

CCR&R Subsidy Welcome Packet



Welcome!

The Early Childhood Leadership Institute (ECLI) at Rowan University develops and supports early childhood education professionals and leaders to build national and in-state capacity through continuous quality improvement.

Beginning in 2020, ECLI worked with New Jersey's network of Child Care Resource & Referral (CCR&R) agencies and their subsidy staff to deliver an 8-session series of trainings with the following two goals:

- Subsidy staff help families build their knowledge of: child development, comprehensive services, early childhood and school-age care including education options.
- Subsidy staff support families to become engaged consumers of early childhood and school-age care, education and comprehensive services.

The professional development series was based on a training guide developed by the National Center on Parent, Family and Community Engagement titled "Promoting Informed Child Care Choices: A Training Guide for Child Care Subsidy Staff." The cohorts were structured to maximize interaction between staff and individuals from other agencies across the state. Supervisors have several yearly opportunities to learn about the topics covered and strategize ways to support staff in implementing the skills and knowledge gained from the professional development.

Since then, we've used data from participants to provide additional learning experiences around Diversity, Equity, Inclusion; Child Development; Leadership; Family and Community Engagement; Collaboration and Teamwork and built cohorts into Communities of Practice for CCR&R professionals to develop and disseminate best practices, guidelines, and strategies around our shared learning experiences. We value connection, open dialogue, meaningful learning and reflection, cultural responsiveness, and continuous professional growth.

This year, we are going to dive into three topic areas:

- **workplace culture**
- **self-development**
- **diversity, equity, and inclusion**

For each topic area, choose a guest speaker that most fits your needs and goals. Then, join your Community of Practice Cohort to share your reflections, discuss implementation, and connect with colleagues.

New cohort groups have been developed to grow relationships, make new partnerships, and gather varied viewpoints! Also, supervisors will be in a separate cohort so that these CoPs can be individualized by role and goal setting can be more intentional and specific. **Make sure to note your new cohort.**

Workplace Culture

A positive workplace culture retains employees and impacts job satisfaction. It is built on strong communication, safety, and meaningful work and connections. It is everyone's responsibility to build and maintain a healthy culture through consistent and authentic behaviors, fostering positivity, and proactive problem-solving. The three sessions to choose from focus on different aspects of workplace culture. Review the descriptions and choose a session that will build on your strengths or address areas you'd like to bolster.

The Elephant in the Room—Dealing with Unacknowledged Conflict **Jennifer Clement**

2 Hour | October 5, 2023 9:30-11:30 am | Register by September 21, 2023 | [Click here to register.](#)

Do you sense the presence of the “elephant in the room” at staff meetings, with administrators, or with parents? This workshop explores the most effective responses to unacknowledged conflict and the five styles of conflict management. Participants will investigate the style they are most comfortable with and the styles that create more conflict. Proactive strategies for addressing and resolving conflict will be identified. Activities include Iceberg Theory, Medicine Wheel, and Addressing and De-escalating Techniques.

Creating a Climate of High Psychological Safety to Support Staff Retention **Nicole Hylton, MS**

2 Hour | October 12, 2023 9:30-11:30 am | Register by September 28, 2023 | [Click here to register.](#)

Understanding psychological safety and how it impacts the workplace climate is crucial in supporting quality programming and staff retention. This session will explore the concept of psychological safety, the impact of high and low levels of psychological safety in the workplace, and strategies for leaders and team members to help increase psychological safety.

Maintaining a Positive Workplace Culture **Lani Nelson-Zlupko, PhD, LCSWD**

2 Hour | October 20, 2023 12:00 pm-2:00 pm | Register by October 6, 2023 | [Click here to register.](#)

Burnout and low morale are common, avoidable workplace challenges. This workshop identifies the top causes of negative workplace culture, explores how these dynamics take hold, and reviews top tools for disrupting negativity and fostering positivity. Issues addressed include how to best manage complaints, disrespect, gossip, rudeness, feeling “done to”, overworked, overwhelmed, as well as apathy and checking out. Tools will be explored which lead to increased positivity, respect, appreciation, optimism and stress endurance.

Workplace Culture Communities of Practice:

Your cohort assignment is in the welcome email. Please note cohort assignments may be different from previous years!

Cohort 1

11/2/2023

9:30-11:30 am

Cohort 2

11/6/2023

9:30-11:30 am

Cohort 3

11/8/2023

9:30-11:30 am

Cohort 4

11/9/2023

9:30-11:30 am

Cohort 5

11/13/2023

9:30-11:30 am

Self-Development

The new year is a great time to reflect on personal growth and set future goals. These sessions are created for YOU! Consider your progress and goals to reach your full potential, stay motivated, and advance your skill set. Read about the three learning experiences below. Which one would you enjoy and benefit from the most?

Time Management Jennifer Clement

2 Hour | January 5, 2024 9:30-11:30 am | Register by December 22, 2023 | [Click here to register.](#)

Time management is the art of effectively and efficiently utilizing time to an individual's benefit throughout the day, week, or month. Effective time management can benefit both personally and professionally toward work-life balance. In this workshop, participants will explore the 4 D's of time management (Do, Delay, Delegate, Delete). Participants will discuss the real-life barriers to effective time management. Attendees will also explore concepts of control related to time management. This workshop will assist participants in reflecting on prioritization, task management, and motivation strategies while helping to understand the importance of self-care.

Motivating and Engaging Others Lani Nelson-Zlupko, PhD, LCSW

2 Hour | January 12, 2024 12:00-2:00 pm | Register by December 29, 2023 | [Click here to register.](#)

Some people are just born with more energy and enthusiasm, right? What can be done if people are checked out, unmotivated, and unengaged? And why are some people so lazy? Why don't they care or try harder? This workshop explores the top causes of low engagement, including generational differences in perceptions about effort, energy and initiative. It breaks down misconceptions about the causes of effort initiation and explores the science behind changing motivational levels in human behaviors. Top pitfalls to avoid demotivating people and pushing them away from the task will be identified; and top tools for garnering and growing energy and effort will be explored.

Professional Resilience Susan Lewis, MEd

2 Hour | January 19, 2024 9:30-11:30 am | Register by January 5, 2024 | [Click here to register.](#)

How to bolster your emotional intelligence (EI) for when times get tough. In this two-hour workshop we will explore the aspects of emotional intelligence that professionals can tap into that help strengthen awareness of both when our own resilience is reaching crucially low levels, as well as others (colleagues, families). By strengthening our EI, it allows us to show up with more compassion, vulnerability and authenticity. Creating a climate that fosters and invites both asking for help for and asking others if they need help is one that will strengthen teams, communities and systems. We will discuss how to strengthen your own EI muscles to be both an advocate for yourself as well as for others.

Self-Development Communities of Practice:

Your cohort assignment is in the welcome email. Please note cohort assignments may be different from previous years!

Cohort 1

2/1/2024

9:30-11:30 am

Cohort 2

2/2/2024

9:30-11:30 am

Cohort 3

2/8/2024

9:30-11:30 am

Cohort 4

2/9/2024

9:30-11:30 am

Cohort 5

2/15/2024

9:30-11:30 am



Diversity, Equity, and Inclusion

Diversity, equity, and inclusion (DEI) is a term used to describe all that is done to ensure all of us are represented fully and are welcomed with respect. This year, our journey with DEI deepens, hitting new topics that will get you thinking! Read the session descriptions below and reflect on your personal journey. Which topic would you like to learn more about? Which could improve your practice?

Increasing Cultural Humility - Dealing with Diversity Jennifer Clement

2 Hour | February 29, 2024 9:30-11:30 am | Register by February 15, 2024 | [Click here to register.](#)

Blue hair, pierced tongues, and economic status - How do they affect your decisions? How do they affect your reactions? When is being colorblind ever helpful? Everyone has biases; it is human nature to have ingrained stereotypes, but what part do they play in our leadership abilities or our decision-making process? Join us for training regarding the barriers that influence our efforts to support others and tackle conflict. The training will explore tools to assist in putting aside biases, addressing stereotypes, and confronting roadblocks.

Supporting Family Structures Alison Hooper, PhD

2 Hour | March 8, 2024 9:30-11:30 am | Register by February 23, 2024 | [Click here to register.](#)

Families come in many shapes and sizes and are integral to young children's development. In this workshop, we will learn about diverse family structures, examine our assumptions and beliefs about families and how they may influence our work, and explore how to best engage families with various structures. Participants will leave with strategies to help them partner with all families to encourage positive child development.

Equitable Family Engagement — How to Be Ally Kia Johnson, MEd

2 Hour | March 11, 2024 9:30-11:30 am | Register by February 26, 2024 | [Click here to register.](#)

Meaningfully engaging families in students' educational experiences has the potential to significantly impact a student's ability to thrive, but is often one of the greatest challenges of school communities. In Equitable Family Engagement: How to be an Ally, we will explore actionable strategies to leverage relationships with families and cultivate authentic allyship that centers families as partners. Through the examination of the strategies of educators that have successfully created productive relationships and partnerships with families, we will elevate new ways to effectively merge family engagement and culturally responsive pedagogy to ultimately promote student success.

Diversity, Equity, and Inclusion Communities of Practice:

Your cohort assignment is in the welcome email. Please note cohort assignments may be different from previous years!

Cohort 1

3/14/2024

9:30-11:30 am

Cohort 2

3/15/2024

9:30-11:30 am

Cohort 3

3/22/2024

9:30-11:30 am

Cohort 4

4/11/2024

9:30-11:30 am

Cohort 5

4/12/2024

9:30-11:30 am

Other Professional Development Offerings

NEW STAFF

New staff will engage in “Promoting Informed Child Care Choices” with eight monthly sessions focusing on understanding consumer education and consumer engagement which can help subsidy staff better plan and implement strategies for working more effectively with families.

Eight (8) Wednesdays for “Promoting Informed Child Care Choices for New Staff” 1:30-4:00 pm

Dates: 10/18/23; 11/15/23; 12/13/23 (2nd Weds); 1/17/24; 2/21/24; 3/20/24; 4/17/24; 5/15/24

SUPERVISORS

Supervisors will meet four times in a Community of Practice to review content through a lens of leadership and support. This year’s sessions will focus on a supervisor-specific guest speaker and book (see description below), *Trust and Inspire* by Stephen Covey.

“In his newest and most transformative book, *Trust and Inspire*, he offers a simple yet bold solution: to shift from this ‘command and control’ model to a leadership style of ‘trust and inspire.’ People don’t want to be managed; they want to be led. *Trust and Inspire* is a new way of leading that starts with the belief that people are creative, collaborative, and full of potential.”

Shifting the Paradigm

Jen Cortes, MS

2 Hour | October 26, 2023 9:30-11:30 am

You have probably heard the saying, “Leadership is a choice, not a position,” but what does this really mean? How can those in a supervisory role choose to be strong leaders whose staff want to follow? In this session, we will explore two different leadership paradigms from which we use to lead staff, engage in self-reflection to identify where each of us are on the continuum, learn strategies for making shifts towards inspiring a high-trust culture and creating collaboration and innovation. Participants will leave the session with concrete strategies to begin implementing within their roles.

New supervisors will also have a chance to meet to review the curriculum and make connections.

New Supervisor Session

2 hour/ October 4, 2023 1:30 pm-3:30 pm

Supervisor Communities of Practice:

CoP 1

11/29/2023

1:30-3:30 pm

CoP 2

1/24/2024

1:30-3:30 pm

CoP 3

3/6/2024

1:30-3:30 pm

CoP 4

5/1/2024

1:30-3:30 pm



Calendar of Events

October 2023

Wednesday, October 4 | *New Supervisor Session* | 1:30-3:30 pm

Thursday, October 5 | *The Elephant in the Room—Dealing with Unacknowledged Conflict* | Jennifer Clement | 9:30-11:30 am

Thursday, October 12 | *Creating a Climate of High Psychological Safety to Support Staff Retention* | Nicole Hylton | 9:30-11:30 am

Wednesday, October 18 | *Promoting Informed Child Care Choices for New Staff* | 1:30-4:00 pm

Friday, October 20 | *Maintaining a Positive Workplace Culture* | Lani Nelson-Zlupko | 12:00-2:00 pm

Thursday, October 26 | *Shifting the Paradigm* | Supervisors | Jen Cortes | 9:30-11:30 am

November 2023

Thursday, November 2 | Cohort 1 Community of Practice: Workplace Culture | 9:30-11:30 am

Monday, November 6 | Cohort 2 Community of Practice: Workplace Culture | 9:30-11:30 am

Wednesday, November 8 | Cohort 3 Community of Practice: Workplace Culture | 9:30-11:30 am

Wednesday, November 9 | Cohort 4 Community of Practice: Workplace Culture | 9:30-11:30 am

Monday, November 13 | Cohort 5 Community of Practice: Workplace Culture | 9:30-11:30 am

Wednesday, November 15 | *Promoting Informed Child Care Choices for New Staff* | 1:30-4:00 pm

Wednesday, November 29 | Supervisor Community of Practice | 1:30-3:30 pm

December 2023

Wednesday, December 13 | *Promoting Informed Child Care Choices for New Staff* | 1:30-4:00 pm

January 2024

Friday, January 5 | *Time Management*, Jennifer Clement | 9:30-11:30 am

Friday, January 12 | *Motivating and Engaging Others*, Lani Nelson-Zlupko | 12:00-2:00 pm

Wednesday, January 17 | *Promoting Informed Child Care Choices for New Staff* | 1:30-4:00 pm

Friday, January 19 | *Professional Resilience* | Susan Lewis | 9:30-11:30 am

Wednesday, January 24 | Supervisor Community of Practice | 1:30-3:30 pm

February 2024

Thursday, February 1 | Cohort 1 Community of Practice: Self-Development | 9:30-11:30 am

Friday, February 2 | Cohort 2 Community of Practice: Self-Development | 9:30-11:30 am

Thursday, February 8 | Cohort 3 Community of Practice: Self-Development | 9:30-11:30 am

Friday, February 9 | Cohort 4 Community of Practice: Self-Development | 9:30-11:30 am

Thursday, February 15 | Cohort 5 Community of Practice: Self-Development | 9:30-11:30 am

Wednesday, February 21 | *Promoting Informed Child Care Choices for New Staff* | 1:30-4:00 pm

Friday, February 29 | *Increasing Cultural Humility - Dealing with Diversity* | Jennifer Clement | 9:30-11:30 am

March 2024

Wednesday, March 6 | Supervisor Community of Practice | 1:30-3:30 pm

Friday, March 8 | *Supporting Family Structures* | Alison Hooper | 9:30-11:30 am

Monday, March 11 | Equitable Family Engagement—How to Be an Ally | Kia Johnson | 9:30-11:30 am

Thursday, March 14 | Cohort 1 Community of Practice: Diversity, Equity and Inclusion | 9:30-11:30 am

Friday, March 15 | Cohort 2 Community of Practice: Diversity, Equity and Inclusion | 9:30-11:30 am

Wednesday, March 20 | *Promoting Informed Child Care Choices for New Staff* | 1:30-4:00 pm

Friday, March 22 | Cohort 3 Community of Practice: Diversity, Equity and Inclusion | 9:30-11:30 am

April 2024

Thursday, April 11 | Cohort 4 Community of Practice: Diversity, Equity and Inclusion | 9:30-11:30 am

Friday, April 12 | Cohort 5 Community of Practice: Diversity, Equity and Inclusion | 9:30-11:30 am

Wednesday, April 17 | *Promoting Informed Child Care Choices for New Staff* | 1:30-4:00 pm

May 2024

Wednesday, May 1 | Supervisor Community of Practice | 1:30-3:30 pm

Wednesday, May 15 | *Promoting Informed Child Care Choices for New Staff* | 1:30-4:00 pm

Friday, May 17 | **Makeup Day**