HSU Course Outline

Program Monitoring & Self-Assessment

PM40101

6 Weeks

Description

This in-depth six weeks 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

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
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