



# MANAGEMENT ACCELERATION PROGRAM

AN EXTENSIVE, MULTI-TIERED TRAINING FOR NEW  
HEAD START / EARLY HEAD START LEADERSHIP

## Management Acceleration Program (MAP) Class of 2021 Overview

The Management Acceleration Program (MAP) Class of 2021 is a seven-week journey filled with learning opportunities designed to help participants increase their knowledge level and sharpen the skills needed to navigate the complex world of Head Start. The journey includes several stops on the Head Start Management Systems Wheel (MSW), as well as introductions to essential Head Start resources and tools throughout the trip that you will want to add to your professional development toolbox.

MAP is an expansive training program that provides Head Start/Early Head Start Directors and Managers a solid foundation of Head Start principles and management practices. Participants begin a professional development journey that takes them through a continuum of learning of all Head Start key areas required for improved success at the grantee level. Program Governance, Fiscal Management, Aligned Monitoring System and Risk Management, as well as all areas of the Head Start Program Performance Standards and Head Start Act of 2007 are fully integrated into the training content. MAP participants will have the opportunity to engage in a variety of learning experiences through formal and informal modes of delivery to include virtual presentations, small group breakouts for networking with peers, extended learning opportunities, individualized planning, and support for implementation.

### Objectives:

- Develop skills in using and keeping current regarding Head Start Program Performance Standards (HSPPS) as part of professional practice in delivering and monitoring Head Start services to children and families.
- Increase awareness of program planning and its relationship to integration of services, systems, and comprehensive program management.
- Identify key information to support the delivery of quality services for children and



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## Management Acceleration Program Training

[www.R7HSA.com](http://www.R7HSA.com)

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312 SW Greenwich Dr., Ste. 105, Lee's Summit, MO 64082

### Historical Information:

In early 2007, the Region VII TA System and the Region VII Head Start Association began discussion on the need to bring back annual training for all new Head Start/Early Head Start directors and managers within Region VII. Previous training efforts for this group had been limited to national and sporadic regional level trainings that were not specifically focused on individual needs. In addition, many of the previous trainings did not include some of the basics that new directors and new managers needed to know in order to do their job. Research continues to show that one-time workshops/training efforts are not effective for long-term learning and retention of identified skills and knowledge. For these reasons MAP was developed and designed to serve as a capacity building opportunity for Head Start and Early Head Start management staff across the four-state region.

### Who should attend?

MAP is designed for Head Start management and administrative staff. Those who may benefit from the training include: Directors, Management Staff, as well as Executive Directors, Fiscal Officers, and Human Resource Managers. With limited registration, there is a priority for those in their current position for two years or less.

**When:** Seven consecutive Wednesdays, 9:00 AM – 1:00 PM (CST):  
April 21, April 28, May 5, May 12, May 19, May 26, and June 2nd.

**Where:** Zoom event hosted by Region VII Head Start Association.



### Visit [R7HSA.com](https://www.R7HSA.com) to register.

Note: Acceptance or regret notices will be sent electronically to everyone who submits a registration application. To be fair and equitable, acceptance is based on a priority system with the first priority going to staff who have been in their current positions for 2 years or less. Individuals who were registered for the 2020 Class, which was cancelled due to CoVid19, will also receive priority consideration.

**Fee:** \$759.00 (inclusive of all seven sessions including electronic access to training materials distributed prior to each training session).

Registration closes on March 26, 2021. Acceptance/regret notifications will be sent March 31st–April 2nd. Please do not submit payment until you receive notification that you have been accepted into the Class of 2021.



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# AGENDA (Subject to change)

**WEDNESDAY, APRIL 21, 2021 — 9:00AM -1:00PM**  
**PRE-SESSION**

9:00am: Region VII Office of Head Start (R7OHS)  
Welcome & Introductions:

Clarence Small, R7OHS Regional Program Manager (RPM)  
Latrice Davis, R7OHS Supervisory Program Specialist

P1: Establishing MAP Ground Rules

Note: intermittent breaks will occur throughout each session and may not always follow the flow of the agenda as indicated.

- What does it mean to be a virtual learner?
- Intro to staff mental & physical wellness

P2: MAP Overview

- Outcomes
- Planning Tools, Individualized Professional Development (iPD)
- Breakout Groups: Reflection and Introduction to Extended Learning

P3: Head Start 101

- I Am Moving, I Am Learning (IMIL)
- Regional Relationships

Large Group Session Debrief

1:00pm: Dismiss



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## WEDNESDAY, APRIL 28, 2021 — 9:00AM -1:00PM

### SESSION 1.0: MANAGEMENT SYSTEMS WHEEL (MSW)

- 9:00am: Welcome Back: Ground Rules/Setting the stage
- 1.1 Head Start Grant/Program Governance System
- 1.2 Management Systems Wheel Intro
- 1.3 Recordkeeping & Reporting System
- 1.4 Coordinated Approaches (CA) Intro
- Break

SMALL GROUP NETWORKING AND REFLECTION

- Large Group Session Debrief

- 1:00pm: Dismiss

## WEDNESDAY, MAY 5, 2021 — 9:00AM -1:00PM

### SESSION 2.0: PROGRAM SERVICES

- 9:00am: Welcome Back: Ground Rules/Setting the stage
- 2.1 Education Services Overview/Coordinated Approaches (CA)/  
#2 Dual Language Learners (DLL)
- Break
- 2.2 Disability Services Overview/CA #3 Disabilities
- 2.3 Data Management System/CA #4 Data
- Break
- 2.4 Mental Health Services Overview
- 2.5 Staff Mental/Physical Wellness

SMALL GROUP NETWORKING AND REFLECTION

- Large Group Session Debrief

- 1:00pm: Dismiss



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## WEDNESDAY, MAY 12, 2021 — 9:00AM -1:00PM SESSION 3.0 MANAGEMENT SYSTEMS WHEEL 2

- 9:00am: Welcome Back: Ground Rules/Setting the stage
- 3.1 Communication System
- Break
- 3.2 Training & Professional Development (PD) System/CA #1 PD
- 3.3 Human Resources System
- Break
- 3.4 Community Assessment System

SMALL GROUP NETWORKING AND REFLECTION  
• Large Group Session Debrief

- 1:00pm: Dismiss

## WEDNESDAY, MAY 19, 2021 — 9:00AM -1:00PM SESSION 4.0: PROGRAM SERVICES & GOALS

- 9:00am: Welcome Back: Ground Rules/Report back from Day 4
- 4.1 Program Planning System
- 4.2 Parent, Family, Community, Engagement (PFCE) Services Overview
- 4.3 **PFCE** & School Readiness & Program Goals
- Break
- 4.4 PFCE & **School Readiness** & Program Goals
- 4.5 PFCE & School Readiness & **Program Goals**

SMALL GROUP NETWORKING AND REFLECTION  
• Large Group Session Debrief

- 1:00pm: Dismiss



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**WEDNESDAY, MAY 26, 2021 — 9:00AM -1:00PM**  
**SESSION 5.0: MANAGEMENT SYSTEMS WHEEL 3**

- 9:00am: Welcome Back: Ground Rules/Setting the stage
- 5.1 Fiscal Management System
- Break
- 5.2 Ongoing Monitoring System
- 5.3 Social Media and Personally Identifiable Information (PII) Implications
- Break
- 5.4 Self-Assessment System

SMALL GROUP NETWORKING AND REFLECTION  
• Large Group Session Debrief & Homework Activity

- 1:00pm: Dismiss

**WEDNESDAY, JUNE 2, 2021 — 9:00AM -1:00PM**  
**SESSION 6.0: ERSEA & HEALTH**

- 9:00am: Welcome Back: Ground Rules/Setting the stage
- 6.1 Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) Services Overview
- 6.2 Health Services Overview
- Break
- 6.3 Health Services Advisory Committee
- 6.4 Staff Wellness for New Managers
- Break

SMALL GROUP NETWORKING, REFLECTION  
& IMPLEMENTATION PLANS  
• Large Group Session Debrief & Wrap-up  
• Closing Activities

- 1:00pm: Dismiss



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