



# Welcome to our 2008 H.G. Jones Institute training catalog!

I sincerely appreciate your interest and invite you to bring your vision and hopes for the future with you as you look through these pages.

You'll find familiar offerings and brand-new ones. New angles on old issues. And new strategies for implementing ground-breaking solutions to meet your organization's unique challenges.

Here at H.G. Jones & Associates, we've pioneered innovative consulting and training activities since 2002. Our mission is to meet your needs as a service professional, whether you work in Head Start and early childhood, human services, or another industry. We stay in touch with our clients, so we know what you need. We help you anticipate new challenges and address those that you've already been working on.

Our ERSEA trainings continue to help Head Start and early childhood development agencies and pre-K staff use management systems effectively to ensure that children and families have access to the comprehensive services they need. Our other offerings focus on the professional development of staff and partners in a wide range of non-profit agencies, community-based programs, and for-profit organizations.

At the H. G. Jones Institute here in Chicago, we've created the perfect setting for in-depth learning that results in real-world results. Opened in 2007, the Institute hosts all our trainings. Each is limited to 40 participants, and each focuses on one significant topic – from strategic planning to the effective use of professional boundaries, ethics, and values in the workplace.

We're committed to the experience. Every detail is managed to ensure that participants can focus on what they've come to learn. And each training gives participants opportunities to analyze the unique challenges facing their organization.

Our trainings are about real life. We offer two-day Institute trainings and new one-and-a-half-day seminars that tackle the issues you deal with every day. Our goal is to help you develop new strategies and solutions, apply cutting-edge theories and tools to your challenges, and gain new resources to make a difference in your communities.








Many organizations ask us to customize trainings outlined in this catalog, and we are happy to do so. We can bring these events to your location or a site near you, and we can modify them to suit your specific concerns. Just call our office. Any member of our team will be happy to learn more about the challenges you're facing and how we can help you develop the tools, systems, and skills not just to meet them but to radically improve outcomes for your clients.

Please join us in 2008. We are committed to providing you with high-quality training experiences whether it is here in Chicago or at a place near you. We look forward to working with you.



**Henry G. Jones**

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# ERSEA for Decision Makers: Board, Policy Council, Directors, and Key Management Staff



As a professional in the Head Start or childcare community, you know—even if you are new to the program—that programs must meet and maintain full enrollment. This is not an option; it is absolutely mandatory, and with good reason. Preschool Head Start costs average \$7,300 per child and family. Statistics show that some programs struggle to meet full enrollment. Those who appear to meet their commitments may err by serving too many over-income children and families. This workshop is designed to strengthen participants' knowledge and skills that are required for meeting the requirements outlined in Part 1305 of the federal regulations regarding eligibility, recruitment, selection, enrollment, and attendance (ERSEA) in Head Start. Special emphasis will be placed on the unique role of decision makers in the ERSEA process.

## Activities for small and large groups facilitate key learning objectives and include:

- An introduction to a systems approach to managing the ERSEA process
- A detailed review of federal regulations and program instructions
- Hands-on assignments to stimulate new ideas and strategies for implementing ERSEA processes
- Outline of the responsibilities of key decision makers in ERSEA
- Opportunities for detailed question and answer

## This training is targeted for:

Board Members, Policy Council Officers, Executive Directors, Program Directors, Key Management Staff, Child Care Partners, and Other Key Community Partners

*Date for this training is: November 11-12, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Participants will:

- Be equipped with knowledge and skills fundamental to the creation of a viable ERSEA team approach
- Begin to develop a systems outlook and approach
- Be able to use their knowledge of the regulations to make quality decisions
- Be able to transfer their knowledge to other key decision makers in their program
- Be able to use a systems approach and integrate ERSEA into overall program planning

### Take-Home Materials

Participants receive a comprehensive manual designed especially for decision makers. This Tool Kit will help program professionals better understand the fundamental requirements of Part 1305 and includes:

- Concepts and ideas that provide clarification of the regulations
- Key definitions vital to understanding ERSEA processes
- Small and large group team assignments
- Appendices and references that further support the requirements and ideas for understanding the requirements of decision makers

### Day One

Overview

Systems approach to ERSEA

Understanding community assessment requirements

Understanding age and family income requirements

### Day Two

Understanding recruitment of children requirements

Understanding selection requirements

Understanding enrollment and re-enrollment requirements

Understanding attendance, policy on fees, and overall compliance requirements

Wrap-up and evaluation

# ERSEA for Early Head Start Programs



As a professional in the Early Head Start or childcare community, you know—even if you are new to the program—that programs must meet and maintain full enrollment. This is not an option; it is absolutely mandatory, and with good reason. Early Head Start costs range as high as \$11,000 to \$12,000 per child and family. Statistics show that some programs struggle to meet full enrollment. Those who appear to meet their commitments may err by serving too many over-income children and families. This training is designed to strengthen participants' knowledge and skills that are required for meeting the requirements outlined in Part 1305 of the federal regulations regarding eligibility, recruitment, selection, enrollment, and attendance (ERSEA) in Head Start. Information will be specifically tailored to meet the needs of Early Head Start (EHS) programs.

## Activities for small and large groups facilitate key learning objectives and include:

- An introduction to a systems approach to managing the ERSEA process in EHS
- A detailed review of federal regulations and program instructions with emphasis on those pertaining specifically to EHS programs
- Hands-on assignments to stimulate new ideas and strategies for implementing ERSEA processes in EHS
- Opportunities for detailed question and answer

## This training is targeted for:

All Early Head Start Staff, Executive Directors, Board Members, Policy Council, Program Parents, Child Care Partners, and Other Key Community Partners

*Date for this training is: October 14-15, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Participants will:

- Be equipped with knowledge and skills fundamental to the creation of a viable ERSEA team approach
- Begin to develop a systems outlook and approach to ERSEA in EHS
- Be able to use their knowledge of the regulations to make quality decisions
- Be able to transfer their knowledge to others in their program
- Be able to use a systems approach and integrate ERSEA into overall program planning

### Take-Home Materials

Participants receive a comprehensive manual designed especially for EHS. This Tool Kit will help program professionals better understand the fundamental requirements of Part 1305 and includes:

- Concepts and ideas that provide clarification of the regulations
- Key definitions vital to understanding ERSEA processes in EHS
- Small and large group team assignments
- Appendices and references that further support the requirements and ideas for implementation

### Day One

Overview

Systems approach to ERSEA

Understanding community assessment requirements for EHS

Understanding age and family income requirements for EHS

### Day Two

Understanding recruitment of children requirements for EHS

Understanding selection requirements for EHS

Understanding enrollment and re-enrollment requirements for EHS

Understanding attendance, policy on fees, and overall compliance requirements for EHS

Wrap-up and evaluation

# ERSEA for Native American and Migrant Programs



As a professional in the Head Start or childcare community, you know—even if you are new to the program—that programs must meet and maintain full enrollment. This is not an option; it is absolutely mandatory, and with good reason. Preschool Head Start costs average \$7,300 per child and family. Statistics show that some programs struggle to meet full enrollment. Those who appear to meet their commitments may err by serving too many over-income children and families. This training is designed to strengthen participants’ knowledge and skills that are required for meeting the requirements outlined in Part 1305 of the federal regulations regarding eligibility, recruitment, selection, enrollment, and attendance (ERSEA) in Head Start. Information will focus on those aspects of ERSEA that are unique to the needs of Native American and migrant programs.

## Activities for small and large groups facilitate key learning objectives and include:

- An introduction to a systems approach to managing the ERSEA process in Native American and migrant programs
- A detailed review of federal regulations and program instructions
- Hands-on assignments to stimulate new ideas and strategies for implementing ERSEA processes in Native American and migrant programs
- Opportunities for detailed question and answer

## This training is targeted for:

All Program Staff, Tribal Council, Policy Council, Executive Directors, Program Parents, Child Care Partners, and Key Community Partners

*Date for this training is: May 1-2, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Participants will:

- Be equipped with knowledge and skills fundamental to the creation of a viable ERSEA team approach
- Begin to develop a systems outlook and approach
- Be able to use their knowledge of the regulations to make quality decisions
- Be able to transfer their knowledge to others
- Be able to use a systems approach and integrate ERSEA into overall program planning

### Take-Home Materials

Participants receive a comprehensive manual designed especially for Native American and migrant programs. This Tool Kit will help program professionals better understand the fundamental requirements of Part 1305 and includes:

- Concepts and ideas that provide clarification of the regulations
- Key definitions vital to understanding ERSEA processes
- Small and large group team assignments
- Appendices and references that further support the requirements and ideas for implementation

### Day One

Overview

Systems approach to ERSEA

Understanding community assessment requirements for Native American and migrant programs

### Day Two

Recruitment of children requirements for Native American and migrant programs

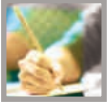
Selection requirements for Native American and migrant programs

Enrollment and re-enrollment requirements for Native American and migrant programs

Attendance, policy on fees and overall compliance requirements

Wrap-up and evaluation

# ERSEA Level One: Understanding the Fundamentals



As a professional in the Head Start or childcare community, you know—even if you are new to the program—that programs must meet and maintain full enrollment. This is not an option; it is absolutely mandatory, and with good reason. Preschool Head Start costs average \$7,300 per child and family.

Statistics show that some programs struggle to meet full enrollment. Those who appear to meet their commitments may err by serving too many over-income children and families. This training is designed to strengthen participants' knowledge and skills that are required for meeting the requirements outlined in Part 1305 of the federal regulations regarding eligibility, recruitment, selection, enrollment, and attendance (ERSEA) in Head Start.

## Activities for small and large groups facilitate key learning objectives and include:

- An introduction to a systems approach to managing the ERSEA process
- A detailed review of federal regulations and program instructions
- Hands-on assignments to stimulate new ideas and strategies for implementing ERSEA processes
- Opportunities for detailed question and answer

## This training is targeted for:

All Program Staff, Executive Directors, Board Members, Policy Council, Program Parents, Child Care Partners, and Other Key Community Partners

*Date for this training is: March 11-12, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Participants will:

- Be equipped with knowledge and skills fundamental to the creation of a viable ERSEA team approach
- Begin to develop a systems outlook and approach to ERSEA
- Be able to use their knowledge of the regulations to make quality decisions
- Be able to transfer their knowledge to others in their program
- Be able to use a systems approach and integrate ERSEA into overall program planning

### Take-Home Materials

Participants receive a comprehensive manual designed especially for Level One. This Tool Kit will help program professionals better understand the fundamental requirements of Part 1305 and includes:

- Concepts and ideas that provide clarification of the regulations
- Key definitions vital to understanding ERSEA processes
- Small and large group team assignments
- Appendices and references that further support the requirements and ideas for implementation

### Day One

Overview

Systems approach to ERSEA

Understanding community assessment requirements

Understanding age and family income requirements

### Day Two

Understanding recruitment of children requirements

Understanding selection requirements

Understanding enrollment and re-enrollment requirements

Understanding attendance, policy on fees and overall compliance requirements

Wrap-up and evaluation

# ERSEA Level Two: Implementing the Requirements



In all Head Start programs, emphasis is understandably placed on fulfilling our charter to meet the requirements of Part 1304 of the regulations that guide early childhood development and health services, family and community partnerships, and program design and management. As a result of that strong focus, however, many programs overlook or minimize the importance of Part 1305 of the regulations, which defines who should receive services in communities and how grantees should identify and reach them in fulfillment of grant commitments. This training builds on the basics established in Level One. It develops a further understanding of the regulations, provides ideas for implementation, and places an emphasis on systems management.

**Level Two focuses on best practices in implementation and management that make ERSEA processes successful, such as:**

- Using a team approach to ERSEA design and execution
- Defining ongoing roles and responsibilities
- Using key agency assets in ERSEA, including the community assessment, strategic plan, self assessment, program information report, service delivery plans, and selection criteria
- Developing agency work plans for implementation

**This training is targeted for:**

ERSEA Team Members, Board Members, Policy Council, Executive Directors, Program Managers, Key Management Team, Child Care Partners, and Key Community Partners

*Date for this training is: June 16-17, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Programs will:

- Have a plan to use a team approach to ERSEA design and management
- Have an in-depth analysis of its ERSEA processes and an outline of possible solutions to important issues
- Have an outline for the development of a comprehensive ERSEA plan
- Have strategies for resolving ERSEA issues in the future

### Take-Home Materials

Level Two includes a comprehensive manual designed to help your program to implement the knowledge and skills learned during the training. The Tool Kit helps program professionals implement the requirements of Part 1305 and includes:

- Easy-to-use guides for analyzing your community assessment, establishing recruitment targets, and developing selection criteria
- Detailed implementation strategies for complying with ERSEA regulations
- Best practices for meeting and maintaining funded enrollment levels
- Using a team approach to work plan development
- Appendices and references that further support the requirements and ideas for implementation

### Day One

Overview

The importance of ERSEA to the Head Start vision

Key ERSEA requirements you must know

Development of ERSEA teams

Assessment and planning of community assessment

### Day Two

Assessment and planning

Age and family income requirements

Recruitment of children targets and strategies

Selection committees and criteria

Enrollment and re-enrollment strategies

Attendance, policy on fees, and overall compliance

Wrap-up and evaluation

# ERSEA Level Three: Managing the Process



The importance of successfully managing the ERSEA process cannot be overemphasized. Many programs find themselves either under-enrolled or with waiting lists too small to fill the vacancies that will occur during the year. Often, program staff must use a hurry-up approach to completing applications just before the new school year. This takes precious time away from actual services to children and families. Many problems arise because the ERSEA process has not been managed as effectively as it could have been. This training builds on Levels One and Two, and is designed to assist programs to better track, monitor, and evaluate the overall ERSEA process and the systems that support it.

Level Three focuses on providing participants with the right tools to successfully manage the ERSEA processes and achieve program enrollment and service delivery objectives such as:

- Increase program capacity to meet and maintain full enrollment
- Use technology to manage data, forms, processes, and reports
- Design and use forms to record and track ERSEA processes
- Design and use flow charts to assist programs in determining accountability at all levels
- Monitor and manage process flow
- Evaluate tools to analyze ERSEA processes
- Define an ERSEA framework for planning overall ERSEA processes

## This training is targeted for:

ERSEA Team Members, Executive Directors, Program Managers, Key Management Team, and Child Care Partners

*Dates for this training are: June 18-19 and September 18-19, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Participants will:

- Develop strategies that will assist their program to track, monitor, and evaluate the ERSEA systems
- Formulate options for the enhanced use of technology in their ERSEA processes
- Develop the outline for plans that will provide accountability at all levels for each stage of the ERSEA process
- Be prepared to review and revise their overall ERSEA plans as needed utilizing a team approach

### Take-Home Materials

Level Three includes a comprehensive manual designed to help your program implement the knowledge and skills learned during the training. The Tool Kit helps program professionals to manage the requirements of Part 1305 and includes:

- Sample process forms developed by HGJA to help programs better monitor, track, and evaluate the overall ERSEA process
- Ideas, strategies, and solutions for evaluating the overall ERSEA process
- Technology ideas to assist programs in better managing ERSEA

### Day One

Overview

Managing the ERSEA process

Using technology to enhance the ERSEA process

Managing the community assessment process

Managing age and family income policies and processes

### Day Two

Managing the recruitment of children process

Managing the selection policies and process

Managing the enrollment and re-enrollment policies and processes

Managing attendance, policy on fees, and overall compliance policies and processes

Wrap-up and evaluation

# ERSEA Competency Based Certification Review and Exam



The ERSEA Competency Based Certification process helps individuals build critical competencies for identifying, selecting, and enrolling children and families eligible for Head Start services. Individuals who complete the certification process increase their skills, knowledge, and capabilities and demonstrate their commitment to ensuring access to Head Start services for qualified young children.

The ERSEA Competency Based Certification Review and Exam is required for certification. The one-and-a-half-day event gives participants the opportunity to review and update their ERSEA knowledge in preparation for the final ERSEA exam. The review has three distinct benefits. It helps participants increase their knowledge by examining national, regional, state, and local trends. Participants also critically explore their personal expertise across all ERSEA areas and fill any gaps that exist and could affect execution of the processes. The review also uses individual, team, and group activities to prepare candidates for the exam itself.

The ERSEA exam thoroughly tests participants' knowledge of ERSEA in three areas: regulations, implementation, and management. Successful candidates will have successfully completed all three ERSEA level trainings and can demonstrate that they have retained and can implement their knowledge through the successful completion of the exam. Individuals who fail the exam on the first try must attend a follow-up review session and retake the exam within eight months.

## Prerequisites:

Candidates who have completed all three ERSEA level trainings within the past twelve months are eligible to enroll for this training. Individuals who completed any level of the ERSEA trainings prior to 2007 must complete the newly designed ERSEA training before attending this training.

*Date for this training is: August 21-22, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Participants will:

- Update their knowledge of trends impacting ERSEA
- Thoroughly review all aspects of ERSEA
- Gain one-on-one assistance and opportunities to answer questions
- Inventory their ERSEA knowledge base
- Prepare for the final ERSEA exam individually and as a team
- Take the final ERSEA exam

### Day One

Overview

ERSEA Trends and Updates

ERSEA Fundamentals and Requirements

ERSEA Implementation Strategies

ERSEA Management Solutions

### Day Two

Team Review

Questions and Answer Session

ERSEA Competency Based Certification Exam

# Family Services: Managing the Partnership Development Process



This training provides participants with the core fundamentals that will enhance their ability to appropriately assist and observe families, record information, conduct informational interviews, implement plans, employ problem solving techniques, handle crisis intervention, and use case management and referral strategies.

The training addresses issues of values and ethical practice in the provision of family development services. Participants will have the opportunity to assess critical issues and discuss best practices, which will assist them in making sound decisions with families. This training will demonstrate a formal process for family services provision that will guide and assist staff when they are working with families within their organization and their community. The training will provide an opportunity for self-study, peer and supervisory review, and it will help the participant to ensure adherence to standards of service and quality assurance to families, their children, and the community.

The training will focus on the basic skills needed for the maintenance of appropriate and accurate recordkeeping and reporting and methods that will strengthen time and organization management skills. Participants will be exposed to appropriate methods and tools in the area of problem solving and will explore protocols that will enhance their ability to provide accurate and up-to-date follow-up in all areas of family services.

## **This training is targeted for:**

Program Managers, Family Services Managers, Family Services Staff, Case Managers, and Family Services Team

*Date for this training is: March 13-14, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Participants will:

- Explore the importance of family services from a systems perspective
- Develop strategies for successful partnership building
- Gain insight into the importance of training, communication, monitoring, and evaluation
- Become equipped with specific management skills for improving partnership outcomes

### Take-Home Materials

Participants will:

- Be provided with a manual that will outline the basic regulations and requirements of family services
- Have examples of forms and tools that can be used by their program
- Have written improvement plans that can be used to begin at-home improvements

### Day One

Overview

The importance of family services

Developing a systems perspective

Building successful partnerships

### Day Two

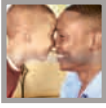
Strategies for conducting the assessment

Using the data

Evaluating your process

Wrap-up and evaluation

# Fatherhood: Creative Approaches for Involving Fathers



The importance of involving fathers in the lives of their young children has been well documented. Although much progress has been made in this area, many programs still struggle to create and maintain effective strategies that encourage the involvement of fathers. We will explore options that demonstrate creative solutions to these problems and assist programs in their efforts to establish successful fatherhood programs.

This training will help participants understand the important role that fathers play in the development of their children. The training will assist the participants in gaining direct knowledge and understanding of the needs of fathers in order to enhance their program services. They will acquire knowledge in recruiting, outreach, and in developing activities to involve fathers. The session will provide ideas in developing culturally diverse approaches that value father involvement and use partnerships to change societal attitudes. Participants will learn how to develop educational and family service activities that promote the development, implementation, and evaluation of programs directed at fathers and their children.

**This training is targeted for:**

All Program Staff, Fatherhood Project Leads, Policy Council Members, Program Parents, and Key Community Partners

*Date for this training is: April 1-2, 2008 | Chicago, IL*

## AGENDA AT A GLANCE

### Learning Outcomes

Participants will

- Explore creative approaches to involving fathers in the lives of their children
- Explore the impact of fathers on their children’s development and social development
- Learn the difference between father involvement and male involvement
- Explore and develop solutions to the barriers that inhibit father involvement
- Have the opportunity to share successful strategies with other programs
- Develop plans that can be implemented to increase the participation of fathers

### Take-Home Materials

Each participant will receive a manual that will contain information on:

- The regulations pertaining to parent and father involvement
- Creative approaches to father involvement
- Solutions that address barriers to success
- Checklists and forms that assist in the organization and management of the process
- A detailed planning approach to father involvement

### Day One

- Historical perspective of fatherhood
- Importance of fathers in the nurturing and development of children
- Fatherhood issues – challenges and successes
- Male involvement

### Day Two

- Essential elements of a fatherhood program
- Strategic planning strategies
- Partnerships and collaboration
- Funding sources
- Wrap-up and evaluation

# Seminars

Seminars at the H.G. Jones Institute are unlike any you've experienced elsewhere. Similar to the two-day Institute trainings, the one-and-a-half-day seminars are packed with action. Participants look in-depth at issues they face every day and develop new solutions for common challenges.

Institute trainings are not your typical education session, with a speaker up front and students quietly sitting in chairs. You can expect the unexpected, and you will be challenged, invited, and encouraged to truly participate.

Like today's business environment, the seminars move quickly to help you respond rapidly to changing concerns and new industry and competitive situations. Seminar participants receive handouts and meet a more targeted set of learning objectives that focus on using near-term actions to drive long-term results.

Whether you want to influence decision makers, change your organization, or rediscover the mission that will mobilize your community, these seminars will put you in touch with the critical systems, management and teaming techniques, and new skills that will transform and energize your organization.

Unless noted otherwise, each of these seminars is appropriate for individuals and entire teams. They can also be customized to suit your organization's unique needs and delivered at your location; just call our office to learn more.



# Building Bridges to Cultural Proficiency and Diversity

## **This training is targeted for:**

Executive Directors, Early Childhood Directors, Program Managers and Coordinators, Supervisors, Teachers, Parents, Community Partners

## **March 24-25, 2008**

What is culture? How does it affect our staff, partner, and client relationships? How is it impacting the heart of our business – the services we deliver? How can I, or my staff, develop better intercultural skills? Explore these questions, from broad definitions of culture and diversity to the relationships these often invisible influences have on competency, effectiveness, and execution. Examine cultural factors that can affect performance, especially in diverse environments and often unconsciously. Participants will be encouraged to reflect on their own experiences of bias and the outcomes. Explore how to use communication to build bridges, reduce barriers, and meet the challenges and opportunities that culturally rich environments offer – from differences in values and ideals to the rich diversity of traditions and expression.



# Team Building to Enhance Organizational Effectiveness

## **This training is targeted for all members of a work team, including:**

Board Members, Policy Council Officers, Executive Directors, Early Childhood Directors, Program Managers and Coordinators, Supervisors, Teachers, Community Partners

## **July 28-29, 2008**

What are teams good for? When is your team its most effective? Its least effective? What communications styles does your team – and its members – use most often? Is it working for you? Teams are collections of individuals. They have collective strengths – and weaknesses. Learning how to identify your personal and team characteristics can help you achieve not just the results you aim for, but those you may not even have imagined yet. As a team, explore the building blocks of creating and optimizing a team climate. Analyze how you work together today and identify steps you can take to build trust and grow and develop further as a high-performance team. Teams are encouraged to bring current issues and use the seminar to develop new strategies to overcome them.



# Using Reflective Supervision and Other Techniques to Manage People Effectively

## **This training is targeted for:**

Early Childhood Directors, Program Managers and Coordinators, Supervisors, Center Managers, Master and Lead Teachers, Parents, Community Partners

**September 29-30, 2008**

Reflective communication is an increasingly popular technique effective leaders are using to improve performance within their teams and organizations. It relies on emotional intelligence skills to reduce conflict, encourage collaboration, and take advantage of opportunities. As a leader, improving your ability to consciously apply these techniques can transform your team from a lackluster group of individuals with high potential into a high-performing team delivering top-notch results. Explore reflective supervision and its applications. Delve into your own emotional intelligence and how it can optimize the workplace. Learn how to share a vision interactively, build unified team strategies, and strengthen communication systems to implement – and achieve – organizational goals.



# Values, Ethics, and Professional Boundaries

## **This training is targeted for:**

Board and Policy Council Members, Executive Directors, Early Childhood Directors, Program Managers and Coordinators, Supervisors, Teachers, Parents, Community Partners

**October 1-2, 2008**

Workplaces must be safe places for staff, partners, and clients. This isn't always an easy task. This seminar addresses complexities and concerns related to professional boundaries and the values and ethics that generate effective work environments. Learn effective techniques for different types of supervision and professional situations – from administrative and reflective supervision to case consultation. Explore how to set and maintain professional boundaries in vastly different situations. Identify appropriate types of interactions, between supervisors and staff, case managers and clients, staff and partners, and peer to peer. Examine the steps you can take to create a safe atmosphere that encourages open discussion, values-based decision-making, and the highest standards of professional ethics.



# Organizational Leadership and Management in the 21st Century

## **This training is targeted for:**

Board Members, Policy Council Officers, Executive Directors, Early Childhood Directors, Program Managers and Coordinators, Master and Lead Teachers, Center Managers, Supervisors, Community Partners

**November 13-14, 2008**

Leadership and management are not the same. Leaders take a grip on their organizations through vision, values, example, and expectation. Leaders must be good managers, but not all managers are good leaders. Learn how to balance management requirements with leadership. Explore the ingredients of leadership and your own leadership strengths. Investigate the gap between managing a team or organization to leading colleagues and peers, and design a bridge you could build to cross it. Leaders look into the future; learn techniques for building a vision while keeping your feet solidly on the ground. Participants will have the opportunity to examine the expectations, values, culture, and outcomes for leaders and managers in their organizations. You will begin to develop a personal style that lets you work sensitively and effectively with colleagues and clients.



# Preparing for the Head Start Federal Review

## **This training is targeted for:**

Board Members, Policy Council Officers, Executive Directors, Early Childhood Directors, Program Managers and Coordinators, Master and Lead Teachers, Center Managers, Supervisors, Community Partners

**February 21-22, 2008; October 8-9, 2008**

Expand the tools your management team and program staff need to successfully conduct your next federal review. Learn proven techniques for designing and implementing a realistic and effective plan that will help you prepare for and complete the review. Explore how to set meaningful goals for your next review using a systems approach that focuses on key indicators. Target program data that can tell your story effectively and help you use the review to eliminate weaknesses, celebrate strengths, and continue to improve. Participants will have the opportunity to analyze their own program data and create plans they can take home and put into motion.



# Self-Assessment: Planning and Executing for Success

## **This training is targeted for:**

Board Members, Policy Council Officers, Executive Directors, Early Childhood Directors, Program Managers and Coordinators, Master and Lead Teachers, Center Managers, Supervisors, Community Partners

## **February 19-20, 2008**

Effective self-assessments are among the most useful tools available to organizations because they produce targeted blueprints for continuous improvement. Taking full advantage of this valuable process requires a systems approach that links self-assessment results directly with management and monitoring systems. Learn how to develop a quality self-assessment system that is thorough and tied to the program's year-round monitoring efforts. Find out how to leverage point-in-time data to drive specific improvements across the organization over time. Explore ways to monitor your progress and to identify changes that may be needed as you learn more. Emphasis will be placed on preparing, training, monitoring, and evaluating your self-assessment process.



# Strategic Thinking and Planning

## **This training is targeted for:**

Board, Policy Council, Executive Directors, Early Childhood Directors, Program Managers and Coordinators, Supervisors, Center Managers, Teachers, Community Partners

## **July 30-31, 2008**

Thinking strategically and planning effectively aren't just nice-to-haves anymore. They are absolutely essential. And not just for management, but for the whole organization. Today's employee must be as tuned into the strategic mission and focus of the organization as the CEO; maybe even more so, since employees are on the front line and interacting daily with partners and clients. Learn how to use strategic thinking and effective planning to design a strategic plan that looks beyond immediate crises and into the future – at least three to five years from now. Where is your organization going, and how will it get there? These are critical questions – and answers – to your organization's survival and success. Explore new approaches to jumpstart yourself and team members to think and act strategically in today's rapidly changing operating environment. Examine today's market and trends that can influence your planning process, policy decision making, and day-to-day functioning. Gain the ability to conduct a comprehensive planning process that will result in strategic goals and action plans that reflect your organization's passion and place in your community.

# H.G. Jones Institute Training Schedule 2008

Institute Trainings and Seminars	Date	Early Bird Date
<i>Access to Services</i>		
ERSEA Level One: Understanding the Fundamentals	March 11-12	Feb. 8
ERSEA for Native American and Migrant Programs	May 1-2	March 28
ERSEA Level Two: Implementing the Requirements	June 16-17	May 16
ERSEA Level Three: Managing the Process	June 18-19 Sept. 18-19	May 16 August 15
ERSEA Competency Based Certification Review and Exam	August 21-22	July 18
ERSEA for Early Head Start Programs	Oct. 14-15	Sept. 14
ERSEA for Decision Makers: Board, Policy Council, Directors, and Key Management Staff	Nov. 11-12	Oct. 3
<i>Service Delivery</i>		
Family Services: Managing the Partnership Development Process	March 13-14	Feb. 8
Building Bridges to Cultural Proficiency and Diversity	March 24-25	Feb. 24
Fatherhood: Creative Approaches for Involving Fathers	April 1-2	March 3
Team Building to Enhance Organizational Effectiveness	July 28-29	June 27
Using Reflective Supervision and Other Techniques to Manage People Effectively	Sept. 29-30	August 29
Values, Ethics, and Professional Boundaries	Oct. 1-2	August 29
<i>Management Systems</i>		
Self-Assessment: Planning and Executing for Success	Feb. 19-20	Jan. 31
Preparing for a Federal Review	Feb. 21-22 Oct. 8-9	Jan.31 Sept. 8
Strategic Thinking and Planning	July 30-31	June 27
Organizational Leadership and Management in the 21st Century	Nov. 13-14	Oct. 3

# Pricing and Registration Information

## Pricing (per person)

Event	Teams of		
	3+ Early Bird*	Early Bird	Regular
Summits	\$225	\$275	\$325
Trainings at the Institute	\$325	\$375	\$425

## Registration

Send the completed registration form with check or purchase order to:

**By Mail:** H.G. Jones & Associates  
211 W. Wacker Suite 1230  
Chicago, Illinois 60606

**By Fax:** (312) 263-0964  
**By Credit Card:**  
<http://www.hgja.com>

If you are sending a purchase order, HGJA will reserve your place and send you an invoice, which must be paid in full before the Early Bird date in order to take advantage of the discount. Additionally, if payment is not received on or before your scheduled training date, you will incur the regular rate plus a \$25 invoicing fee.

Make checks payable to H.G. Jones & Associates. Registration confirmation will be sent via e-mail. Please be sure to include your e-mail on your registration form. If you have not received your e-mail confirmation at least five days before your scheduled training, call Lisa Streitmatter at (866) 569-4452.

## Accommodations

Participants must arrange their own travel and lodging. We have arranged special room rates for Institute training attendees. When you contact the hotel, be sure to identify yourself as an H.G. Jones & Associates Institute training attendee to receive the proper rate. Rooms will be available at the special rate until the Early Bird date or until the block we've reserved fills up, whichever comes first. Reservations made after that time will be accepted by the hotels on a space and rate available basis. Cancellation and payment policies vary among hotels. Be sure to inquire about your hotel's policies.

## Changes, cancellations, and substitutions

HGJA reserves the right to make changes in the training or cancel a training if enrollment criteria are not met or when conditions beyond its control prevail. Registrants will be contacted in the event of a cancellation. HGJA's liability will be limited to the refund of the training registration fee only. Cancellations can be made up to ten business days before your scheduled training; your registration fee will be refunded less a \$50 processing fee.

No refunds will be made for cancellation received less than ten business days prior to your scheduled training; however, you may send a substitute. All cancellation requests must be received in writing.

\*Teams of three or more must register and send payment by the Early Bird Deadline or the Regular rate will apply.

# Hotel Information

Location	Hotel	Phone Number	Room Rate
<b>Holiday Inn – Chicago Mart Plaza</b>	350 West Mart Center Drive Chicago, IL. 60654	(312) 836-5000	\$142 - \$169

Participants must arrange their own travel and lodging. We have arranged special room rates for Institute training attendees. When you contact the hotel, be sure to identify H.G. Jones & Associates Institute to receive the proper rate.

For other hotels in the Chicago area, please contact our office.

**YOUR TRAVEL PLANNING NOTES:**

# 2008 HGJA Calendar of Events Registration Form

Please complete the form below and mail or fax to:

**Lisa Streitmatter**

H.G. Jones & Associates  
 211 West Wacker Drive, Suite 1230  
 Chicago, IL. 60606  
 lstreitmatter@hgja.com  
 Phone: (866) 569-4452 or (312) 263-0960  
 Fax: (312) 263-0964

Photocopies of this form will be accepted. You may download registration forms and additional brochures from our web site at [www.hgja.com](http://www.hgja.com). You may also register and pay by credit card online at: <http://www.hgja.com/schedule.html#onlinereg>

Event	Institute Training	Seminar	Early Bird Deadline	Teams of 3*		Regular	Total
				Early Bird	Early Bird*		
<b>Access to Services</b> <span style="float: right;">Circle the per person rate that applies; write it at the end of the row</span>							
ERSEA Level One: Understanding the Fundamentals	March 11-12		Feb. 8	\$325	\$375	\$425	\$
ERSEA for Native American and Migrant Programs	May 1-2		March 28	\$325	\$375	\$425	\$
ERSEA Level Two: Implementing the Requirements	June 16-17		May 16	\$325	\$375	\$425	\$
ERSEA Level Three: Managing the Process	June 18-19		May 16	\$325	\$375	\$425	\$
ERSEA Certification	Aug. 21-22		July 18	\$325	\$375	\$425	\$
ERSEA Level Three: Managing the Process	Sept. 18-19		Aug. 15	\$325	\$375	\$425	\$
ERSEA for Early Head Start Programs	Oct. 14-15		Sept. 14	\$325	\$375	\$425	\$
ERSEA for Decision Makers: Board, Policy Council, Directors, and Key Management Staff	Nov. 11-12		Oct. 3	\$325	\$375	\$425	\$
<b>Service Delivery</b>							
Family Services: Managing the Partnership Development Process	March 13-14		Feb. 8	\$325	\$375	\$425	\$
Building Bridges to Cultural Proficiency and Diversity		March 24-25	Feb. 24	\$225	\$275	\$325	\$
Fatherhood: Creative Approaches for Involving Fathers	April 1-2		March 3	\$325	\$375	\$425	\$
Team Building to Enhance Organizational Effectiveness		July 28-29	June 27	\$225	\$275	\$325	\$
Using Reflective Supervision and Other Techniques to Manage People Effectively		Sept. 29-30	Aug. 29	\$225	\$275	\$325	\$
Values, Ethics, and Professional Boundaries		Oct. 1-2	Aug. 29	\$225	\$275	\$325	\$
<b>Management Systems</b>							
Self Assessment: Planning and Executing for Success		Feb. 19-20	Jan. 31	\$225	\$275	\$325	\$
Preparing for a Federal Review		Feb. 21-22	Jan. 31	\$225	\$275	\$325	\$
Strategic Thinking and Planning		July 30-31	June 27	\$225	\$275	\$325	\$
Preparing for a Federal Review		Oct. 8-9	Sept. 8	\$225	\$275	\$325	\$
Organizational Leadership and Management in the 21st Century		Nov. 13-14	Oct. 3	\$225	\$275	\$325	\$
<b>Total Training</b>							\$

Participant Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_ Check# \_\_\_\_\_ PO# \_\_\_\_\_

\*Teams of three or more must register and send payment by the Early Bird Deadline or the Regular rate will apply.

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# HG Jones | Associates

EMPOWERING PEOPLE • STRENGTHENING ORGANIZATIONS

**211 W. Wacker Drive • Suite 1230**

**Chicago, Illinois 60606**

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

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