HS University

The Power to Know

Complete Training for the Head Start Professional.

There's only one place you need to go for all your professional development needs.

New for 2024!

- Credential Programs! Assure your expertise, get credentialed today!

- Meet your programs Mental Health Requirements

- Complete Early Childhood Education curriculum training!

- Maintain full enrollment by implementing ERSEA standards correctly!

- The largest Head Start training curriculum!

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1-888-282-7817

Get Certified Now.

Comprehensive training solutions for staff working in Head Start!
Integrating the learning process… Anticipating the Future!

HS University

Table of Content

HS University Wants YOU!!!

HS University is establishing an Adjunct Instructor program. The intent is to identify people who are content experts in specific Head Start areas and invite those experts to participate in training delivery. The goal is to provide Head Start employees with training from the experts (that's you!). HS University will teach you to be a trainer and will design the instructional materials. You get to share your knowledge with others and develop a new skill to add to your resume!

If you are interested in sharing your expertise with others, contact HS University at hsutrainer@hsuniversity.org or call (901) 740-0293.

Course Code: HRM247
Instructional Techniques for Trainers

Course Description: This course is designed for new trainers who are looking for ways to become better presenters and build confidence while standing before a group of students. You will have an opportunity to learn about adult learning theory, course management, and appropriate delivery and communication skills.

Learning Objectives: Upon completion, you will be able to:
- Develop your own style of delivery
- Work with people of different learning styles
- Facilitate group discussion
- Develop listening and questioning techniques
- Adjust your presentation style to the needs of the group
- Develop a plan of action for your teaching experience

Target Audience: All staff interested in joining the Adjunct Instructor Program and teaching for the University.

To register call 1-888-282-7817 or visit us online at www.hsuniversity.org for more class information.

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How to Register. Please register early. To register by phone, call 1-888-282-7817 or (901) 748-0293 and ask for training; or fax to (901) 748-0297 or email: hsutrain@hsuniversity.org. Be ready with your name, course, preferred date, company and billing information and your purchase order number or credit card number. Be sure you have the prerequisites for any course you want to take. Payment is due in full by the date of the course.

Cancellation. For Head Start courses, please notify your Account Executive at least 15 business days in advance of your scheduled class should you need to cancel or reschedule your reservation and you will be able to reschedule your class without penalty. If cancellation is received fewer than 15 business days prior to a scheduled class, the regular course fee price will be charged. Repeat students and credit coupon holders will be assessed a registration fee for late cancellations.

For courses not located at Miami and Las Vegas locations, please notify your account executive 20 business days or more in advance to reschedule. There are no refunds for these courses. For cancellation less than 20 business days prior to course, a fee of 100% of the invoiced amount, will be assessed and repeat privileges will be revoked.

Credits and coupons are non-refundable and non-transferrable. (Classes may be rescheduled by HS University due to low enrollment.)

On Class Day. Please arrive 10 minutes prior to your class time and have your identification ready. If you arrive more than 15 minutes late, we may give your seat to another student. If you arrive more than 30 minutes late, you will not be admitted; however your account executive will be pleased to enroll you in the next available class.

Payment Options. HS University expects all payment in advance of scheduled course. For those students using purchase orders, they must be paid prior to course in order to guarantee slot. Unpaid registration will be waitlisted in case of over sold courses.

Class Hours Class times begin at 9:00am and end at 4:00pm each day. 2 Day Live Online class times begin at 11:00pm CST and end at 4:00pm CST each day. Six weeks online classes run 24/7. Students can access their course at anytime. There will be two 15 minutes breaks each day, and lunch will be from 30 minutes to an hour each day. Lunch may be provided in some classes. Please check with HS University to find out if lunch is provided for your training course.

Children on Campus during Training. The University strives to promote a classroom atmosphere conducive to learning and free from distraction. For this reason parents may not bring children to class or leave children unsupervised on campus at any time.

The Americans with Disabilities Act (ADA) HS University recognizes and accepts its obligation under the American with Disabilities Act of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities. Students have the responsibility to both self-disclose and request accommodation through the campus ADA Compliance Officer at 901-748-0293. Communication with faculty or other staff members does not fulfill the University ADA accommodation requirements. Verification through documentation from a health care provider is required prior to accommodations being determined and fulfilled. The campus ADA Compliance Officer will review documentation for accommodation consideration. Students must allow several weeks between self-disclosure and accommodations being made and should schedule coursework accordingly.

Special Services. Interpreting Services are available through HS University. **A one week notification before the start date of class** is required to arrange this service. If you have made arrangements for interpreting services and decided to cancel or transfer your class, a 48 hour notice to HS University is required. If this notice is not received, you will be billed for every day of training for the interpreting services. More information on interpreting services can be obtained by calling (901) 748-0293.

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HS University

HS University Showcases...

HS University takes its services on the road to showcase learning around the US. The showcases provide opportunity for Head Start staff to learn about our training services available to them. They can see a live demo of the education portal, which includes log on instruction, course registration, webinars, online study and keynote speakers. Mini workshops on such topics as Head Start eligibility, health services, and supporting families can be offered at the showcase as well. To request a showcase at your location, call (901) 748-0293.

How to use this Catalog?

Course in this catalog are organized by curricula. Look for the curriculum that best suits your interest:

- Disabilities
- Early Head Start
- Early Childhood Education
- Family Services
- Facilities
- Fiscal
- Health and Safety
- Human Resource Management
- Literacy
- Program Design & Management System
- Parent Involvement
- Program Governance
- Recruitment
- Technology
- Transitions
- Volunteer

If you don't know the name of the curriculum but know the course title, use the index to locate the course page number. Registration information is on page 79-80.

Dedicated to helping Head Starts improve quality of service to children and families.

At HS University, we provide the most comprehensive training programs for Head Start and Early Childhood programs. Through our courses and curriculum, we help you and your staff become more productive and proficient, ultimately improving quality of service to your families. That's what training and HS University is all about.

Our approach to training guarantees success. HS University combines courseware and instructor-led training with quality post-training support, for an integrated training service that is second to none. That's why we help thousands of Head Start staff master new skills each year.
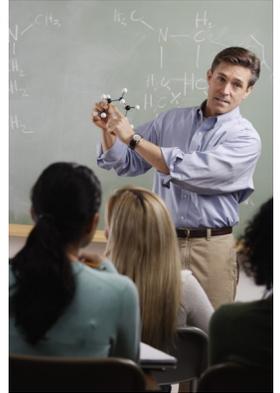
Comprehensive.

HS University provides the most comprehensive training choices available today, enabling you to meet all your program training needs, no matter what your program options. We offer more than 400 courses and more than 15 Credential programs. As one of the largest Head Start training integrator, Agencies rely on us for all their training needs from community partnerships to volunteers. With HS University, the same university that trains your staff on data entry can also train your staff on program monitoring. Training can also enhance your staffs productivity by helping staff to become more confident. With HS University training, you keep pace with the rapid complex changes taking place in the Head Start environment.

If you don't see a class you need...

HS University offers many classes in closed sessions or based on demand. Call an Account Executive for information about classes not listed in this schedule.

Visit us online at www.hsuniversity.org!

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On-Site Training Solutions

Get the results you're looking for!
Bring our powerful, high-impact training programs to your agency and show your employees that you're serious about their professional development and achieving critical program goals and objectives.

Choose from over 400 courses!
From program design and management to family services, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

Tailor the training to meet your specific needs!
We'll help you choose the appropriate courses for your agency and tailor each one to address specific goals, issues and scheduling concerns.

Maximize Your Training Budget!
On-Site Training allows you to train work groups, teams and policy groups for less than the cost of traditional seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation, visit us online at HS university.org or call us at 1-888-282-7817 today!

Over the years, we have developed teaching techniques and materials that provide all participants with the benefit of the most progressive training available. We cover the vast amount of information you need in a fast paced environment to maximize your time and learning experience. Actual regulations, information memorandums, program instructions and standards will be utilized throughout the training. Your workbook is designed explicitly for this workshop. Topics will be covered in a sequence designed to clarify and simplify. Questions and comments will be addressed as

you proceed through the material courseware.

FREE to every student
When you attend this workshop, you'll get a CD-ROM packed with powerful, time-saving forms and regulations to help you pinpoint and develop procedures and instructions at your program… as well as the most up-to-date regulations and more.

Our training gets you answers!

A bound workbook that will be a valuable refresher and reference
You'll walk away with a comprehensive workshop manual containing information, regulations, forms reference materials and techniques that took thousands of hours of research to put together--all in one convenient workbook you can use over and over again.

Your course workbook will become an immediate action plan for your program.
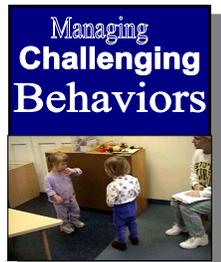
Managing **Challenging** Behaviors

Mailing Lists
Because we use multiple mailing lists to announce our programs, you may receive a duplicate of this catalog. If you would like to have your name removed from our mailing lists, please call our office at 901-748-0293 or email us at remove@hsuniversity.org. If you would like to add your name to our list, call or send us your name, address and fax number.

Frequently Asked Questions…

1. **What time does the course start?** All HSU courses begin at 9:00am and end at 4:00pm. There are two breaks, one at 10:00 am and the other at 2:00 pm each day. Students are allowed 1 1/2 hour for lunch.

2. **What do I do about payment for my classes?** Payment is expected prior to the course unless arrangements have been made. PO's are accepted and they must be cleared prior to the course.

3. **Are the classroom temperatures cool or warm?** Classroom temperatures can fluctuate. Please dress in layers to avoid being either too cold or warm.

4. **Does HS University issue certificates?** Certificates are issued for all of HS University's Trainings. HSU does not issue certificates for on-site trainings but programs can purchase the certificates for $5.00 each.

5. **Is there a fee for canceling my registration?** Yes. There is a $25.00 cancellation fee if you cancel 15 days prior to the training date. Cancellations received within 2 weeks of the training date are subject to the entire course fee.

6. **How do I find out about the training location?** You will receive your student packets by email 7 to 14 days before the training. You are then responsible for booking hotel reservations for each person registered from your program.

7. **How do I qualify for any HSU Discounts?** For discounts you can deduct $25.00 if you have at least 3 students from the same agency who have registered for the same training.

**Have more questions?
Call student services today at
1-888-282-7817!**

Our Mission…

Our mission is to serve the Head Start community by empowering staff to significantly increase their performance capability in order to achieve the Head Start purpose through understanding and principled-centered service. In carrying out this mission, we continually strive to practice what we teach!

About HS University

HS University is the leader in providing training and technical assistance services. HS University was designed to reach out to offer a wide range of services to the Head Start, Early Head Start and Early Childhood programs. Our highly effective services provide your program with a convenient way of acquiring the knowledge and skills needed to improve the quality of services provided. HS University was established to answer the unique needs of Head Start, Early Head Start and Early Childhood Agencies. We offer a wide variety of services that are specifically tailored for the Early Childhood Community. HS University also has an excellent cadre of instructors whose trademark is real-world Head Start experience. Our goal is to help your agency succeed. We want to see the difference in your agency.

Visit us online at www.hsuniversity.org!

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1-888-282-7817

Supervisory Training Certificate Program

HS University has designed a Supervisory Training Certificate Program to meet the developmental needs of busy supervisors. While the classes will be made up of supervisors from across the US and will focus on the challenges and opportunities facing all supervisors, the student learning experiences will be customized to provide individualized assessments, feedback and leadership coaching.

The effectiveness of a program's leadership can make the difference between that organization just surviving or excelling. This is why it is critical for Head Start leaders to continually develop new strategies to improve their professional performance for a greater impact on organizational success.

The program incorporates a flexible design that will allow supervisors to complete the program at their own pace by taking classes through the University's existing curriculum. The program begins with comprehensive foundational coursework that provides new supervisors with knowledge and skills needed for transitioning into a supervisor role. Students will complete a self-assessment that will guide their selection of elective courses, giving definitive shape to their leadership development. Many of the additional program requirements can be scheduled at the convenience of the students. In addition, each supervisor will have a leadership coach to assist them in setting goals and objectives based on the leadership competencies identified for development.

Program elements include:

- Self-assessment
- Foundational coursework
- Elective coursework
- Individual leadership coaching
- Degree assessment
- Opportunities for networking and peer learning

To take advantage of this unique opportunity to grow as a leader and advance your career, call and speak to an account specialist today!

Toll Free: 1-888-282-7817!

Go online at www.hsuniversity.org!

HS University ERSEA Credential Program...

When you earn an ERSEA Credential, you are demonstrating your expertise with ERSEA regulations, while validating real Head Start skills and job-related experiences that are used every day. ERSEA Credentials ensure that candidates are knowledgeable of ERSEA systems. Enrolling in a Credential program improves a program's ability to meet federal requirements such as monthly reporting and compliance during a federal review. Getting ERSEA Credentialed is the best way to stay up to date on current regulations because each of the Credential programs are continually updated and measured for relevance of current federal regulations.

In order to enroll in a Credential program, candidates must acquire a Credential level. There are 3 levels of Credential:
1. ERSEA Credentialed Administrator,
2. ERSEA Credentialed Supervisor, and
3. ERSEA Management License.

Candidates interested in acquiring a level of Credential can contact Student Services at 1-888-282-7817 and complete the following:

- Complete a candidate application
- Pay an annual fee
- Decide which Credential is right for you
- Enroll in the ERSEA Credential curriculum
- Attend ERSEA Training
- Take required exams
  ⇒ ERSEA Credentialed Administrator
  ⇒ ERSEA Credentialed Supervisor
  ⇒ ERSEA Management License
- Complete Skills Portfolio
- Complete Network Registry

Family Engagement Credential/License Program

The Family Engagement Credential/License course is a major effort initiated by HS University to improve the quality of Head Start employees by improving, evaluating and recognizing the competence of employees of Head Start. The Head Start performance standard and Head Start PFCE Framework define the training and job performance needed by Head Start employees and are the foundation of our license and credential program. This program is designed for those responsible for monitoring, managing and implementing of Family Support services. It provide students with the tools and best practices necessary to meet training and compliance requirements in family engagement and support the needs of Head Start Families. Participants learn about practical tools, strategies, and techniques that will make family service support to be dynamic, engaging, and effective. **The program will help programs optimize your ability to engage families and produce outcomes that meet compliance requirements.** The program provides a basic academic foundation and professional development for family support staff. An important professional credential or license offers Head Start family workers an opportunity to advance their careers and serve children and families more effectively. A license is a "collegiate diploma". It is a post-secondary academic process of establishing the qualifications of professionals working in Family Engagement. Upon the completion of HS University's family engagement credential or license, yourcredential/license will be based on the National Association of Social Workers (NASW) continuing education requirements and the Council on Social Work Education (CSWE) educational standards. HS University's Family Engagement credential/license program also aligns with Head Start Program Performance Standards (HSPPS) relationship-based competencies.

Toll Free: 1-888-282-7817!
Go online at www.hsuniversity.org!

Competency Goals

	Establish Partnerships	Support Family Goals	Offer Opportunities	Family Literacy Services	Coordinate & Integrate services	Access to Resources	Assist families in crisis	Culture, traditions, lifestyle	Professionalism
Communicating with Head Start Families			✔		✔	✔		✔	✔
Dealing with Conflict			✔		✔	✔	✔	✔	✔
Dealing with Families in Crisis	✔	✔	✔		✔	✔	✔	✔	✔
Family Partnerships: Empowering Families to reach goals	✔	✔	✔	✔	✔	✔	✔	✔	✔
Helping Parent Succeed	✔	✔	✔		✔	✔	✔	✔	✔
Supporting Families	✔	✔	✔		✔	✔	✔	✔	✔
Helping Substance Abuse Families	✔	✔	✔		✔	✔	✔	✔	✔
Handling Stressful Families			✔		✔	✔	✔	✔	✔
Working with Families	✔	✔	✔	✔	✔	✔	✔	✔	✔
Supporting Family Literacy	✔	✔	✔	✔	✔	✔	✔	✔	✔
Home Visits: Being Effective	✔	✔	✔	✔	✔	✔	✔		✔

Our Courses

CP140 - Community Partnerships: Developing Effective Resource Collaborations

Course Description: This course is designed to help program staff enhance their skills in building Head Start collaborations. Participants who attend this course will enhance their ability to foster successful collaborations and overcome barriers they may encounter. This course is developed to build the family support capacity of Head Start staff.

Learning Objectives: Upon completion of this course, you will be able to:

- Examine the impact of your values, beliefs and behaviors on the development of supportive relationships with each other and with Head Start families
- Help you to show support for each other and for Head Start families through recognizing and reinforcing individual and families
- Help staff see themselves together with Head Start families as members of the community who work as a team in resource development

Target Audience: This course is designed for all Head Start staff. This means all employees should benefit from this course, from bus drivers to directors, are targeted for this training program

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

Date

CP141 - Conducting Community-wide Strategic Planning & Needs Assessment

Course Description: This course is designed to assist staff in the development of their community assessment process. Students will learn the items required in the community assessment in accordance with the Head Start Performance Standards. They will learn about information on sources of data to collect and the data collection for the community assessment. of each of the processes that make up a strategic plan.

Learning Objectives: Upon completion of this course, you will be able to:

- Provide a clear picture of the key components of a strategic plan
- Provide guidelines for developing a strategic plan
- Provide a method for evaluating the quality of a plan
- Identify the pitfals to avoid when doing strategic planning
- Have more knowledge about the items required for inclusion in the community assessment
- practice drawing conclusions based on that data.

Target Audience: This course is designed for all staff. Those staff responsible for collecting information and creating the program community assessment will benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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CUR142 - Start with the Arts

Course Description: This course helps teaching and education staff learn how to promote literacy through visual arts, creative movement, drama and music. Students will learn how to incorporate lessons into existing program plans and receive learning objectives, materials list and strategies for creating inclusive classrooms as well as thematically linked books and songs and letters to encourage families to continue the activities at home.

Learning Objectives: Upon completion, you will be able to:

- teach children how to learn through art
- Use people-first language
- Understand the national standards for visual arts education
- Understand the national standards for theatre education
- Understand the national standards for dance and movement
- Understand the national standards for music education

Target Audience: This course is designed for staff working with children in Head Start. Disabilities, Teachers, Teacher Assistants and Education staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

CUR143 - Reading in the Head Start Classroom

Course Description: This course provides teaching staff opportunities to see all their students as literate and use an innovative social model of literacy to enrich the skills of children with or without disabilities. Students will receive strategies to understand literacy and inclusion that will benefit all Head Start students. This course will help education staff look beyond the labels and expectations often associated with disability, presume competence instead of limitation and ensure that students with disabilities reach their full potential as literate citizens.

Learning Objectives: Upon completion, you will be able to:

- Measure teacher practices during reading language arts instruction and its relationship to student achievement
- Learn about instructional content emphasis instrument: observation of reading instruction
- Understand Eco-behavioral strategies: observing, measuring and analyzing behavior and reading interventions
- Understand English-Language learner classroom observations of reading
- Review outcomes: Using Dibels to evaluate Kindergarten Curricula and Interventions

Target Audience: This course is designed for staff working with children in Head Start. Family Workers, Health, Disabilities, Teaching and Education staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Dec 9 - Jan 17, 2024	Online	

To register call 1-888-282- 7817 or visit us online at https://hsuniversity.org for more class information.

CUR144 - Supporting Play in Early Childhood: Environment & Curriculum

Course Description: This course provides a comprehensive approach to designing, implementing and evaluating play-based programs for young children. The course discusses culture and diversity, play for children with special needs, outdoor learning setting, STEM, the importance of interactions with adults and other timely topics
.
Learning Objectives: Upon completion, you will be able to:

- Identify current factors that affect the state of play in the United States
- Explain common characteristics of play
- Compare three different theories of play
- Describe the impact of culture and ethnicity on play
- List the cognitive, social and emotional, communication and physical benefits of play for infant and toddler, and preschooler growth and development
- Explain the benefits of observing and assessing play
- *

Target Audience: This course is designed for Home Visitors, and for teaching staff concerned with establishing the correct playing environments. Parents are also a recommended audience for this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

CUR145 - Developmentally Appropriate Practice: Curriculum and Development in Early Education

Course Description: This course is designed to meet the needs of new early childhood students as well as experienced teachers, professionals and parents. It provides an overview of the concept and theoretical foundations of appropriate practices in every development domain and discusses the practical implications for teachers and caregivers. The course covers the most used and regarded curriculum models, the course reflects the NAEYC position statement on developmentally Appropriate Practice and includes content on aligning early childhood teaching practices with national and state education standards.

Learning Objectives: Upon completion, you will be able to:

- Define developmentally appropriate practice
- Describe the essential components of developmentally appropriate practice
- Identify twelve developmental principles relevant to understanding developmentally appropriate practice
- Identify reasons why play is the most developmentally appropriate curriculum method
- Identify advantages and disadvantages of theme planning

Target Audience: This course is designed for staff working with children in the classroom. Disabilities, Teachers, Teacher's Assistants and Education staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

CUR146 - Preschool Appropriate Practices: Environment, Curriculum and Development

Course Description: This course focuses on the importance of and know how to create a self-directed learning environment and understand how to provide learning centers, including how their structure helps children understand the available activities and the importance of children making their own activity choices.

Learning Objectives: Upon completion, you will be able to:
- Understand the teacher's role in the self-directed learning environment
- Understand the principles of setting up and equipping the Block Center
- Determine how block activities help children develop physical, social, emotional, cognitive, language and creative skills
- Describe the role of dramatic play in the preschool curriculum
- Determine how dramatic play activities can promote social, emotional, cognitive, language and creative development

Target Audience: This course is designed for all staff working with children in Head Start. Disabilities, Teachers, Teacher's Assistants and Education staff will benefit most from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
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Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

CUR147 - Early Education Curriculum: A Child's Connection to the World

Course Description: This course offers insight for more effectively end equitably teaching children from diverse backgrounds and is filled with how-to tips and hands-on teaching ideas.

Learning Objectives: Upon completion, you will be able to use the following interconnecting philosophies:
:
- The first advocates that curriculum be child centered and child initiated, that it is sensitive to, and supportive of, the development of young children, individually and in a group, emphasizing acceptance of every child;
- The second is to focus on the curriculum itself, which provides all a child's development by planning developmentally appropriate experiences that build on what children already know and can do;
- The third philosophy is to encourage children to learn by doing;
- The fourth recognizes each child's unique strengths and supports the inclusion of each and every child given differences in culture, family structure, language, racial identity, gender, abilities and disabilities in culture, family structure, language, racial identity, gender, abilities and disabilities or economic class;

Target Audience: This course is designed for staff working with families in Head Start. Family Workers, Home Visitors, Health, Disabilities, Teaching and Education staff will also benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
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Dec 9 - Jan 17, 2024	Online	

HS University

CUR148 - Understanding the Effects of Homelessness on Preschoolers and their families

Course Description: This course helps participants focus on innovative approaches to working with homeless children and families. Participants will learn strategies that will help staff understand homelessness. This course gives students tools and strategies for working with homeless families and ways to help families move toward self-sufficiency and decrease their chances of returning to homelessness.

Learning Objectives: Upon completion, you will be able to:
- Identify the correct definition of a homeless family
- Set up policies and procedures for selecting homeless families
- Implement a primary caregiver model in the classroom in which each child is assigned
- Provide with needed tools for teachers to give children physical attention and validation of feelings

Target Audience: This course is designed for Family Workers, Health, Disabilities, Teaching and Education staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

Did you know?...

Homeless families are categorically eligible for Head Start!

A course designed to help you serve the homeless families in your community!!!

Can't make the class? We can bring this training to your location. Call us Toll Free to inquire about on-site training at 1-888-282-7817!

Visit us online at www.hsuniversity.org!

HS University…
We offer the largest selection of Head Start training in the US.

DIS149 - Managing Disabilities Services

Course Description: This course is designed to provide all Head Start disability staff with the skills and knowledge needed to plan and implement integrated services for children with disabilities and their families. Students will find the resources in this course useful in understanding their program's children with disabilities and learning ways to support them. Students will be given resources to promote interagency collaboration, support staff training and development, and assist programs in establishing recruitment and enrollment plans to reach out to children with disabilities.

Learning Objectives: Upon completion, you will be able to:

- Recognize the respective and shared roles and responsibilities of team members in managing their Head Start program's services for children with disabilities and their families
- Identify how their current roles and team collaboration practices can directly affect children with disabilities and their families
- Identify critical points in the disabilities services practices of their program where coordination among members of the management team must take place.

Target Audience: This course is designed for Health, Disabilities, and Mental Health staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS150 - Effectively Implementing Education Plans in Classroom Activities

NEW COURSE!

Course Description: This course is designed to build the skills of all staff in individualizing for children with disabilities. The course focuses staff to analyze and adapt the routine, activities and rules of the classroom to accommodate children with disabilities so they can display their varying abilities alongside their peers. It explores effective ways to collaborate with families, other specialists and community agencies.

Learning Objectives: Upon completion, you will be able to:

- Identify your role in developing and implementing Individualized Education Program/Individualized Family Service Plan (IEP/IFSP) as well as strategies you can use to promote family and staff collaboration.
- Use a process by which you can read, interpret and understand goals and objectives of a typical IEP/IFSP.

Target Audience: This course is designed for Disabilities, Teaching and Education staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

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DIS119 - Addressing Challenging Behaviors in EC Setting

NEW COURSE

Course Description: This course is around four principles. These principles provide a philosophical framework for strategies presented in course. This course examine ways in which children challenge the classroom environment because of their pre-existing temperamental characteristic, array of skills and preferences, and/or learned expectancies adult-child and child-child interactions from home., community and previous educational settings.

Learning Objectives: Upon completion, you will be able to utilize these four principles::
- Most concerning behavior can be prevented when we start with the basic
- In order to support real change, we must understand all influencing factors
- No matter how out of control we feel, there is always something we can do
- Real change takes time and we must make the investment

Target Audience: This course is designed for teachers and teacher's assistants. Mental Health, Disabilities, Teaching and Education staff will also benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS151 - Classroom Approaches for Teachers

NEW COURSE!

Course Description: This course is designed to help teachers learn to respond to and improve disruptive behaviors with ethical strategies that promote Head Start children's skill development and safeguard the emotional needs of all involved. During this course you learn strategies for solving behavior problems in positive ways.

Learning Objectives: Upon completion, you will be able to:
- assess the classroom environment and link effective behavioral interventions to developmentally appropriate curricula and teaching practices
- discover how to understand the needs of individual families and foster strong partnerships with them
- pinpoint each student's challenges and needs and develop appropriate informal interventions
- decide if and when a formal intervention plan is needed and collaborate with other members of the team

Target Audience: This course is designed for disabilities, Teaching and Education staff. All Head Start staff working with children will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
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DIS152 - Building Blocks for Teaching Special Needs

Course Description: This course will help students understand and implement fully inclusive classrooms. Students will learn to incorporate easy to use strategies with existing curriculums that promote progress in critical areas like behavior, emergent literacy and peer relationships. You will also look at diverse backgrounds and learn successful interventions.

Learning Objectives: Upon completion, you will be able to:

- Learn how to approach aligns with OSEP outcomes
- Learn practices to apply in the classroom
- Utilize forms such as assessments planning worksheets and evaluation forms
- Use curriculum modifications to allow full classroom participation
- Use child focused instructional strategies.

Target Audience: This course is designed for Mental Health, Disabilities, Teaching and Education staff. All Head Start staff working with children with disabilities will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS153 - The Inclusive Teaching Environment

Course Description: This course is designed to empower teachers to assess classroom environments and situations, develop and implement effective inclusion strategies, respond to Head Start children's diverse learning styles and hone their critical thinking skills. Educators will find an introduction to inclusive environments and services as well as in-depth discussion of classroom management issues. It will show teachers and education staff how to actively involve children, parents and others in the learning process.

Learning Objectives: Upon completion, you will be able to:

- Involve families in inclusive environments
- Use collaboration and teaming
- Use assessment strategies for inclusive classrooms
- Use strategies for facilitating inclusion
- Structure plans to meet individual needs
- Use Positive Behavioral Support
- Monitor children's progress
- Facilitate transitions

Target Audience: This course is designed for disabilities, Teaching and Education staff. All teaching staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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DIS154 - inking Social Competence to Learning

Course Description: This course will help participants be able to support children's acquisition of emerging literacy skills-listening, speaking, reading, and writing-in the context of home, family, and the program and build knowledge and understanding, collaborate with parents and other staff to create literacy-rich environments.

Learning Objectives: Upon completion, you will be able to:
- Support the ongoing, natural process of emerging literacy for all children, including those who are learning a second language and those with disabilities
- Collaborate with families to support children's language learning at home and in Head Start settings
- Analyze your own use of listening, speaking, reading and writing skills so they can serve as models for children

Target Audience: This course is designed for Mental Health, Disabilities, Teaching and Education staff. All teaching staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS155 - Temperament: Understanding Behavioral Styles

Course Description: This course will help you understand the basics of temperament. You will use knowledge from this course to help address children's behavioral challenges and improve classroom interactions. The course will be a guide for understanding and working with children's individual temperaments.

Learning Objectives: Upon completion, you will be able to:
- Learn to address specific behavioral challenges
- Learn to adapt the environment and adjust learning task
- Learn to create goodness of fit between teachers and children
- Learn to nurture children's self-esteem
- Learn to encourage children to learn self management skills
- Learn to work with parents to help teachers understand children and address challenges
- Learn to help children develop peer relationships

Target Audience: This course is designed for disabilities, Teaching and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
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To register call 1-888-282-7817 or visit us online at https://hsuniversity.org for more class information.

DIS156 - Promoting Social Emotional Health in HS Children

Course Description: This course will help you improve Head Start children's outcomes by building concrete connections between mental health, medical, education and social services. You will learn to make the most of powerful, complex links between social-emotional health and school readiness.

Learning Objectives: Upon completion, you will be able to:

- Make the most of the powerful complex link between social-emotional health and school readiness
- Infuse mental health services and supports
- Understand and implement successful integrated service systems
- Evaluate the effectiveness of current mental health services and support
- Learn the most about state and local programs
- Implement effective prevention and intervention strategies

Target Audience: This course is designed for Mental Health, Disabilities, Teaching and Education staff. All Head Start staff working with children will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS157 - Increasing Social Competence of Head Start Children

Course Description: This course will help you gain a deep and thorough foundation for understanding social competence. It is designed to help you examine key influences on social development such as--family, culture, classroom and friendships. You will learn strategies for social interaction interventions specific to different populations including children with disabilities and delays and children living in poverty. You will also learn to understand the effects of autism, behavioral disorders, communication and language disorders and severe disabilities on peer interactions and relationships.

Learning Objectives: Upon completion, you will be able to:

- Learn how to examine influences on social development
- Learn how to pinpoint strategies for social interaction interventions specific to different populations
- Learn to understand the effects of autism, behavioral disorders, communication and language disorders and severe disabilities on peer interactions and relationships

Target Audience: This course is designed for Mental Health, Disabilities, Teaching and Education staff. All Head Start staff working with children will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

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DIS158 - The Inclusive Facilitator

Course Description: This course will help you examine your practices and procedures for creating inclusive environments. You will understand the role of an inclusion facilitator, learn about practices for supporting inclusion, learn how to transform hearts and minds of those skeptical of reform, work as a collaborative team leader and source, learn strategies for supporting children as full class participants and advance organizational changes and use proven program development models.

Learning Objectives: Upon completion, you will be able to:
- Understand your role as an inclusion facilitator
- Learn practices for supporting inclusion
- Transform skeptics of reform
- Be an effective collaborator for support and information
- Learn strategies for supporting children
- Advance organizational changes
- Use proven program models for development

Target Audience: This course is designed for all Head Start staff. Head Start teachers, teacher aides, parents, volunteers and education managers will also benefit from this course.

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Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS131 - Identifying Abuse and Neglect in Head Start Children

NEW COURSE!

Course Description: This course will give participants specific roles and responsibilities in the managing children with explosive behaviors. With a practical, engaging approach to children with social and emotional behaviors you will learn about the four major categories of explosive behavior—physical abuse, sexual abuse, psychological abuse and neglect.

Learning Objectives: Upon completion, you will receive:
- Practical guidelines for identification, reporting, and follow-up
- Strategies for working effectively with students and their families
- A checklist to assist you in identifying abuse in different age groups
- List of helpful books, journals, video-tapes, audiotapes and organizations

Target Audience: This course is designed for all Head Start staff. Head Start teachers, teacher aides, parents, volunteers and education managers will also benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

EHS159 - Early Head Start Eligibility

Course Description: During the training you will learn how to develop procedures and best practices for implementing eligibility for EHS families. Students will understand how to identify eligibility, areas of improvement, and produce comprehensive action plan that addresses each area of improvement. Forms will be presented to help you with new eligibility requirements set forth in the 2007 Head Start Act. The training will focus on income eligibility and helping you to correctly determine families classified as EHS low income and homeless. Methods and regulations on recruiting will also be covered with exact recruiting techniques, forms and flyers to help in recruiting EHS families.

Learning Objectives: Upon completion, you will be able to:
- Understand EHS Eligibility requirements
- Determine what is public assistance
- Define Homeless families
- Understand EHS enrollment requirements
- Understand Selecting EHS applicants

Target Audience: This course is designed Family Workers, Intake Management and Home Visitor. All Early Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

EHS160 - Serving Pregnant Moms

Course Description: This course is designed to help Early Head Start programs deliver quality services to expectant mothers and their families. It covers development of management systems such as planning, defining enrollment and eligibility criteria and strategies and techniques on how services are delivered to expectant mothers and their families. Students will learn how to incorporate best practices and procedures for maintaining ongoing relationships with expectant mothers based on trust. You will learn how community assessments can be used to develop individualized services

Learning Objectives: Upon completion, you will be able to:
- Plan comprehensive services and ongoing self-assessments
- communicate relevant information to all the parties involved
- Understand record keeping and reporting issues to ensure that services are rendered in a timely manner and to monitor the outcome of the referrals to partnering agencies.

Target Audience: This course is designed for family workers, home visitors and EHS staff. All Early Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

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EHS161 - EHS Partnership Agreements

Course Description: This course reinforces Head Start's role as a family support program and defines the frame work for supporting families. The concept and principles of supporting families are presented along with the skills necessary to develop those relations which enhance family . It also focuses on those skills of family goal setting process that support family growth: learning from significant life events, identify internal and external support, visioning, creating a family picture, setting goals, developing and implementing a family plan and providing follow-up.

Learning Objectives: Upon completion, you will be able to:
- Partner with EHS families and offer them support based on their strengths, interests and needs
- Work with families to develop and implement EHS family partnership agreements
- Encourage growth and development by helping EHS families articulate, define and achieve goals
- Record family progress
- Acknowledge and uphold professional responsibilities

Target Audience: This course is designed for family workers, home visitors and staff working with families. All Early Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

EHS162 - Conducting Effective Home Visits

Course Description: This course was designed to provide detailed information about the role of home visitors in Head Start Home based services program option. It provides information for parent focused visits to meet the individual needs of children and families. It will present information on understanding the home-based program option, screening and assessment activities and planning home visits and activities. It will offer suggestions on how to introduce and discuss various situations with various audiences. Fact sheets are included as supplement for viewers.

Learning Objectives: Upon completion, you will be able to:
- The characteristics and skills of an effective home visit
- Strategies for developing partnerships with parents
- The ethical issues involved in home visiting
- Strategies for maintaining personal safety
- Ways to see support
- Strategies for initiating home visits

Target Audience: This course is designed for home visitors and family workers. All Head Start staff working with families will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS154 - Linking Social Competence to Learning

Course Description: This course will help participants be able to support children's acquisition of emerging literacy skills-listening, speaking, reading, and writing-in the context of home, family, and the program, Converse with children in ways that encourage them to talk with other people, Encourage children to develop a love of reading that will support their learning in school, Provide culturally relevant language and literacy experiences that offer many opportunities for children to express themselves and build knowledge and understanding, elaborate with parents and other staff to create literacy-rich environments.

Learning Objectives: Upon completion, you will be able to:

- Support emerging literacy for all children, including those who are learning a second language and those with disabilities
- Support children's language learning at home and in Head Start settings
- Use of listening, speaking, reading and writing skills so they can serve as models for children

Target Audience: This course is designed for Teaching and Education staff. Mental Health, Disabilities and all Head Start staff working with children will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS157 - Increasing Social Competence of Head Start Children

Course Description: This course will help you gain a deep and thorough foundation for understanding social competence. It is designed to help you examine key influences on social development such as--family, culture, classroom and friendships. You will learn strategies for social interaction interventions specific to different populations including children with disabilities and delays and children living in poverty.

Learning Objectives: Upon completion, you will be able to:

- Learn how to examine influences on social development
- Learn how to pinpoint strategies for social interaction interventions specific to different populations
- Learn to understand the effects of autism, behavioral disorders, communication and language disorders and severe disabilities on peer interactions and relationships

Target Audience: This course is designed for Teaching and Education staff. Mental Health, Disabilities and all Head Start staff working with children will benefit from this course.

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Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS155 - Temperament: Understanding Behavioral Styles

Course Description: This course will help you understand the basics of temperament. You will use knowledge from this course to help address children's behavioral challenges and improve classroom interactions. The course will be a guide for understanding and working with children's individual temperaments. You will first review how temperament traits combine to affect behavior. Then you will look at age-specific behavior patterns and temperaments in infants, toddlers and preschoolers. You will examine environmental factors that influence behavior in five settings.

Learning Objectives: Upon completion, you will be able to:
- Learn to address specific behavioral challenges
- Learn to adapt to the environment and adjust learning task
- Learn to encourage children to learn self management skills
- Learn to work with parents to help understand children and address challenges

Target Audience: This course is designed for disabilities, Teaching and Education staff. All Head Start staff working with children will benefit from this course.

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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS157 - Children Behaviors - Approaches for Teachers

Course Description: This course is designed to help you learn to respond to and improve disruptive behaviors with ethical strategies that promote Head Start children's skill development and safeguard the emotional needs of all involved. During this course you learn strategies for solving behavior problems in positive ways.

Learning Objectives: Upon completion, you will be able to:
- design classrooms with customized supports for children with challenging behaviors, from establishing schedules and setting limits to developing curricula and designing the classroom space
- address specific behavioral challenges during selected times in the daily schedule
- pinpoint each student's challenges and needs and develop appropriate informal interventions
- decide if and when a formal intervention plan is needed and collaborate with other members of the team

Target Audience: This course is designed for disabilities, Teaching and Education staff. All Head Start staff working with children will benefit from this course.

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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

DIS119 - Managing Challenging Behaviors

Course Description: This course is designed to ground you in the essentials of promoting mental health development in classroom settings and understanding the basic principals of the social-emotional domain and how it relates to children and their families. Topics covered are: Classroom preventive practices, Teaching Strategies, Individualized Intensive Interventions.

Learning Objectives: Upon completion, you will be able to:

- Develop a system for collecting data, and then using it to develop strategies that capitalize on children's strengths and needs
- Identify when and how to seek appropriate supports within the program and within the community in an effort to fully integrate children with challenging behaviors into their program

Target Audience: This course is designed for Mental Health, Disabilities, Teaching and Education staff. All Head Start staff working with children will benefit from this course.

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Feb 19 -Mar 29, 2024	Online	
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FAC163 - Head Start Facilities: Assessing for Compliance

Course Description: This course will provided programs with tools to assess their existing facilities to make improvements and to secure space for expansion. Participants will get strategic information, checklist and worksheets for facilities assessment and planning. In-depth coverage on assessment, compliance issues, facilities design and funding will be covered.

Learning Objectives: Upon completion, you will be able to:
- Analyze current facilities
- Conduct Facilities Assessment

Target Audience: This course is designed for Center management, Directors and staff responsible for maintaining Head Start facilities. All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FAC139 - Understanding Head Start Facilities Requirements: PS 1309

Course Description: This courses provides clear and concise understanding for procedures for applying for Head Start grant funds to purchase, construct or make major renovations to facilities which operate Head Starts. Participants will get detail information about what measures must be taken to protect the Federal interest in such facilities purchased, constructed or renovated with Head Start grant funds.

NEW COURSE!

Learning Objectives: Upon completion, you will be able to:
- Understand facility license and determine if valid
- Understand safety and learning environments
- understand accommodations and use of space
- Understand design, furnishing and equipment
- Look at technical criteria such as security, acoustics, windows, doors and hardware as well as plumbing and lighting requirements

Target Audience: This course is designed for center management, Directors and staff responsible for maintaining Head Start facilities.

Date	Location	Tuition
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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS168 - Communicating with Families

Course Description: This course is designed to ground you in the essentials of communicating with families. During this training you will learn about: Understanding Head Start Communication - You will learn about the keys to effective communication such as positive approaches and speaking and listening in a ways that is considerate of listener., Speaking and Listening Effectively - You will learn how to convey respect and techniques for moving conversations along., Using Plain Language writings - You will learn practical skills for making written communication more successful.

Learning Objectives: Upon completion, you will be able to:

- Understand the role communication plays in creating and maintaining positive relationships
- Identify factors that enhance the appeal of messages
- Recognize that every communication is an opportunity to reinforce Head Start's mission of valuing parents

Target Audience: This course is designed for family workers, health workers, education workers, parent involvement workers, administrative staff, managers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS169 - Dealing with Conflict

Course Description: This course will give you expert advice on the sticky issues of dealing with conflict. You'll learn practical solutions for: How to recognize the 15 warning signs that a problem is brewing, How to act—*not react*—in a negative situation, How to offer constructive feedback, How to choose the right intervention technique—from counseling and coaching to formal meetings.

Learning Objectives: Upon completion:

- You'll learn why they act the way they do
- You'll find out exactly what to say and do in specific situations
- You'll become less of a target for people's barbs and antics
- You'll see how to bring out the best in even the worst people

Target Audience: This course is designed for family workers, health workers, education workers, parent involvement workers, administrative staff, managers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS171 - Helping Parent Succeed

Course Description: This course is designed for Head Start staff working in partnership with parents on self-sufficiency goals. The course focuses on the skills needed to: develop a personal plan for education and employment; create career ladder opportunities for parents within the Head Start program and mobilize community resources to support families.

Learning Objectives: Upon completion, you will be able to:

- Identify success as an ongoing process
- Use a variety of planning tools and strategies
- Evaluate your Head Start program in terms of opportunities provided for parents
- Identify ways that your program can enhance opportunities for parents to find meaningful work
- Initiate support and action networks
- Identify key resources in the community
- Influence community services

Target Audience: This course is designed for family workers, health workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS172- Supporting Families

Course Description: This course reinforces Head Start's role as a family support program and defines the framework for supporting families. Participants will understand the concepts and principles of supporting families and the skills necessary to develop those relationships which enhance family support.

Learning Objectives: Upon completion, you will be able to:

- Apply principles of family support to your daily work
- Demonstrate the skills necessary for forming supportive partnerships with families
- Develop creative approaches for providing support to families
- Assess your skills in working effectively with families and establish plans for professional development accordingly

Target Audience: This course is designed for family workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS115 - Family Engagement: Fundamentals of Case Management

Course Description: This course provides step-by-step process for monitoring case management. It is a clear look at the case management process. Ethical situations for working with families. A discussion of the differences among moral, ethical and legal behavior and the importance of mandated reporting.

NEW COURSE!

Learning Objectives: Upon completion, you will have a deep understanding of:
- Family services and case management
- Boundaries, Value Conflict and Confidentiality
- Culture Competence
- Attitudes and Boundaries
- Effective Communication
- Addressing and Disarming Anger

Target Audience: This course is designed for family workers, health workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS115 - Family Partnership Agreement: Building Strong Goal-Oriented Relationships

Course Code: FS115

Course Description: This course is to promote family support staff in using strengths-based attitudes and relationship-based practices. Many programs are struggling to find unique ways to support vulnerable families. Strength-based attitudes and relationship-based practices are especially important in working with families who are experiencing challenging situations.

NEW

Learning Objectives: Upon completion, you will be able understand:
- What are Goal Oriented Relationships
- Recognizing what families, staff and children contribute
- How to appreciate differences
- Cultural Perspectives
- Use Strength-based Attitudes

Target Audience: This course is designed for family workers, health workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	Non HSU Member: $990
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS173 - Helping Substance Abuse Families

Course Description: This course provides guidance and useful insights on supporting both children and families affected by substance abuse. Participants will be provided strategies and best practices for staff training and supervision, parent education, policy development and the establishments of community partnerships. The course will also provide information strategies for supporting staff who work with children affected by substance abuse so they can bring about change and improvement. Participants will get information about children at risk who display significant behavior and learning challenges.

Learning Objectives: Upon completion, you will be able to:
- Understand the impact of children's families and communities on their behavior
- Understand the seven recommended interventions that will improve services
- Amend or strengthen program policies
- Recommend options to consider in allocation resources
- Recommend tools to use in analyzing the need to implement recommended strategies

Target Audience: This course is designed for family workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS174 - Handling Stressful Families

Course Description: This course provides practical strategies for working with families who live in an multi-stressed environment. The course will offer on-going support for teams participating in this course for staff development. Participants will address the need of families living in an multi-stressed environment.

Learning Objectives: Upon completion, you will be able to:

- Work with families who are highly stressed
- Understand staff level of stress
- Learn to respond to stress
- Understand Head Start appropriate response
- Understand the characteristics of living in multi-stressed environments
- Design the appropriate learning environment
- Develop daily schedules, routines and transitions for stressful children
- Help families cope with stress
- Support parents
- Problem solve

Target Audience: This course is designed for family workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS University

FS117 - Working with Families

Course Description: This course will be your area plan for parent-focused support that will help you understand and use methods to build respectful relationships with families. Students will learn how to incorporate best practices and procedures for maintaining ongoing relationships with families based on trust.

Learning Objectives: Upon completion, you will be able to:
- Understand the philosophy of parent participation
- Become more visible by having regular and consistent contact with parents
- Become effective and appropriate with information exchange
- Understand anti-bias with respect to cultural sensitivity
- Connect and have more interpersonal relationships with families

Target Audience: This course is designed for family workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
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Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS176 - Supporting Family Literacy

Course Description: This course will provide strategies and solutions for the problem of intergenerational illiteracy and its relevance to the Head Start program. Participants will be guided on how Head Start programs address family literacy.

Learning Objectives: Upon completion, you will be able to:
- Identify ways that parents support children's learning
- Identify how parental beliefs about children's learning affect how and what children learn
- Identify everyday experiences that contribute to children's learning
- Use observation techniques to identify elements of supportive family learning environments

Target Audience: This course is designed for family workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS131 - Home Visits: Being Effective

Course Description: This course provides detailed strategies and information about the role of home visits. The course offers best practices on how to use the home visit to establish and maintain partnerships with families, how to use the home as a learning environment to engage parents in planning and assessing family activities

Learning Objectives: Upon completion, you will be able to implement and understand:
- The characteristics and skills of an effective home visit
- Strategies for developing partnerships with parents
- The ethical issues involved in home visiting
- Strategies for maintaining personal safety
- Ways to see support
- Strategies for initiating home visits

Target Audience: This course is designed for family workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS117 - Working with Home Based Families

Course Description: This two day seminar will be your area plan for parent-focused support that will help you understand and use methods to build respectful relationships with families. Students will learn how to incorporate best practices and procedures for maintaining ongoing relationships with families based on trust. You will learn how to complete family assessments that can be used to develop individualized family plans.

Learning Objectives: Upon completion, you will be able to implement and understand:
- Understand the philosophy of parent participation, "parents as partners"
- Become more visible by having regular and consistent contact with parents
- Become effective and appropriate with information exchange

Target Audience: This course is designed for family workers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS University

FS225 - Customer Service: Being Family Friendly

Course Description: This two day training will provide comprehensive customer service training to Head Start staff who are responsible for handling customer situations. This training will equip you with practical tools to improve your customer service skills and attitudes in working with families in Head Start. Customer Service can be either a positive influence or a destructive force for your Head Start program. Head Start staff represents the first contact that the customer has with the agency and this is where the family's opinion of an agency is formed. H

Learning Objectives: Upon completion, you will be able to implement and understand:
- The characteristics and skills of an effective home visit
- Learn to define effective customer service within the Head Start community
- Learn to identify the most common barriers to providing high-quality customer service and identity

Target Audience: This course is designed for home visitors and family workers. All Head Start staff working with families will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FS170 - Dealing with Families in Crisis

Course Description: This course provides staff with a framework for understanding, identifying and responding to family crises. This course provides participants with the opportunity to explore safety issues posed by crisis situations; to learn strategies for reducing personal risk; and to learn strategies aimed at preventing crises in vulnerable families.

Learning Objectives: Upon completion, you will be able to:
- Assess stress-producing situations or events contributing to family crisis, and their impact on the family's ability to cope
- Recognize families at risk of crisis, and help them develop solution-focused plans aimed at crisis prevention
- Develop and implement action plans to stabilize and support families in crisis

Target Audience: This course is designed for family workers, health workers, education workers, parent involvement workers, administrative staff, managers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FIS177 - Understanding OMB Circulars

Course Description: This course will focus on understanding OMB Circulars. It provides students with a strong foundation in Circulars issued by the federal Office of Management and Budget (OMB) to define the principles and standards for agreements between federal agencies and research institutions. Detailed and complex, these Circulars can be difficult to understand, but a clear grasp of their central principles is essential for the effective management of Head Start.

Learning Objectives: Upon completion, you will be able to:
- Understand Common Rule
- Understand OMB Circulars

Target Audience: This course is designed for fiscal and financial management staff. It is also good for staff responsible for maintaining financial responsibilities.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

FIS121 - Fiscal Integrity: Maintaining Accountability

NEW COURSE!

Course Description: This course will focus on the revised Head Start Fiscal Protocol. This training will help programs understand the responsibility of governing bodies in developing and implementing effective policies and procedures to provide reasonable assurance that Head Start funds are used solely for their authorized purpose. The Fiscal Protocol was revised to include additional financial compliance areas. This training focuses on helping program design monitoring tools for annual review of the Fiscal Protocol to ensure that programs can adequately measure compliance with applicable fiscal laws and regulations.

Learning Objectives: Upon completion, you will be able to:
- Understand 2009 Fiscal Protocol
- Understand interrelationships for governance, planning, recordkeeping reporting, communication, and monitoring
- Have strategies for issues relating to fiscal monitoring

Target Audience: This course is designed for management, Directors and staff responsible for maintaining Head Start financial responsibilities.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS178 - Effectively Tracking Dental Services

Course Description: This course will help participants understand their role of health in dental tracking. Participants will learn about tracking dental visits and maintaining follow-up tracking dental health services mandates. You will learn to recognize health concerns requiring dental intervention. Participants will identify appropriate community dental health partners and ensure 100% dental follow-up.

Learning Objectives: Upon completion, you will:

- Learn new skills and updated information about current dental requirements
- Learn to effectively monitor your program for Head Start PIR counts
- Find solutions to incomplete dental examinations, and inadequate numbers of providers willing to work with young children.

Target Audience: This course is designed for coordinators of health services, mental health, disabilities services managers, family service managers and health services managers.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS179 - Maintaining Healthy Environments

Course Description: This course will focus on ensuring your understanding of the natural environment and improve your ability to incorporate environmental enrichment and environmental protection into your program. Students will consider the immediate issues of identifying risks and preventing harm in the home setting and the Head Start center, while developing an ecological, long-term perspective in your choices.

Learning Objectives: Upon completion, you will be able to:

- Help enrich your program activities through environmental education
- Help offer parents and children opportunities to learn about environmental health issues
- Help increase your ability to identify hazards and prevent environmental illnesses and injuries
- Help analyze your program and come up with practices that protect the environment and prevent practices that damage the environment
- Help advocate for environmental health, justice and protection in your communities

Target Audience: This course is designed for coordinators of health services, Directors, Disabilities services managers, family service managers and health services managers.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS122 - Mental Health Services: Meeting Federal and State Requirement

Course Description: This training is designed to provide teaching staff, home visitors, family service workers, managers, as well as consultants with a process of reflecting on their own practice, assessing difficult situations and designing interventions through collaborative problem solving.

REVISED COURSE!

Learning Objectives: Upon completion, you will be able to:
- Build and support nurturing relationships to promote healthy social and emotional development
- Develop strategies to promote resiliency within Head Start children, families and communities

Target Audience: This course is designed for mental health, disabilities services managers, family service managers and health services managers.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS123- Safety First: ABCs of Childhood Injuries

Course Description: This course will increase your skills in dealing with injuries in your program. Participants will: understand the common causes of injuries and their relationship to child development, create a safe environment in the classroom and at home, teach safety practices to other staff, children and families, prepare policies, procedures and provisions for emergencies, properly assess, care for and document injuries in their program, and support children, parents and staff in their recovery from emergencies and injuries

Learning Objectives: Upon completion, you will be able to:
- create a safe environment in the classroom and at home
- teach safety practices to staff, children and families
- Prepare policies, procedures and provisions for emergencies
- Assess, care for and document injuries in your program properly

Target Audience: This course is designed for center management, teaching staff and staff responsible for maintaining health safety.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS118 - First 90 days: Meeting Health Requirements

Course Description: This course will ensure your compliance with the requirements of health within the first 90 days of the child's entry into the program. It will help programs determine ongoing sources, obtain up-to-date schedules and obtain and arrange testing, examination and treatment as well as develop and implement follow-up plans.

Learning Objectives: Upon completion, you will:

- Learn new skills and updated information related to current medical requirements

- Learn to effectively monitor your program for 90 day requirement

- Find solutions to incomplete physical examinations, and inadequate numbers of providers willing to work with young children.

Target Audience: This course is designed for coordinators of health services, Directors, Disabilities services managers, family service managers and health services staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS181 - The Head Start Playground: Ensuring Safety

Course Description: This course will increase the skills of Head Start staff in preventing and dealing with playground injuries in their program. The course will help staff to: understand the common causes of playground injuries and their relationship to child development; create a safe environment on the Head Start playground; teach safety practices to other staff, children and families; prepare policies, procedures and provisions for emergencies; properly assess, care for and document injuries in their program; and support children, parents and staff in their recovery from emergencies and injuries.

Learning Objectives: Upon completion, you will:

- Understand appropriate adult/child ratios
- Understand management requirements of playgrounds
- Understand playground design for Head Starts
- Know Safe Zones of playgrounds
- Know and manage equipment maintenance

Target Audience: This course is designed for center management, Directors and staff responsible for maintaining Head Start facilities. All Head Start staff working with children will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS114 - Managing Health Services

Course Description: This course is designed for newly hired health services staff. This course will help staff effectively track and monitor comprehensive health services. Participants will learn how to understand requirements as described in the Head Start performance standards as well as how to break down barriers in order to successfully partnership with both parents and providers so that children can get the health care they need.

Learning Objectives: Upon completion, you will be able to:

- Understand the federal requirement for maintaining quality health services
- Develop procedures to best document and record medical, dental and other health information
- Support parents in obtaining follow-up services
- Evaluate program procedures for screening and exams and develop strategies for improvement
- Identify and implement best practices for health

Target Audience: This course is designed for center management, Directors and staff responsible for maintaining health services. All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS212 - Health Services For Family Workers

Course Description: This course is designed to designed to help family workers to effectively help families articulate child health issues and challenges and offer support systems to meet families needs. It is designed to give those staff working with both parents methods of documenting and tracking health services as well as utilizing health plans with FPA process.

NEW COURSE!

Learning Objectives: Upon completion, you will be able to:

- Develop procedures to best document and record medical, dental and other health information
- Support parents in obtaining follow-up services
- Learn best strategies for collecting and identifying health issues
- Identify and implement best practices for health

Target Audience: This course is designed for Family Service Workers. All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS114 - Health Management: Maintaining Compliance

Course Description: This course is presents fundamental health management concepts that all Head Start staff and parents can use to provide quality services. It covers four themes: health management is a team process that requires everyone to understand his or her role and responsibilities, everyone manages some portion of health services and therefore needs to understand health management skills, everyone in the program plays a part in achieving health quality, change is a natural part of growth and development and the program must adapt to constant health change and produce high quality service.

NEW COURSE!

Learning Objectives: Upon completion, you will be able to:
- Identify four basic health management dimension — planning, organizing, collecting and follow-up
- Recognize how family values influence health services
- Assess critical health issues and procedures for obtaining needed services

Target Audience: This course is designed for health services managers. All Head Start administrative staff will also benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS182 - The Health Tracker: Designing Tools for Managing Health Services

Course Description: This course provides guidance for the health coordinator. It focuses on using tools to follow-up effectively on children's health needs. It will summarize information about screenings, immunizations, and examinations for each child. Participants will also learn how to compile statistics for the Program Information Report (PIR) on the number of health services received, on problems identified and treatment received.

Learning Objectives: Upon completion, you will:
- Learn new skills and updated information related to current health requirements
- Learn to effectively monitor your program for health requirements
- Be able to find solutions for monitoring incomplete health services, and inadequate numbers of providers willing to work with young children

Target Audience: This course is designed for health services managers, Directors, Disabilities services managers, family service managers and health services staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS183 - Understanding Children Health Records

Course Description: This course focuses on guidance for completing each part of the Head Start Child Health Record. Participants will learn to use a list of the forms that include the Child Health Record and give you specific directions for completing the forms, and information about which professional should complete which forms. It will include documents for completing a child's health history including medical, dental, dietary and developmental information. It will cover how to collect the information by interviewers such as health coordinators, social service coordinators or aides during initial health interviews.

Learning Objectives: Upon completion, you will:

- Learn new skills and updated information into current health records
- Learn to effectively monitor your program for health information listed on records
- Be able to find solutions to incomplete health information, and inadequate numbers of providers willing to provided needed information

Target Audience: This course is designed for health services managers, Directors, Disabilities services managers, family service managers and health services staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
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Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS184 - Teaching Hand Hygiene

Course Description: This course will help programs increased children and staff awareness of hand hygiene. Students will learn how to increase their knowledge of the necessity for hand washing, how to increase hand washing in Head Start children, through the use of music and how to increase their knowledge of proper hand washing per CDC scientific guidelines.

Learning Objectives: Upon completion, you will be able to:
- Identify reasons for hand hygiene
- Identify when hand washing is necessary
- Identify the benefits of hand washing
- Understand how to wash hand properly

Target Audience: This course is designed Teaching and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS185 - Understanding State and Federal Personnel Laws

Course Description: This course will give you proven tips and guidelines about what's new and what's coming in federal and state laws--things you should know now, should you shell out for Employment Practices Liability Insurance (EPLI) or are there better alternatives, Why the EEOC is focusing their enforcement efforts in one area--and what you can do to keep out of their sights, ADA alert: How to keep out of trouble in two hot new areas--mental and stress-related disabilities and managing disease, how to legally control absenteeism in spite of the tangle of FMLA and state laws, a clear guide to conducting your own error-free internal investigations, high-tech privacy issues are one of today's hottest topics.

Learning Objectives: Upon completion, you will:

- What's new and what's coming in federal and state laws
- Why the EEOC is focusing their enforcement efforts in one area
- ADA alerts
- How to legally control absenteeism
- A clear guide to conducting error free internal investigations
- High-tech privacy issues
- What's new in Alternative Dispute Resolution

Target Audience: This course is designed for staff working in human resources or personnel management.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS186 - Effective Communication

Course Description: This one day course is designed to help you communicate with greater confidence and build your professional credibility, handle conflict and confrontation more effectively, communicate with incredible tact when a situation calls for finesse, think on your feet and speak with greater ease and more success and keep your composure when the pressure's on high.

Learning Objectives: Upon completion, you will be able to have a better understanding of:

- How to handle the toughest questions with finesse and polish
- Techniques for maintaining your composure when you feel like losing your cool
- How to think on your feet in meetings, interviews and impromptu presentations
- Diplomatic ways to deliver bad news without creating bad feelings
- The secret to projecting an aura of confidence and power
- Strategies for dealing with difficult people up and down the line

Target Audience: This course is designed for all Head Start staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS187 - FMLA Compliance Update for Head Start

Course Description: This course provides expert advice on the very latest legal developments in the FMLA, how to know what a "serious health condition" is and isn't, according to recent court rulings, how to manage intermittent leave and reduced-schedule leave confidently--and prevent employee abuse, how to identify which law applies when leave laws overlap--FMLA, ADA or Workers' Comp, and how to make informed decisions regarding pregnancy leave.

Learning Objectives: Upon completion, you will learn:
- up to the minute court developments
- to identify the latest employer designation and notification "hot spots"
- To properly require medical Credential and re-Credentials
- To stay informed of latest schedule leave
- To manage the changing legal realities of re-instating returning employees
- Discipline and terminate employees under FMLA
- Coordinate leave under FMLA
- Avoid the biggest mistakes under FMLA

Target Audience: This course is designed for those working in human resource and those staff responsible for staff leave.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

Dealing Effectively with Unacceptable HS188 - Employee Behavior

Course Description: This course will give you expert advice on the sticky issue of disciplining workers whose performance just doesn't measure up. You will learn practical solutions for correcting problems and how to achieve optimum productivity in your program. Participants will get hands-on strategies of handling the discipline process, from recognizing the problem and assessing its severity, to intervention strategies and to formal termination procedures. This training is designed for anyone who manages, supervises or leads difficult employees giving you proven strategies for identifying non-performers and turning that behavior around.

Learning Objectives: Upon completion, you will be able to:
- recognize the 15 warning signs that a problem is brewing
- act--not react--in a negative situation
- offer constructive feedback
- choose the right intervention technique--from counseling and coaching to formal discipline meetings
- set measurable performance measures and communicate them to employees
- determine when it's time to transfer, reposition or terminate employees
- protect yourself and agency from wrongful termination lawsuits

Target Audience: All Head Start staff will benefit from the course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HRM199 - Managing & Supervising Employees

Course Description: This course will give you expert advice on the sticky issue of disciplining workers whose performance just doesn't measure up. You will learn practical solutions for correcting problems and how to achieve optimum productivity in your program. Participants will get hands-on strategies of handling the discipline process, from recognizing the problem and assessing its severity, to intervention strategies and to formal termination procedures. This training is designed for anyone who manages, supervises or leads difficult employees giving you proven strategies for identifying non-performers and turning that behavior around.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Speak, write, communicate--clearly and tactfully
- Get organized and become an efficiency pro
- Make the skills of today's best supervisors second nature
- Deal quickly and professionally with every performance problem
- Give criticism in a way that creates positive behavior--not resentment
- Use your inner creativity to become a standout problem solving
- Capitalize on your inner strengths to build an unstoppable team

Target Audience: All Head Start staff that manages or supervises staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HRM189 - Managing Emotions Under Pressure

Course Description: This course is designed to help you learn how to stay cool, calm and unflappable no matter how much pressure you are under. Participants will learn how to keep anger under control so they never "lose it" and regret it later, stop taking setbacks personally--learn to bounce back quickly, manage the stress of job change by "going with the flow", put the power of self-discipline and healthy routines to work in their personal life and stay un-frazzled and productive through high-pressure periods.

Prerequisites: None

Learning Objectives: Upon completion of this course, you will learn:

- The 5 traits every emotionally "in control" professional possess
- The E-factor
- The 5 steps for changing habits
- How to deal with workplace changes
- How to maintain emotional sanity
- How to stay calm

Target Audience: All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

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HRM190 - Being Professional: Communicating with Diplomacy

Course Description: This course is designed to ensure you can handle the toughest questions with finesse and polish, to think on your feet in meetings, interviews and impromptu presentations, to use diplomatic ways to deliver bad news without creating bad feelings project an aura of confidence and power, to use strategies for dealing with difficult people and to use techniques for maintaining your composure when you feel like losing your cool.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Communicate under pressure
- Understand the secret of getting information
- Be diplomatic in action
- Be positively persuasive with ideas

Target Audience: All Head Start staff will benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875

Non HSU Member: $990 |
Apr 1 —May 10, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

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Requirements:
- This program consists of the completion of one to two exams.
- Courses will be offered in over 20 locations around the US.

Core Component Areas:
- Community Partnerships
- Curriculums
- Early Childhood
- Facilities
- Family Services
- Fiscal
- Health and Safety
- Human Resources Management
- Literacy
- Program Design & Management
- Parent Involvement
- Performance Standards
- Program Governance
- Technology

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LIT191 - Early Language & Literacy Classroom Observations

Course Description: This course provides you with an overview of the ELLCO system and an opportunity to practice using the ELLCO with written scenarios and video vignettes. Participants will learn strategies to specifically address the role of environmental factors in early literacy and language development. This course will provide you with comprehensive introduction on how to use ELLCO and allow you to prepare for classroom observation by familiarizing you with the classroom environments and interacting with children and rate the quality of classroom supports for literacy through age-specific observation elements.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Look for pre-literacy activities
- Use a classroom observation to gather critical information about the 5 keep elements of literacy
- Complete information about conducting classroom observations, scoring accurately and limiting bias

Target Audience: This course is designed staff for teachers, teacher's assistant, disabilities, mental health and education coordinators and managers.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
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DIS154 - Linking Social Competence to Learning

Course Description: This course will help participants be able to support children's acquisition of emerging literacy skills-listening, speaking, reading, and writing-in the context of home, family, and the program, Converse with children in ways that encourage them to talk with other people, Encourage children to develop a love of reading that will support their learning in school, Provide culturally relevant language and literacy experiences that offer many opportunities for children to express themselves and build knowledge and understanding, elaborate with parents and other staff to create literacy-rich environments.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Supporting the ongoing, natural process of emerging literacy for all children, including those who are learning a second language and those with disabilities
- Analyze your own use of listening, speaking, reading and writing skills so you can serve as models for children

Target Audience: This course is designed for Mental Health, Disabilities, Teachers and Education staff. All Head Start staff working with children will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
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CUR144 - Head Start Child's Play

Course Description: This course covers the nature and purpose of play, the types and stages of play, appropriate materials and resources, gender boundaries, cultural variance, differing abilities of young children and the role of the adult. It is designed to help teaching staff analyze their own perceptions and attitudes and ultimately have strategies for developing curriculums that recognize play as a powerful learning experience

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Understand the role of play in development and learning
- Stop, look and listen: adapt an investigative stance when children play
- Think about play, playing about thinking
- Use developmentally appropriate play and turtle hunting
- Understand Aboriginal children and play
- Use universal fantasy: the domination of Western theories of play
- Understand play and the gifted child
- Understand the place of play for young children with disabilities
- Understand play environment, resources and teacher's roles

Target Audience: This course is designed for staff working with children in Head Start. Teachers, Teachers Assistants and Education staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

LIT192 - Developing Effective Early Literacy Programs

Course Description: This course shows educators why early literacy is so important and how to help young children read in real classrooms. The course captures the best early literacy knowledge from highly respected leaders in the field and turns those key concepts into strategies to use now with diverse learners at different skill levels. Students will get the latest information on: classroom environment, environmental print, English language learners, comprehension, invented spelling, shared storybook reading, assessment of early literacy skills, the home connection, Early Reading First

Prerequisite: None

Learning Objectives: Upon completion, you will:

- Have a balanced discussion of phonics
- Understand more on multilingualism
- Understand emergent literacy, pedagogy, transitions and children as communicators
- Understand a broader age range--more on infants and toddlers and children in the early years

Target Audience: This course is designed for Teaching and Education staff. All Head Start staff working with children will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
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Sep 16 -- Oct 25, 2024	Online	
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LIT193 - Ladders to Literacy: Language Focused Curriculum

Course Description: This course will give participants practical strategies that have well-defined links between Head Start Recommended Outcomes, so teachers can be sure they're giving children the best start in literacy, a scope-and-sequence chart that helps educators choose which activities to do each month and creative activities that reflect up-to-date practices. Participants will receive field-tested games, crafts, role plays, and other activities that improve children's basic pre-literacy skills such as writing words, recognizing letter sounds, and breaking words into syllables and phonemes.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Help teachers to deliver curriculum content effectively
- Learn to engage children through structured and unstructured activities
- Learn to address the needs of children from low resource backgrounds
- Learn how to ensure alignment with HS outcomes framework
- Learn how to incorporate with current program
- Help parents continue home learning

Target Audience: This course is designed for all education staff. It is most beneficial to Head Start teachers, teacher aides and education managers. All staff members working with children in the classroom will also benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

LIT194 - Engagement of Children in the Classroom

Course Description: This course will offer strong evidence-based approach to promoting engagement in Head Start children. Participants will learn strategies to help them reduce wasted time and misbehavior during down time and transitioning from one thing to another, make the most of natural learning opportunities and encourage developmental goals, maximize classroom efficiency and engagement with included diagrams of classroom setup suggestions, assess child functioning in daily routines to ensure progress, write functional classroom goals with tips and problem-solving suggestions for implementing interventions, integrated therapy into classroom routines so teachers and therapists can learn from one another.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- reduce wasted time and misbehavior
- make the most of natural learning opportunities
- maximize classroom efficiency and engagement
- assess child functioning
- write functional classroom goals
- integrate therapy into classroom routines

Target Audience: This course is designed for all education staff. It is most beneficial to Head Start teachers, teacher aides and education staff. All staff members working with children in the classroom will benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
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Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

LIT195 - Phonemic Awareness in the Classroom

Course Description: This course will offer strong evidence-based approach to promoting engagement in Head Start children. Participants will learn strategies to help them reduce wasted time and misbehavior during down time and transitioning from one thing to another, make the most of natural learning opportunities and encourage developmental goals, maximize classroom efficiency and engagement with included diagrams of classroom setup suggestions, assess child functioning in daily routines to ensure progress and write functional classroom goals.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Help teachers to deliver curriculum content effectively
- Learn to engage children through structured and unstructured activities
- Learn to address the needs of children from low resource backgrounds
- Learn how to ensure alignment with HS outcomes framework
- Learn how to incorporate with current program
- Help parents continue home learning

Target Audience: This course is designed for all education staff. It is most beneficial to Head Start teachers, teacher aides and education staff. All staff members working with children in the classroom will also benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Dec 9 - Jan 17, 2024	Online	

LIT196 - Reading Together: Promoting Adult-Child Interactive Reading

Course Description: This course will help educators understand how important it is to read to young children as well as the quality of shared reading that really affects emergent literacy. The course focuses on tools to measure the quality of adult and child interactions during joint book reading. We will help early educators improve and individualize their teaching of these skills, and help family literacy programs provide evaluation data that demonstrates their practices are effective. The course is grounded in scientifically based research and extensively field tested to: Measures what's important, Takes a short amount of time, Includes intervention activities

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Enhance attention to text
- Promote interactive reading and supporting comprehension
- Assess key reading behaviors and score the assessment
- Evaluate and explain behavior
- Use literacy strategies

Target Audience: This course is designed for all education staff. It is most beneficial to Head Start teachers, teacher aides and education staff. All staff members working with children in the classroom will also benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
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Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

LIT192 - Designing Effective Early Literacy Programs

Course Description: This course shows educators why literacy is so important and how to help young children read in real classrooms. The course captures the best early literacy knowledge from highly respected leaders in the field and turns those key concepts into strategies to use now with diverse learners at different skill levels. Students will get the latest information on: classroom environment, environmental print, English language learners, comprehension, invented spelling, shared storybook reading, assessment of early literacy skills, the home connection, Early Reading First.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Have a balanced discussion of phonics
- Understand more on multilingualism
- Understand emergent literacy, pedagogy, transitions and children as communicators
- Understand a broader age range—more on infants and toddlers and children in the early years
- Understand the role of children's literature in teaching and learning
- Understand early scribble and drawing as part of emergent writing

Target Audience: This course is designed for all education staff. It is most beneficial to Head Start teachers, teacher aides and education staff. All staff members working with children in the classroom will also benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

LIT228 - Early Childhood Environment Rating Scale (ECERS)

Course Description: The Early Childhood Environment Rating Scales (ECERS) Training is a quality assessment training designed for preschool, kindergarten, and child care classroom staff serving children 2 and a half through 5 years of age. The course provides students with the how's and when's to use each tool, the scoring process and practice in scoring a variety of items. The course will also encompass the expanded ECERS-R which consist of 43 items. Students will learn about the changes that include new interaction items, additional curriculum items such as use of electronic media and promotion of acceptance of diversity, more inclusive and culturally sensitive indicators, and more items focusing on staff needs.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Understand and use the Environment Rating Scales
- Use the tools to assess and improve early learning environments
- Use ECERS to define and measure quality
- Conduct research on the Environment Rating Scales

Target Audience: This course is designed for all education staff. It is most beneficial to Head Start teachers, teacher aides and education staff. All staff members working with children in the classroom will also benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

LIT239 - CLASS (Classroom Assessment Scoring System)

Course Description: This two-day workshop will help teach you skills to use the CLASS instrument to assess classroom quality. The course will provide information on the theoretical and empirical foundations of CLASS as well as procedures to familiarize you with CLASS dimensions, to help you practice coding from master-coded video, and complete an observation reliability test. During the training you will learn about the common metric and vocabulary that is used to describe various aspects of quality across early childhood. Students will learn about the domains and dimensions used by class and how to define and assess classroom quality across their pre-school program.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Conduct a set of pre-training exercises on your own
- Cover the background information on the CLASS
- Practice scoring using classroom video

Target Audience: This course is for those who seek to conduct CLASS observations in classrooms or are using video tapes. Typical trainees include researchers, administrators, university teacher educators, classroom observers, coaches and mentors, and quality rating system evaluators.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
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CP141 - Conducting Community-wide Strategic Planning

Course Description: This course is designed to assist staff in the development of their community assessment process. Students will learn the items required in the community assessment in accordance with the Head Start Performance Standards. They will learn about information on sources of data to collect and the data collection for the community assessment. Actual data and sample community assessments will be used to help staff understand how to interpret data and draw conclusions. Students will learn detailed information about: Developing & Utilizing the Community Assessment.

Prerequisites: None

Learning Objectives: Upon completion of this course, you will:

- Have more knowledge about the items required for inclusion in the community assessment
- Have more information about sources of data and data collection for community assessment
- Be able to practice using data to develop meaningful conclusions and set program goals.
- Receive actual US Census data for the area served by your Head Start program and practice drawing conclusions based on that data.

Target Audience: This course is designed for all staff. Those staff that are responsible for collecting information and creating the program community assessment will benefit from this training.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
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Oct 28 - Dec 6, 2024	Online	
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MS136 - Program Monitoring & Self-Assessment

Course Description: This in-depth two day course introduces Head Start agencies to the skills and concepts to establish a self-assessment or monitoring system in their agencies. Students will develop skills and methods for setting up a monitoring process, implementing program self-assessments, establishing a management task team, handling conflict during the assessment process, collecting data, setting up focus groups, interviewing skills, understanding CA reports, understanding and implementing PRISM, generating the PIR, and establishing a written plan and setting up monitoring systems and report systems.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Maintain a holistic, integrated approach by thinking about the entire process as well as the individual steps
- Use the strength and resources of Head Start team members

Target Audience: This course is designed for all staff. It is most beneficial to Head Start management and staff monitoring and assessing the program.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
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Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
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MS102 - ERSEA:
Understanding the System

Course Description: This course is designed for staff new to ERSEA. It will help staff understand the eligibility requirement as well as enrollment of children and families in the program. It will also help staff to understand the requirements for attendance. Students attending this course will be given a brief overview of ERSEA and what is required in a federal review/audit.

Prerequisites: None

Learning Objectives: Upon completion of this course, you will:

- Understand ERSEA and how it relates to the new Protocol
- Understand how to use CA data in recruitment, eligibility, and selection
- Understand eligibility requirements such as income verification, age requirements and public assistance
- Be able to monitor attendance and understand how to calculate average daily attendance ADA correctly

Target Audience: This course is designed for family workers, intake management and those staff responsible for maintaining eligibility requirements.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
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MS198 - Head Start Record Keeping: Records, Retention, Retrieval & Destruction

Course Description: This course will help you be aware of the vital role organized document retention and destruction plays in protecting your program. Participants will get up to date recent developments in the law that impact your practices and clarify your obligation during litigation discovery. The course will give you specific tips and guidelines for developing a document retention policy that employees follow, one that address the evolving area of electronic records and how to handle everything that goes into--and comes out of--computers. You will learn: Recent developments that make a strictly enforced document retention program essential for every Head Start program,

Prerequisites: None

Learning Objectives: Upon completion of this course, you will understand:
- recent developments that make a strictly enforced documents retention program essential
- The problem with destroying documents too soon or -- even worse--keeping them too long
- Your litigation discovery obligations
- Lessons learned from cases about the perils of improper documentation

Target Audience: This course is designed for all staff. Those staff responsible for managing record keeping and recording will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HRM199 - Managing & Supervising Employee

Course Description: This one day course will give you expert advice on the sticky issue of disciplining workers whose performance just doesn't measure up. You will learn practical solutions for correcting problems and how to achieve optimum productivity in your program. Participants will get hands-on strategies of handling the discipline process, from recognizing the problem and assessing its severity, to intervention strategies and to formal termination procedures. This training is designed for anyone who manages, supervises or leads difficult employees giving you proven strategies for identifying non-performers and turning that behavior around.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Speak, write, communicate--clearly and tactfully
- Get organized and become an efficiency pro
- Make the skills of today's best supervisors second nature
- Deal quickly and professionally with every performance problem
- Give criticism in a way that creates positive behavior--not resentment
- Use your inner creativity to become a standout problem solver
- Capitalize on your inner strengths to build an unstoppable team

Target Audience: This course is designed for managing and/or supervising staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HS University

HRM200 - Coaching & Team Building For Head Start

Course Description: This course is designed to give you vital teambuilding expertise--both people skills and technical skills, guaranteed to make your team more cohesive, more highly motivated and more productive. Participants will learn how to: Inspire people to "go the extra mile", Give feedback that helps staff correct shortcomings and do their best, Create an environment of caring and cooperation, Deal with difficult workers and turn problems into pluses, Build a balanced team with "player" who work well together, Lead meetings that stay on track and move everyone to action, Provide your staff with the training they need to excel at their jobs, Be an effective "press agent" for your program.

Prerequisites: None

Learning Objectives: Upon completion of this course, you will:
- Put together teams that gets results
- Inspire others to succeed
- Polish your leadership skills

Target Audience: This course is designed for all staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

MS201 - Protocol Institute: Preparing for a Federal Review

Course Description: This course is designed to help you prepare and adequately identify staff roles in the Federal review process. You will learn what materials should be assembled and in hand for Federal on-site reviewers. You will also be equipped with materials, strategies and techniques to better prepare staff, parents and partners for the review process. Participants will get the latest version of the Head Start Protocol and learn how the Protocol process works.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Acquire information about the Federal review process
- Explore techniques to ready your staff for Federal review
- Understand each section of latest monitoring/ review instrument
- Examine needed documents for reviewers
- Get tools and strategies to support appropriate review processes

Target Audience: This course is designed for all staff. Those staff responsible for preparing for federal reviews will benefit from this training.

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Feb 19 -Mar 29, 2024	Online	
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HS University

HR189 - Managing Emotions Under Pressure

Course Description: This course is designed to help you learn how to stay cool, calm and unflappable no matter how much pressure you are under. Participants will learn how to keep anger under control so they never "lose it" and regret it later, stop taking setbacks personally--learn to bounce back quickly, manage the stress of job change by "going with the flow", put the power of self-discipline and healthy routines to work in their personal life and stay un-frazzled and productive through high-pressure periods.

Prerequisites: None

Learning Objectives: Upon completion of this course, you will learn:
- The 5 traits every emotionally "in control" professional possess
- The E-factor
- The 5 steps for changing habits
- How to deal with workplace changes
- How to maintain emotional sanity
- How to stay calm

Target Audience: All Head Start staff will benefit from this course.

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Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
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Dec 9 - Jan 17, 2024	Online	

HRM190 - Being Professional: Communicating with Diplomacy

Course Description: This course is designed to ensure you can handle the toughest questions with finesse and polish, to think on your feet in meetings, interviews and impromptu presentations, to use diplomatic ways to deliver bad news without creating bad feelings project an aura of confidence and power, to use strategies for dealing with difficult people and to use techniques for maintaining your composure when you feel like losing your cool.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Communicate under pressure
- Understand the secret of getting information
- Be diplomatic in action
- Be positively persuasive with ideas

Target Audience: All Head Start staff will benefit from this training.

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Feb 19 -Mar 29, 2024	Online	
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HS University

MS203 - Head Start Act: Understanding the Regulations

Course Description: This course is designed to help participants understand all the changes in the Head Start Act by clearly explaining how performance standards have changed. It will explore all areas of change and the Federal expectations and requirements. Students will be able to return to their program with tools and strategies of how the Head Start Act will impact state and local changes, as well as how to create policies, procedures and tracking systems to meet the changes.

Prerequisites: None

Learning Objectives: Upon completion of this course, you will be able to:
- Understand the changes in the ACT
- Explore the areas of the ACT that will require Federal interpretation
- Examine the areas of the ACT that may require changes to Head Start Performance Standards

Target Audience: This course is designed for all staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
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HRM186 - Effective Communication

Course Description: This one day course is designed to help you communicate with greater confidence and build your professional credibility, handle conflict and confrontation more effectively, communicate with incredible tact when a situation calls for finesse, think on your feet and speak with greater ease and more success and keep your composure when the pressure's on high.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Handle the toughest questions with finesse and polish
- Use techniques for maintaining your composure when you feel like losing your cool
- think on your feet in meetings, interviews and impromptu presentation
- Use diplomatic ways to deliver bad news without creating bad feelings
- Use the secret to projecting an aura of confidence and power
- Use strategies for dealing with difficult people

Target Audience: This course is designed for all Head Start staff.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
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Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
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FS169 - Dealing with Conflicts

Course Description: This course will give you expert advice on the sticky issues of dealing with conflict. You'll learn practical solutions for: How to recognize the 15 warning signs that a problem is brewing, How to act—*not react*—in a negative situation, How to offer constructive feedback, How to choose the right intervention technique—from counseling and coaching to formal meetings.

Prerequisite: None

Learning Objectives: Upon completion:
- You'll learn why they act the way they do
- You'll find out exactly what to say and do in specific situations
- You'll become less of a target for people's barbs and antics
- You'll see how to bring out the best in even the worst people

Target Audience: This course is designed for family workers, health workers, education workers, parent involvement workers, administrative staff, managers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
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HRM187 - FMLA Compliance Update for HS Programs

Course Description: This course provides expert advice on the very latest legal developments in the FMLA, how to know what a "serious health condition" is and isn't, according to recent court rulings, how to manage intermittent leave and reduced-schedule leave confidently--and prevent employee abuse, how to identify which law applies when leave laws overlap--FMLA, ADA or Workers' Comp, and how to make informed decisions regarding pregnancy leave.

Prerequisite: None

Learning Objectives: Upon completion, you will learn:

- up to the minute court developments
- to identify the latest employer designation and notification "hot spots"
- To properly require medical Credential and re-Credentials
- To stay informed of latest schedule leave
- To manage the changing legal realities of re-instating returning employees
- Discipline and terminate employees under FMLA
- Coordinate leave under FMLA
- Avoid the biggest mistakes under FMLA

Target Audience: This course is designed for those working in human resource and those staff responsible for staff leave.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875 Non HSU Member: $990
Apr 1 —May 10, 2024	Online	
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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

HRM188 - Dealing Effectively with Unacceptable Employee Behavior

Course Description: This course will give you expert advice on the sticky issue of disciplining workers whose performance just doesn't measure up. You will learn practical solutions for correcting problems and how to achieve optimum productivity in your program. Participants will get hands-on strategies of handling the discipline process, from recognizing the problem and assessing its severity, to intervention strategies and to formal termination procedures. This training is designed for anyone who manages, supervises or leads difficult employees giving you proven strategies for identifying non-performers and turning that behavior around.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- recognize the 15 warning signs that a problem is brewing
- act--not react--in a negative situation
- offer constructive feedback
- choose the right intervention technique--from counseling and coaching to formal discipline meetings
- set measurable performance measures and communicate them to employees
- determine when it's time to transfer, reposition or terminate employees

Target Audience: This course is designed those staff working in human resources and those responsible for staff leave.

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Feb 19 -Mar 29, 2024	Online	
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May 13- Jun 21, 2024	Online	HSU Member: $875
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MS116 - PIR (Program Information Report)

Course Description: This course will focus on teaching you the latest requirement for the program Information reports. Participants will learn how to answer questions correctly and ensure your data is being counted effectively, ensure your PIR Numbers meet requirement. This in-depth course is designed for staff members who are responsible for the management and generation of the PIR report. Students will receive an in depth understanding of the PIR questions. Time will be spent on how to correctly answer each PIR question and key terminology involved in ensuring that PIR numbers are correct. This course will also present how to login and generate the Web-based PIR report system as well as the PIR software. It will focus on skills agencies need to generate the PIR report via the web.

Prerequisite: None

Learning Objectives: Upon completion, you will:

- Learn how to understand PIR questions and how it relates to the PIR report.
- Learn how to use monitoring reports to ensure PIR data tracking is correct.
- Understand the PIR information and how to answer PIR questions correctly.
- Learn what information is needed for PIR information

Target Audience: This course is designed for who must generate reports for PIR.

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MS120 - ERSEA Level II: Implementing the System

Course Description: The next level for administrators is crucial to consistent implementation of ERSEA. HS University has designed this course for staff who have attended ERSEA Level I or who have six months or more experience in the ERSEA environment. The basis of the training is to ensure full programmatic implementation of ERSEA within the Head Start programs. The focus us on designing forms, procedures, policies and tracking systems to ensure compliance. Students will be challenged to determine strategies that meet PROTOCOL and Head Start Act requirements. State child licensing requirements will be a major part of this training. Students will understand how management systems will be used in federal reviews, understand staff roles and responsibilities in designing ERSEA policies and procedures, and use tools such as the community-wide strategic plan, PIR information, and area plans to develop selection criteria.

Prerequisite: ERSEA Level I or six months or more of working in ERSEA environment

Learning Objectives: Upon completion, you will be able to:
- Work as teams to design and implement ERSEA policies and procedures
- Create comprehensive ERSEA area plans and policies

Target Audience: This course is designed for ERSEA teams, Board Members, Policy Council Members, Executive Directors, Program Managers, Management Teams, Child Care Partners and Community Partners

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
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MS121 - ERSEA Level III: Managing the System

Course Description: This course is designed for staff who manage ERSEA systems. The course will focus on giving participants the correct strategies for managing processes and reporting on progress of program effectiveness. Students will learn how to design forms and reports to manage ERSEA. Charts and graphs will be given to help staff in managing accountability to federal, local and state grantors. Students will learn how to manage ERSEA process, to monitor ERSEA for both PIR reporting and annual reporting.

Prerequisite: ERSEA Level I-II

Learning Objectives: Upon completion, you will:
- Use the planning process to manage ERSEA process
- Evaluate communication, record-keeping and recording system to determine ERSEA effectiveness
- Design forms to track and record ERSEA processes
- Use tools to evaluate and report enrollment and attendance to local, state, and federal grantors

Target Audience: This course is designed for management teams, ERSEA managers, Executive Directors, Content Managers and Community Partners

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
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MS122 - ERSEA Level IV: System Administration

Course Description: This in depth course is specifically designed to help ERSEA staff understand and provide hands-on experience regulating and monitoring ERSEA systems. This course is designed for the person(s) responsible for tracking ERSEA databases as well as reporting monthly data to federal or regional office. The goal of this training is to determine functionality across five management system such as planning, communication, record keeping and recording, program governance and self-assessment. Students will learn how to create policies and procedures, write standard operating procedures for ERSEA, as well as design database reporting to help maintain ERSEA regulations.

Prerequisite: ERSEA Level I, Level II, and Level III or at least 2 years managing an ERSEA system.

Learning Objectives: Upon completion, you will be able to:
- Plan process to develop ERSEA procedures
- Design communication, record-keeping and recording system to determine ERSEA effectiveness
- Design forms to track and record ERSEA processes
- Use tools to evaluate and report enrollment and attendance to local, state, and federal grantors

Target Audience: The course is designed for management teams, ERSEA managers, Executive Directors, Content Managers and Community Partners

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	HSU Member: $875
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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

MS223 - Developing Professional Annual Reports

Course Description: This course is designed to help programs design and create public reports that disclose each fiscal year financials to the public. Students will return with best practices and strategies for creating public annual reports along with much more.

Prerequisite: None

Learning Objectives: Upon completion, you will:
- Disclose the total amount of funds received by source
- List results of recent reviews and audits
- Present the average monthly enrollment by Percentage served Medical and dental exams
- Parent involvement activities
- Create result oriented statistics that will display school readiness
- As well as other reporting requirements by 2007 HS Act

Target Audience: This course is designed for fiscal, administrative and management staff. All Head Start staff will benefit from this course

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
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HS University

HS122 - Mental Health Services: Managing Comprehensive Services

Course Description: This training is designed to provide teaching staff, home visitors, family service workers, managers, as well as consultants with a process of reflecting on their own practice, assessing difficult situations and designing interventions through collaborative problem solving. This training will help staff understand mental health, so they can design and implement practices that support the mental wellness in children and families in their program.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Build and support nurturing relationships to promote healthy social and emotional development
- Develop strategies to promote resiliency within Head Start children, families and communities

Target Audience: This course is designed for coordinators of mental health services, Directors, Disabilities services managers, family service managers and Education Services managers.

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Feb 19 -Mar 29, 2024	Online	
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Oct 28 - Dec 6, 2024	Online	
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DIS119 - Managing Challenging Behaviors

Course Description: This course is designed to ground you in the essentials of promoting mental health development in classroom settings and understanding the basic principals of the social-emotional domain and how it relates to children and their families. Topics covered are: Classroom preventive practices, Teaching Strategies, Individualized Intensive Interventions.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Understand ways in which their own perceptions and experiences influence how they interact with children with challenging behaviors
- Understand how to develop a system for collecting data, and then using it to develop strategies that capitalize on children's strengths and needs
- Understand how to identify when and how to seek appropriate supports within the program and within the community in an effort to fully integrate children with challenging behaviors into their program

Target Audience: This course is designed for Mental Health, Disabilities, Teaching and Education staff. All Head Start staff working with children will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
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HS University

DIS155 - Temperament: Understanding Behavioral Styles

Course Description: This course will help you understand the basics of temperament. You will use knowledge from this course to help address children's behavioral challenges and improve classroom interactions. The course will be a guide for understanding and working with children's individual temperaments. You will first review how temperament traits combine to affect behavior. Then you will look at age-specific behavior patterns and temperaments in infants, toddlers and preschoolers. You will examine environmental factors that influence behavior in five settings.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Learn to address specific behavioral challenges
- Learn to adapt the environment and adjust learning task
- Learn to create goodness of fit between teachers and children
- Learn to nurture children's self-esteem
- Learn to encourage children to learn self management skills
- Learn to work with parents to help teachers understand children and address challenges
- Learn to help children develop peer relationships

Target Audience: This course is designed for mental health, disabilities, Teaching and Education staff. All Head Start staff working with children will benefit from this course.

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Helping programs to ensure that Head Start families succeed!

Call Toll Free to register at 1-888-282-7817.

Use registration form in back or visit us online at www.hsuniversity.org

Mailing Lists

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NUT205 - Nutrition and the Preschooler

Course Description: This course is designed for foodservice workers whose primary responsibility is the daily feeding of young children in child care programs. The course can be delivered as in-service training of foodservice staff in Head Start.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Identify the nutritional needs of children and relates positively to these needs
- Incorporate the program objectives and follow program guidelines in planning and working on the job
- Understand Job management and working with others
- Communicate effectively with program staff and parents
- Make efficient use of time and energy

Target Audience: This course is designed for food service personnel and workers whose primary responsibility is the daily feeding of young children in Head Start.

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NUT231 - Nutrition Education for the Child in the Community

Course Description: This course provides teaching staff with nutrition education lessons for teaching skills and concepts in art, language, math, music, physical development, science, social development and social studies. The course focuses on helping teachers utilize are supplies, food and food preparation equipment to design self-contained curriculum.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

Target Audience: This course is designed for food service personnel and workers whose primary responsibility is the daily feeding of young children in Head Start.

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Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
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PI206 - Parent Involvement: Effective Parent Meetings

Course Description: Successful meeting techniques encompass both meeting planning and running effective meetings. This course includes both the basics of meeting management, such as site selection, agenda planning, materials and development and peripheral considerations such as day care arrangements and refreshments. The course will acquaint you with meeting planning and effective meeting strategies that can be utilized in a variety of meeting environments, from staff, policy council or parent meetings, to planning an event or conference.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to understand how to:
- Determine site selection
- Plan agendas
- Develop meeting materials
- Choose the proper peripheral considerations such as day care arrangements and refreshments

Target Audience: This course is designed for parent involvement, family service, home visitor and all staff implementing parent involvement projects. All Head Start staff will benefit from this course.

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FS168 - Communicating with Parents

Course Description: This course is designed to ground you in the essentials of communicating with families. During this training you will learn about: Understanding Head Start Communication - You will learn about the keys to effective communication such as positive approaches and speaking and listening in a ways that is considerate of listener., Speaking and Listening Effectively - You will learn how to convey respect and techniques for moving conversations along., Using Plain Language writings - You will learn practical skills for making written communication more successful.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Understand the role communication plays in creating and maintaining positive relationships
- Identify factors that enhance the appeal of messages
- Recognize that every communication is an opportunity to reinforce Head Start's mission of valuing parents

Target Audience: This course is designed for family workers, health workers, education workers, parent involvement workers, administrative staff, managers, program area managers, directors, coordinators or anyone working with parents in a supportive nature.

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PI207 - Parents Role in HS: Understanding Policy Council

Course Description: This course is designed to prepare current and prospective parents and community representatives to be effective Policy Council members. Participants will learn how to increase the knowledge and skills of Policy Council members and how to influence attitudes and behavior of parents in becoming a member. The course will benefit all policy groups such as Head Start staff, governing bodies and community groups.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Motivate and recruit both parents and community representatives as policy council and policy committee members
- Orient new policy council and policy committee members
- Provide ongoing training of Policy Council and Policy Committee members
- Provide information to community agencies and public schools about the key role of parents

Target Audience: This course is designed for center managers, parent involvement staff and all staff working with parents on the policy council or policy committee.

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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

PI208 - Parents as Partners: Collaborative Decision

Course Description: This course provides strategies and best practices on how to work together as a team, respecting each other's unique contribution to the group process and to the Head Start program. The course focuses on creating a climate for decision making partnerships, building trusting relationships among team members and decision making strategies.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to strengthen parent-staff relationships such as:

- Understand basic principles of partnership
- Parents have a fundamental right to shape the direction of policies and services that affect their lives
- Decisions have greater legitimacy when they are made by a group that reflects the population being served
- Parents' perspectives are critical to understanding appropriate strategies for working with families and children served
- Participation in decisions give parents dignity

Target Audience: This course is designed for staff and parent teams that have been given the task of making program decisions.. It can also be beneficial to parent committees and program coordinators to prepare new volunteers to become members of the policy team.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

PI224 - ABC's of Parent Involvement

Course Description: This course provides strategies and best practices on parent involvement. It outlines the process of adapting activities for individual parents, identifying staff support of parent involvement, and analyzing current parent involvement practices. This course focuses on creating common vision for parent involvement, outlining the observation and listening skills needed to identify how each staff person contributes to and supports parent involvement. It will help programs analyze current parent involvement practices to identify programs strengths and potential areas of improvement.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Learn to analyze current parent involvement practices
- Learn how to identify parent involvement strengths and potential areas of improvement
- Learn how to ensure common vision in parent/staff involvement

Target Audience: This course is designed for center managers, parent involvement staff and all staff working with parents on the policy council or policy committee.

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Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
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PS209 - Policy Clarifications Understanding the Gray Areas

Course Description: This course focuses on policy clarifications issued by Office of Head Start. The course will give an in-depth overview all of the clarifications, and discuss those clarifications that effects Head Start programs the most. The course is divided into 12 modules from administration to transportation. The focus will be on each clarification and how the clarifications affect management and operation of the Head Start program.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Learn how to use ECLKC
- Learn how to understand the instructions
- Learn how to ask question on ECLKC

Target Audience: This course is designed Mental Health, Disabilities, Teachers and Education staff. All Head Start staff will benefit from this course.

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Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
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Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

MS203 - Head Start Act: Understanding the Changes

Course Description: This course will help you understanding and implement the changes effective in the Head Start Re-Authorization Bill: The Improving Head Start for School Readiness Act of 2007. This course will focus on all the changes in the ACT so you can clearly and effectively implement changes, it will explore all areas of the ACT that will require Federal interpretation and it will examine areas that may require changes in the Performance Standards.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Learn the new changes to the Act
- Learn how new requirements effect federal reviews
- Learn new eligibility changes
- Learn what reporting requirements are now mandated

Target Audience: This course is designed Disabilities, Teaching and Education staff. All Head Start staff will benefit from this course.

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Feb 19 -Mar 29, 2024	Online	
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PG210 - Understanding Program Governance

Course Description: This course focuses on those responsible for understanding and complying with requirements of specific roles for governing boards, policy council/policy committees and parent committees. The course will give you strategies for understanding the roles and responsibilities of the Board of Directors, Tribal Council, Policy Council, Policy Committee, and Parent Committee. The course includes sample forms and handouts which can be used to implement procedures; you will get an illustrated understanding of the components of effective team-building; and how to delivers the elements of leadership development. The course will contains an extensive section on the effective implementation of parent committees, and an enhanced Board.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Identify the basic responsibilities of the governing body
- Use the documents and instruments that create and maintain effective governing bodies
- Relate the responsibilities of governance to the requirements in the Head Start Program Performance Standards

Target Audience: This course is designed Mental Health, Disabilities, Teachers and Education staff. All Head Start staff will benefit from this course.

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Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
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Dec 9 - Jan 17, 2024	Online	

PG207 - Parents Role in Head Start

Course Description: This course is designed to prepare current and prospective parents and community representatives to be effective Policy Council members. Participants will learn how to increase the knowledge and skills of Policy Council members and how to influence attitudes and behavior of parents in becoming a member. The course will benefit all policy groups such as Head Start staff, governing bodies and community groups.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Motivate and recruit both parents and community representatives as policy council and policy committee members
- Orient new policy council and policy committee members
- Provide ongoing training of Policy Council and Policy Committee members
- Provide information to community agencies and public schools about the key role of parents

Target Audience: This course is designed for center managers, parent involvement staff and all staff working with parents on the policy council or policy committee.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
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PI206 - Effective Parent Meetings

Course Description: Successful meeting techniques encompass both meeting planning and running effective meetings. This course includes both the basics of meeting management, such as site selection, agenda planning, materials and development and peripheral considerations such as day care arrangements and refreshments. The course will acquaint you with meeting planning and effective meeting strategies that can be utilized in a variety of meeting environments, from staff, policy council or parent meetings, to planning an event or conference.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to understand how to:
- Determine site selection
- Plan agendas
- Develop meeting materials
- Choose the proper peripheral considerations such as day care arrangements and refreshments

Target Audience: This course is designed for parent involvement, family service, home visitor and all staff implementing parent involvement projects. All Head Start staff will benefit from this course.

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Feb 19 -Mar 29, 2024	Online	
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Dec 9 - Jan 17, 2024	Online	

PG212 - Robert's Rule of Order: Bringing Order to Meetings

Course Description: This course includes parliamentary procedures that provide processes through which policy meetings can work out satisfactory solutions to the greatest number of question in the least amount of time. It will help you with detail and complexity to make policy meetings go smoothly when everyone is in agreement. It offers participants the core contents that can penetrate more deeply in Head Start culture. You will learn: Roles of the President and Secretary, How to handle Quorum, The Standard Order of Business, Adjournment, Recess and Standing at Ease, Handling Motions, Rules for Debate, Purpose and Construction of Amendments, Postponing and Referring to a Committee, Voting and Nominations and Elections.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to understand:
- Roles of the President and Secretary,
- How to handle Quorum,
- The Standard Order of Business,
- Adjournment, Recess and Standing at Ease,
- Handling Motions,
- Rules for Debate,

Target Audience: This course is designed policy council and parent involvement staff. All Head Start staff will benefit from this course.

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REC273 - The Art of Recruiting Head Start Families

Course Description: This course focuses recruitment as one of the activities that impact most critically on the ability to maintain full enrollment. While it is understood that poor recruitment decisions continue to affect Head Start enrollment, it is taking a long time for agencies in many programs to identify and implement new, effective recruitment strategies. It discusses some of the strategies that programs can and do employ to ensure the existence of the best possible pool of qualified families from which they can fill vacancies as and when required. It will identify the advantages of each of the strategies, highlight the drawbacks of its use and offer suggestions for ensuring its utility.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Learn how to find and recruit head start families
- Utilize resources for recruitment
- Map recruitment areas for maximum potential
-

Target Audience: This course is designed all Head Start staff. Those staff responsible for recruiting families to the program will benefit from this course.

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REC230 - ABC's of Head Start Recruitment

Course Description: An important element of effective family recruitment is that families are encouraged to apply to Head Start. The more involved prospective families are to your process, the more committed they will be to Head Start program. This practice lies at the heart of family-specific recruitment—a recruitment method that personalizes families, recognizes that families are in the best position to know which programs will fit best in their families, and allows families to take ownership in the Head Start program. This course will provide participants with strategies and best practices for effective recruitment procedures and policies. It is designed to explore targeted Head Start family recruitment: develop a strategy of invitation to reach the families for Head Start

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Design recruitment procedures
- Utilize community assessment information for recruiting
- Understand recruitment methods and design recruitment policies for your program

Target Audience: This course is designed all Head Start staff. Those staff responsible for recruiting families to the program will benefit from this course.

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REC226 - Designing Effective Recruitment Material

Course Description: Around the U.S. Head Start budgets are shrinking at an alarming rate. At the same time, the number of children who need Head Start is rising. The good news is that you and your agency or organization can successfully recruit families without going broke. The trick is to maximize resources and create opportunities. This course will focus on helping participants design and implement recruitment strategies on small budgets.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

Target Audience: This course is designed all Head Start staff. Those staff responsible for recruiting families to the program will benefit from this course.

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TEC214 - Automating your Head Start Program

Course Description: This course is specifically designed to provide students with information on the capabilities of technology and to assist them as they use computers to manage their programs, write grants, communicate with other Head Start program and introduce technology to the children in the classroom. You will learn that technology includes both hardware and software and this course will cover: Computer software guides, Higher technology for Head Start, Fund-Accounting Software Review, Planning for Automation, Software Buyer strategies, Role of Head Start Director in Automation, Using computers in the Head Start Classroom.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Understand Head Start Computer software packages
- Look at technology and Head Start
- Choose the proper accounting software package
- Plan for program automation
- Staff roles in automation

Target Audience: This course is designed Mental Health, Disabilities, Teachers and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
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TEC125 - GoEngage Complete

Course Description: This course is specifically designed to help new and experience GoEngage users with the in-depth knowledge to enter, track and report on family information. At the end of the training, each participant should have the knowledge or skills to do the following: Hands-on experience using GoEngage by entering GoEngage forms, track recruitment and enrollment of Head Start families, generate system and Ad-HOC reports within GoEngage, generate letters and labels within GoEngage. It will focus on skills agencies need to manage the GoEngage system.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Use the Family Browser
- Enter application
- Set Filters
- Understand Status Changer
- Use Prioritization for selecting families
- Generate Letters and Labels

Target Audience: This course is designed Disabilities, Teaching and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition
	OnSite Only Please call for OnSite Pricing	

TEC123 - GoEngage Basic

Course Description: This course is specifically designed to help new GoEngage users with the basic knowledge to be able to enter, track, and report on family information. At the end of the training, each participant should have the knowledge or skills to do the following: Hands-on experience using GoEngage by entering GoEngage forms, Track recruitment and enrollment of Head Start families, Generate System and Ad-Hoc reports within GoEngage, Generate letters and labels within GoEngage.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Use the Family Browser
- Enter application
- Set Filters
- Understand Status Changer
- Use Prioritization for selecting families
- Generate Letters and Labels
- Generate reports

Target Audience: This course is designed data entry staff. All Head Start staff will benefit from this course.

Date	Location	Tuition

OnSite Only
Please call for OnSite Pricing

TEC124 - GoEngage Advanced

Course Description: This in-depth course is specifically designed for experience users. It will focus on skills agencies need to manage the GoEngage system. This course is for those users that want to use GoEngage to meet program requirements as well as meet other federal and state requirement Students will learn how to create new program years, manage picklist, customize GoEngage systems and rollover children and families. Use of system browser for system functionality and multi-funded program types (i.e., federal and state funded programs.)

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

- Track health, disabilities, attendance/CACFP
- Track education including IEP, IFSP and development assessment
- Track family partnership agreements
- Track strengths assessment,
- track home visits
- Track service delivery tracking
- Track parent meetings, follow-up and referrals,
- Track volunteers and resources

Target Audience: This course is designed Disabilities, Teaching and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition

OnSite Only
Please call for OnSite Pricing

TEC215 - GoEngage System Administration

Course Description: This in depth course is specifically designed to help GoEngage users understand and provide hands-on experience editing and troubleshooting GoEngage database tables and correcting errors in the GoEngage database. It will consist of hands-on training to help users become more technical efficient using GoEngage. Users will learn how to manage and setup the system and how to understand error messages and how to correct user problems and errors as well as how to identify PIR functions and locations.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Rollover children and families
- Setup new program year
- Run data doctor
- Re-index system

Target Audience: This course is designed Mental Health, Disabilities, Teachers and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition

OnSite Only
Please call for OnSite Pricing

TEC216 - Creating GoEngage Reports

Course Description: This course is designed to give learners comprehensive skills and in-depth knowledge to modify existing reports in GoEngage. As a benefit, learners will find that this course is an in-depth approach to the customizing current GoEngage reports. During this training you will learn: Locate a report, Add tables to a report, Change existing fields in reports, Manipulate data, Sort, calculate and add count fields to reports, Add pictures to reports, Rename reports, Import changed reports back to GoEngage, Delete fields in reports

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:
- Learn how to modify existing GoEngage reports
- Learn how to create AdHOC reports
- Learn how to change fields and add fields to GoEngage reports

Target Audience: This course is designed Disabilities, Teaching and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition

OnSite Only
Please call for OnSite Pricing

TEC217 - Crystal Report Basic

Course Description: This course is specifically designed to give you the basics of creating reports using Crystal Reports including sorting, selecting records, grouping, linking, creating formulas, using Report Expert and distributing data to other users. Eighteen Classroom hours. Create basic reports, Enhance and modifying reports, Sort and selecting records, Group and summarizing, Use the Report Expert, Create and editing cross-tab reports, Create links, Create and modifying date and string formulas, Modify composite formulas, Create summary reports, Identify export options.

Prerequisite: None

Learning Objectives:
- Create Basic Reports
- Use the design window
- Create formulas
- Link data tables

Target Audience: This course is designed Mental Health, Disabilities, Teachers and Education staff. All Head Start staff will benefit from this course.

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TEC218 - Crystal Report Advanced

Course Description: This course is designed for users with a basic knowledge of Crystal Reports. You'll learn to use advanced formulas, formatting and cross-tabs and to create and modify dictionary files. Topics include conditional formatting, sub-reports, parameter fields and Crystal SQL Designer. Twelve classroom hours.

Prerequisite: Introduction to Crystal Reports course, Crystal Report & GoEngage - Basic or equivalent knowledge.

Learning Objectives: You will be able to:
- Apply conditional formatting and assign conditional attribute formatting,
- Use the Highlighting Expert,
- Create formulas using multiple variables, Insert and delete sections,
- Work with multiple sections and conditional formats, Define and create parameter fields,
- Use edit masks, Insert multiple rows, columns and summarized fields,
- Use parameter fields with cross-tab reports and formula fields in cross-tab layouts,
- Insert unlinked and linked sub-reports,
- Use Crystal Query Designer, Define and use dictionaries, Create and modify dictionaries, Use the Chart Expert.

Target Audience: This course is designed Disabilities, Teaching and Education staff. All Head Start staff will benefit from this course.

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TEC219 - Preparing the GoEngage PIR Report

Course Description: This course will focus on teaching you the latest requirement for the program Information reports. Participants will learn how to answer question correctly and ensure your data is being counted effectively, ensure your PIR Numbers meet requirement. This in-depth course is designed for staff members who are responsible for the management and generation of the PIR report. Student will receive an in depth understanding of the PIR questions. Time will be spent on how to correctly answer each PIR questions and key terminology involved in ensuring that PIR numbers are correctly.

Prerequisite: None

Learning Objectives: Upon Completion, you will:
- Learn how to understand PIR questions and how it relates to the PIR report.
- Learn how to use monitoring reports to ensure PIR data tracking is correct.
- Understand the PIR information and how to answer PIR questions correctly.
- Learn what information is needed for PIR.
- Learn how to generate and submit PIR reports online via the web.

Target Audience: This course is designed Mental Health, Disabilities, Teachers and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition

OnSite Only
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TRZ220- Transition Planning: A Collaborative Process

Course Description: This course will familiarize all staff with the elements and requirements of effective program transitions for infants, toddlers and preschoolers; increase staff and parent skills that support children and families preparing for transition; and help staff and families identify specific practices that they can implement to support transition. The course provide the tools and skill-development necessary to plan and implement successful transition activities from different early childhood settings, such as from hot to Head Start and from Head Start to elementary school.

Prerequisite: None

Learning Objectives: Upon Completion, you will:
- Understand the importance of effective transitions
- Learn how to prepare and support children before and during transitions
- Learn from others about new settings by forming ongoing, supportive alliances with other parents and staff
- Help parents advocate for their child

Target Audience: This course is designed Mental Health, Disabilities, Teachers and Education staff. All Head Start staff will benefit from this course.

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TRZ221 - Preparing Parents For Transitions

Course Description: This course will help you to enable parents so they can fully understand their roles, rights and responsibilities and to develop communication and advocacy skills necessary throughout their child's education.

Prerequisite: None

Learning Objectives: Upon Completion, you will:
- Learn how to organize a family night
- Learn how to create family folders
- Learn how to discuss children transitions
- Learn how to plan for program tour
- Learn how to create a summer packet

Target Audience: This course is designed Disabilities, Teaching and Education staff. All Head Start staff will benefit from this course.

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FAC165 - Understanding Transportation Requirements: PS 1310

Course Description: This courses provides clear and concise understanding for requirements on regulations on safety features and the safe operation of vehicles used to transport children participating in Head Start and Early Head Start programs. Participants will get detailed understanding of what is required in pedestrian safety and the standards for coordinating transportation resources to control costs and to improve the quality and the availability of transportation services.

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Learning Objectives: Upon completion, you will be able to:

- Meet requirement for Child Restraint Systems
- Meet requirement for use of School Buses or Allowable Alternate Vehicles
- Meet requirements of maintenance of vehicles.
- Meet requirements for operation of vehicles
- Meet requirements for driver qualifications
- Meet requirements for Driver and bus monitor training.

Target Audience: This course is designed for center management, Directors and staff responsible for maintaining Head Start transportation.

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Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
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Dec 9 - Jan 17, 2024	Online	

FAC164 - Understanding Federal Motor Vehicle Standards

Description: This course is designed to give participants strategies and best practices for new and current school bus drivers. It will provide consistency of information on the minimum standard for motor vehicle performance, or motor vehicle equipment performance, which is practicable, which meets the need of Federal motor vehicle safety. The course provides objective criteria which provide students with an detailed understanding of Federal Motor Vehicle Safety Standard that will help your program in protecting children against risk of accidents occurring as a result of the design, construction or performance of motor vehicles.

Learning Objectives: Upon completion, you will be able to:

- Improve skills needed to avoid dangerous situations and accidents
- Insure proper seat and mirror positioning,
- overcome restricted vision
- correct visual scanning techniques
- enhance hazard awareness.

Target Audience: This course is designed for center management, Directors and staff responsible for maintaining Head Start transportation.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
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Dec 9 - Jan 17, 2024	Online	

FAC166 - ABCs of School Bus Safety

Course Description: This course is designed to cultivate conscientious, safety-minded school bus drivers in Head Start programs. The course includes a comprehensive 10 lesson program developed to stress school bus passenger safety. The course will cover: The Driver , Driver Conduct, liability and The Driver, Pre-tripping your bus, Vehicle design and construction, School Bus operations, Student Management, Accidents, Emergencies, Natural Disasters Procedures, Man-made Disaster Procedures, School Bus Evacuation, Universal Precautions for preventing the spread of infections diseases of body fluid and First Aid.

Learning Objectives: Upon completion, you will be able to:
- Improve safety by sharpening perception skills needed to avoid dangerous situations and accidents
- Ensure proper seat and mirror positioning,
- overcome restricted vision
- correct visual scanning techniques
- enhance hazard awareness.

Target Audience: This course is designed Center management, Directors and staff responsible for maintaining Head Start transportation services.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875

Non HSU Member: $990 |
Apr 1 —May 10, 2024	Online	
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FAC167 - The OSHA Rules

Course Description: This course will help programs meet new OSHA regulations and avoid the growing number of inspections, citations, fines, Workers' Comp claims and workplace-related lawsuits. The course will cover: Who gets inspected and why, 3 things you should never do, How the latest OSHA standards and mandatory programs will affect you, How to avoid putting your program at greater risk, How to conduct a safety audit, Top 10 OSHA violations, Updates on OSHA trends.

Learning Objectives: Upon completion, you will be able to:
- Understand who gets inspected and why
- Understand the 3 things you should never do if you experience a surprise OSHA inspection
- Understand how the latest OSHA Standards and understand how mandatory programs will affect you
- Avoid putting your agency at greater risk
- Conduct a safety audit

Target Audience: This course is designed for center management, Directors and staff responsible for maintaining Head Start facilities. All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	HSU Member: $875

Non HSU Member: $990 |
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

VOL222 - Designing Volunteer Recruitment Projects

Course Description: This course will help you to design and implement effective volunteer recruitment projects. Volunteers are a necessary and extremely helpful for a healthy community. People from all walks of life donate their time and effort to various causes, day and night, every day of the year. The more connected to a community people feel, the more likely they are to take responsibility for the community and feel pride and a sense of commitment. This course will help participants to mobilizing community resources and expanding capacity through volunteers also enhance an organization's general profile, which can attract more volunteers, program participants, and funds. This course will give you design project to promote volunteer participation and allow program to have: An increased ability to serve clients and respond to the needs of the community (e.g., increased services, expanded hours of operation), Greater staff diversity (e.g., age, race, social background, income, education), Increased skill set, Expanded community support.

Prerequisite: None

Learning Objectives: Upon completion, you will be able to:

Target Audience: This course is designed Mental Health, Disabilities, Teachers and Education staff. All Head Start staff will benefit from this course.

Date	Location	Tuition
Feb 19 -Mar 29, 2024	Online	
Apr 1 —May 10, 2024	Online	
May 13- Jun 21, 2024	Online	HSU Member: $875
Jun 24 - Aug 2, 2024	Online	
Aug 5 - Sep 13,2024	Online	Non HSU Member: $990
Sep 16 -- Oct 25, 2024	Online	
Oct 28 - Dec 6, 2024	Online	
Dec 9 - Jan 17, 2024	Online	

Professional Credentials

The Credentialed Professional program equips Head Start professionals with leading methodologies and practices in the Head Start field. Whether you are a executive director or an administrative assistance this Credential will enable you to advance your career and develop your professional skills. HS University offers a certificate program in 14 component areas. You'll learn the tools and practical applications needed to develop expertise in working in a component area of Head Start. Earning your Credential verifies your expertise in working with Head Start.

Requirements:
- This program consists of the completion of one to two exams.
- Courses will be offered in over 20 locations around the US.

Core Component Areas:
- Community Partnerships
- Curriculums
- Early Childhood
- Facilities
- Family Services
- Fiscal
- Health and Safety
- Human Resources Management
- Literacy
- Program Design & Management
- Parent Involvement
- Performance Standards
- Program Governance
- Technology

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Cordova, TN 38088-2482

Hotel: HSU wants your hotel stay to be pleasant and we take great pride in selecting hotels. Once we receive your registration, we will fax you a copy of our student packet that list area hotels and information about travel in our training area. Hotel information is available online at www.hsuniversity.org.

Cancellation or Substitution
Cancellations received at least fifteen business days prior to workshop are refundable, minus a $25 registration service charge. After that, cancellations are subject to the entire workshop fee, which you may apply toward a future workshop. Please note that if you don't cancel and don't attend, you are still responsible for payments. Substitutions may be made at any time. If for any reason we are required to cancel a workshop, our liability is limited to the return of the registration fee only.

Discounts
Group Discounts: Group Discount is for 3 or more taking the same workshop!
Early Bird Discount: The Early Bird Discount is for those students paying on or before EBD deadline! Students that pay after EBD Deadline will forfeit discount and must pay full amount.

Continuing Education Credits
HSU will award (1.2 CEUs) Continuing Education Units for this training. To register for CEUs, please mark the appropriate box on the Registration Form and include an additional $25 per person in your payment.

Your satisfaction guaranteed!
Your complete satisfaction is important to us. If you are dissatisfied for any reason, you may attend this workshop again for FREE!

Let's Avoid Duplicate Mailings
If you receive duplicates of the same brochure, please contact us at 1-888-282-7817 and indicate you are receiving brochures twice and we will change our records for the very next update. You may receive some duplicates for a while. Thanks!

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Course Name: _____

Date of Course: _____

Location: _____

Cost: _____ per student   x   _____ No. of Students   =   _____ Total

Names of Attendees: *Please list additional registrations on separate sheet and attach.*

_____   _____

Student Name and Email   Course#   Date

_____   _____

Student Name and Email   Course#   Date

_____   _____

Student Name and Email   Course#   Date

_____   _____

Student Name and Email   Course#   Date

Discounts: __ Early Bird (Deduct $25/person)   __ Group Discount (Deduct $25/person)

CEU: __ Check here is requesting CEUs (add $25 per person)

Agency Information:

Agency Name: _____

Contact Name & Email: _____

Mailing Address _____

City_____ **State**_____ **Zip** _____

Telephone _____ **Fax** _____

Payment Information *(Prepayment is required. Please pay before the workshop!)*
 Check enclosed payable to:
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 Purchase order attached: #_____ (Please fax a copy with registration form)
 Charge to: MasterCard   Visa   Discover   American Express
 Card number _____ Exp. Date _____
 Signature _____

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To register call 1-888-282- 7817 or visit us online at https://hsuniversity.org for more class information.

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For more information on courses and component areas, call **901-748-0293.**

For more information on on-site training, contact Thomas at **901-748-0295.**

To register for a course, call **1-888-282-7817** or fax your registration form (See page 35) to **901-748-0297.**

You can also register by mail or via the World Wide Web-**https://hsuniversity.org.**

Visit our web site at **https://hsuniversity.org.**

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Maximize Your Dollars
FOR PROFESSIONAL DEVELOPMENT

Professional development is a high priority identified by Head Start Program Performance Standards. Make the most of your funding dollars—join the professional Head Start programs across the U.S. who are investing in training with HS University. Whether you want to allocate funds for a series of courses or a one-time on-site training, our trusted program has plenty of options that meet your needs. And our courses are built around Head Start standards-based policies and procedures, so you'll come away with resources to help you replicate what you learned.

As required under the Head Start Program Performance Standards, your school or program has an exciting opportunity to invest in professional development that improve the outcomes for all the children and families they serve. HS University has shared these goals for more than 15 years—and that's why we're committed to helping you spend your training or applying for funds, you'll find trusted, research-based training and services in this catalog that help meet progdollars quickly and wisely.   Whether you're receiving ram development funding goals.

Professional development to improve early childhood teaching practices…
Prepare pre-school teachers to fully include children who have disabilities (the popular "*Building Blocks*" model, page 17), managing challenging behaviors in the classroom (page 16), and more.

To determine the best ways to use your funding dollars on professional development,

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