



HSU Course Outline

PDM: Conducting In-depth Self-Assessment

SELF009v.1

6 Weeks

Description

This in-depth six weeks online course introduces Head Start agencies to the skills and concepts they need to conduct a self-assessment in their agencies. Students will develop skills and methods for 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, and establishing a written plan to strengthen their program. During this course participants will use the new Head Start Self-Assessment tool to help implement better processes.

Prerequisites

- Head Start Knowledge

Who Should Take This Course?

Head Start staff who are scheduled to conduct their annual self-assessment. Directors, Management teams, policy councils, governing bodies, program managers and component staff should enroll in this course.

Objectives

- ✓ Understand the process
- ✓ Utilize the Self-Assessment tool
- ✓ Collect Data
- ✓ Analyze information
- ✓ Strengthening the program

Outline

- Understand the Process
 - Self Assessment process
- The Assessment Team
 - 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
- Self-Assessment Tool
 - Understanding Self-Assessment Tool
 - Implementing the Self-Assessment Tool into your program
- Collecting Data
 - Using Interviews to collect data
 - Structuring the Interview
- Setting up the Interviews
 - Using Focus Groups to collect data
- Role of team members
 - 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