

BELIEF Early Childhood Leadership Institute

Winter Institute: January 11-15, 2011 • Spring Retreat: April 6-9, 2011
Culminating Event: October 27, 2011

Institute Topics Include

- Becoming a reflective practitioner
- Appreciating individual differences
- Defining and assessing leadership behavior
- The nature of individual and organizational change
- Diagnosing organizational problems and assessing your organizational climate
- The value of diversity in the workplace
- Achieving change through staff development
- Understanding communication styles and conflict management
- Promoting peak performance
- Measuring, monitoring and improving program quality
- Shared decision making – the centerpiece of participatory management
- Making the most of meetings

Residential events will be held at the Barn Bed & Breakfast in Valley Falls, KS. The BELIEF Institute is an intensive training experience with approximately 9 hours of training scheduled for each day. Participants are expected to free themselves from family and work commitments for all 8 days of the Institute. All participants are expected to reside at the Institute location (including in-town participants).

Following the Winter Institute, participants develop a BELIEF improvement project to implement at their programs. They will receive a mini-grant to support their efforts. Two follow-up events will be held where participants will report on their progress. Participants will receive support from a mentor to facilitate their work.

Eligibility

BELIEF Early Childhood Leadership Institute is designed for early childhood professionals who are ready to take on a new challenge in their professional development. Eligibility requirements include:

- Licensed by KDHE (or license exempt) in good standing with no current major violations
- Associate's degree or higher
- Three years experience in program administration or family child care
- Current position must be in a decision making capacity within the early childhood program

Selection of participants is based on the following criteria: 1) individuals who have demonstrated strong leadership potential and 2) individuals who are interested in increasing program quality.

Priority will be given to directors, assistant directors and family child care providers who are interested in pursuing a bachelor's degree in early childhood. To apply, complete the application form and submit along with the requested materials. **Deadline for registration is November 15, 2010.** Notification of acceptance will be made December 1, 2010.

Registration Fee and Accommodations

Funding for the BELIEF Early Childhood Leadership Institute is provided by Kansas Association of Child Care Resource & Referral Agencies. Participants' portion of the Institute cost is \$500, which includes full participation in the January, April and October events, lodging, meals, training texts and materials, resource library, and mini-grant.

Registration fee is due upon acceptance into the training program and will not be refunded after December 15, 2010. Participants are expected to cover their own travel costs.

Application Instructions

Complete the application form on the back of this sheet and submit the following items (incomplete applications will not be reviewed):

Personal Background – type your answers to the following questions on four separate sheets of paper (one page per question). Use Times New Roman 12 point font and 1.5 line spacing.

1. Describe your educational background, including degrees and dates. Highlight coursework and training you have had in the administration of early childhood programs. Be sure to note if you are interested in pursuing a bachelor's degree in early childhood education.
2. Describe your current position, including title and responsibilities. Highlight employment experiences with emphasis on recent work with young children and administration of child care programs.
3. Describe your leadership activities in the field of early childhood in the past three years. Include information about professional memberships, conference presentations, advocacy efforts, publications and training you have conducted.
4. Describe why you believe this training will be beneficial to you, both personally and professionally. In what ways do you perceive it will help you improve overall quality of your program? What is the program's philosophy on quality improvements and what commitments have been made to quality services for children, families and staff?

Letter of Reference – Submit one letter of reference from a professional colleague with your application.

Program Brochure – Include your program's brochure describing the types of programs and the range of services that are provided.

Submit your application, four typed pages of personal background and letter of reference to:

KACCRRRA
PO Box 2294
Salina, KS 67402-2294
Attn: Becky Woerz



For additional information, visit our website at www.kaccrra.org or contact **Becky Woerz**:

Phone: (877) 678-2548 • **Fax:** (785) 823-3385 • **Email:** becky@kaccrra.org

BELIEF Early Childhood Leadership Institute
Application Form

Date: _____

About You:

Name: _____

Title: _____

Name of Program: _____

Please list your preferred contact information:

Home Work

Address: _____

City _____ St. _____ Zip _____

Phone: _____ Fax _____

Email _____

Hold an Associate or higher degree.

Yes No

Hold a decisions-making position in your program.

Yes No

About Your Program:

Center-based Family Child Care

Total enrollment: _____

Ages Served: _____

part-day full day both

Licensed by KDHE? Yes No

If yes, KDHE License #: _____

If no, are you exempt registered

Is your program NAEYC or NAFCC accredited?

Yes No

Does your program have a KQRIS Rating? Yes No

If yes, what is your Star Rating? _____

BELIEF Early Childhood
Leadership Institute

Building

Excellent

Leaders

Influencing

Early

Foundations

January 11 - 15, 2011
April 6 - 9, 2011
October 27, 2011

