the Lingo: Family Services and Health as Partners
- ◆ Routines and Relationships: Responsive, Respectful, Reasonable
- ◆ Safety Matters: Inside & Out
- ◆ Temperament, NOT Temperamental

Working with Families

- ◆ Family Literacy Overview
- ◆ Parent Child Interactions
- ◆ Helping Families Through Divorce
- ◆ Including Fathers
- ◆ Is the Welcome Mat Really Out? Suggestions for Creating A Family-Friendly Head Start Program
- ◆ Looking at Parent Involvement in Your Program
- ◆ New Language, New Skills: Strategies in Working with English Language Learners
- ◆ Preparing You and Your Child for School
- ◆ Re-Energizing Your Parent Committee
- ◆ Resolving Conflicts with Parents: Negotiating Win-Win Strategies
- ◆ Teen Parents: Applying Principles of Adolescent Development
- ◆ The Family Partnership Agreement Process
- ◆ The Family Partnership Agreement: An Ongoing Dialogue
- ◆ The Parent As Life Long Learner: Supporting the Child's Success in School Through Adult Education
- ◆ Understanding Program Governance
- ◆ Managing A Case Load
- ◆ Changing Demographics of Families

Education

- ◆ Activities for Language Development in Preschool Children
- ◆ Creating Fantastic Experiences: The Basics on Learning Outcomes
- ◆ This and That: Creative Ways to Use Materials in the Preschool Classroom
- ◆ Words, Words, Words: Helping Preschool Children Build Their Vocabulary
- ◆ Individualization: Learning How to Respect Differences
- ◆ Positive Guidance: How Values Guide Practice
- ◆ Anecdotal Notes: Documenting Outcomes
- ◆ Challenging Behaviors: The Power of Social and Emotional Relationships
- ◆ Child Assessment
- ◆ Children's Emerging Literacy and Language
- ◆ New Language, New Skills: Strategies in Working with English Language Learners
- ◆ Early Childhood Curriculum
- ◆ Growing, Growing Strong! Integrating Health Education Into the Preschool Classroom

- ◆ Lesson Plans and Learning Activities
- ◆ Mother Goose is Alive and Well! Using Nursery Rhymes for Phonological Awareness
- ◆ Outdoor Learning Environments
- ◆ Play: Is There Still Time for It?
- ◆ Promoting Language and Literacy In Head Start Classrooms
- ◆ Social-Emotional Development

Young English Language Learners, Program Governance, and other training sessions and materials are also available in Spanish.

T/TAS Serves

Head Start

Early Head Start

Home-Based

Head Start

Migrant Head Start

Child Care

Family Day Care

Community Action Agencies

School Boards

Community Action Programs

Limited Purpose Agencies

Universities, Colleges, & Academic Partners

Advocacy Groups

State Departments of Education

Regional ACF Offices

State, Regional & National Professional Organizations

State Head Start Associations

Regional Head Start Associations

National Head Start Association