COURSE PROPOSAL 2007

“Technology and Childcare: Working Together for Success”

LSDCA & ASSOCIATES
William A. Amaya-Presenter

A two-day workshop custom designed TO FIT YOUR CLIENT NEEDS

For dates and prices please contact us:
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PROGRAM SUMMARY

The proposed workshop “Technology and Childcare: Working together for Success” To assist child care operators to maximize their efforts with technology-based tools through a paperless environment, develop staff to minimize time spent on paper work and maximize time spent in classroom and deliver reports immediately in an organized and seamless manner.

The use of technology-based tools has been around for over 20 years and our industry has yet to utilize it to our advantage. One of the most important factors in making your center above the rest is and will be the timely delivery of our product. While most of our time is spent hand-on with the children; the reporting of progress, shortcomings, implementation of processes is just as important because it gives both us and our peers a sense of where we are and where we need to go. Paper work seems to be never-ending in our industry and the more we covert and transcend into electronic and digitally-based tools and a paper-less environment, the quicker we can get back to doing what we do best and that is educating the children.

WORKSHOP PROPOSAL

Workshop components will include:
- Integration of hardware and software tools to organize and maintain a paperless environment.
- Use and delivery and storage of documents generated via office-suite based tools
- Identify technology-based tools to maintain documentation well-organized, easily accessible and protected in compliance with overseeing agencies and programs (i.e. DCF, HEADSTART, CDs, VPK,)

Targeted audience will include:
- Directors, Administrators
- Teaching staff
- IT administrators

Primary goals will be to:
- Enable childcare providers to take advantage of technology-based tools to maximize time developing the educational needs of the children while meeting documentation standards mandated by state and local authorities
- Deliver reports, immediately in an organized and seamless manner
- Provide tips and techniques in successful hardware and software integration

The expected outcomes will be:
- Clearly identify technology-based methods and processes to maximize your day-to-day operations.
- Maintain documentation organized and, readily accessible for administrator, parents, and agencies while keeping confidentiality at a maximum.
- Utilize technology-based tools to maximize your marketing efforts and keep center at capacity.
WORKSHOP IMPACT/ EVALUATION

Our goals with this training will be the following:

- Provide providers with basic knowledge and utilization of office-suite software to generate reports, design curriculum, present our product and services and monitor our operation.
- Provide an electronic and virtual filing system on a server to enable access to documents to authorized personnel 24/7 without compromising confidentiality.
- Train and give confidence to the provider in the use of technology-based tools

The desired impact and outcomes will be the following:

- The provider will be able to notice the time-savings related to paper work once they implement a technology-based plan
- Noticeable reduction in physical paper by storing data on a server.
- Substantial savings in supplies and maximization of their existing

Embed Outcomes by Target Audience

- A questionnaire will be provided to audience which will measure and identify the benefits of the training for their overall business management.
- Successful transition from paper to paper-less will unequivocally increase product delivery (education) and increased productivity.

Embed Outputs by Presenting Team

- Provide an overall assessment of the team, its efforts and techniques to maintain the audience engaged, participating and interested throughout the trainings.
- As needed and based on the execution of the trainings, indicate implementation to the program based on suggestions from the audience, observations by participants and self-assessment.

Embed Outcomes by Presenting Team

- We will statistically provide verifiable results indicative of the success of our training by gathering information regarding before and after knowledge of technology-based tools to our targeted audience.
- We will provide verifiable results by surveying our targeted audience and results of survey response as to how the workshop benefited their program in delivery of product (education) while increasing productivity and customer satisfaction.
- Evaluation sheet will give us an overall feeling of how we conduct our training, our strengths and shortcomings in order to continuously improve the training.