



HSU Course Outline

Program Monitoring & Self-Assessment

PMAS0098v.1

2 Days

Description

This in-depth two-day course introduces Head Start agencies to the skills and concepts they need to establish a self-assessment or monitoring system in their agencies. Students will develop skills and methods for setting up a monitoring process, implementing 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. During this course participants will use the new Head Start Self-Assessment tool to help implement better processes.

Prerequisites

- Head Start Knowledge
- Knowledge of Performance Standards
- Knowledge of Windows
- Mouse Technique

Who Should Take This Course?

Head Start staff who schedule for or about to have a federal review should attend this course. Directors, Management teams, policy councils, governing bodies, program managers and component staff should enroll in this course.

Objectives

- ✓ Understand the process
- ✓ Analyze the Program
- ✓ Conduct a Focus Group
- ✓ Structure an Interview
- ✓ Develop a written plan
- ✓ Do a Self-Assessment
- ✓ Collect Data
- ✓ Lead a program review or self-assessment
- ✓ Utilize the Self-Assessment tool for monitoring

Outline

Day One

Understand the Process
 Federal Reviews and Self Assessment
 Leading a Program Review or Self-Assessment in your agency
 The role of a Leader
 Establishing a Team
 Selecting Strong Team Members
 Objectives of Team Members
 Skill Levels of Team Member
 Handling the Human Element
 Staff Support
 Team Development
 Addressing Conflict

Setting up the Plan
 Pre-Review Data
 Planning Cycle

Planning Calendar
 Cycle Work Plan
 Collecting Data

Day Two

Structuring the Interview
 Setting up the Interviews
 Conducting Focus Groups
 Your Role as the Interviewer
 Recording Interviews
 Handling the Unexpected
 Organizing Data
 Displaying Data
 Compiling and Analyzing CA Data
 Categorizing Data
 Identifying Trends
 Establishing a Written Plan
 Intro to Planning

- Grounding You
- Organization Options
- Setting Goals
- Setting SMART Objectives

- The Written Plan

- Monitoring

 - Self-Assessment Tool

 - Understanding Self-Assessment Tool

 - Implementing the Self-Assessment

 - Tool into your program

 - Setting up Monitoring Systems Monitoring with Reports