

# Children's Enrichment Enterprises, Inc.

1312 Oak Hill Avenue, Hagerstown, MD 21742

Presents

## **9 Hour Pre-Service Communications Training Course**

Approval # CKO-152000

**At our training locations in Washington County or Frederick County  
Or at your location for more than 10 trainees**

Fee: \$60

### **Training Level – Beginning**

#### **Communicating with Staff**

2.0 Clock hours – PROFESSIONALISM

Training Outcomes:

1. Teachers will understand how to relate to other staff professionally.
2. Teachers will be able to establish and maintain relationships by improving communication and listening.
3. Teachers will be able to establish and maintain a professional/political web by advocating for policies, debating professionalism, guiding practices through the scholarly web.

#### **Communicating with Parents**

4.0 Clock hours - COMMUNITY

Training Outcomes:

1. Teachers will identify effective conferencing techniques.
2. Teachers will evaluate their current level of knowledge and information about the children in their classrooms.
3. Teachers will improve their ability to ask for information.
4. Teachers will enhance their skills for listening to family members.
5. Teachers will contribute ideas to pre-conference family questionnaires.
6. Teachers will learn how to create action plans in collaboration with parents during conferences.
7. Teachers will complete conference-planning forms as a part of the conference planning process.
8. Teachers will develop a deeper understanding of the family members and the importance of developing trust and its relationship to conferencing.
9. Teachers will identify ways to foster mutual trust.

#### **Communicating with the Community-At-Large**

Training Outcomes

3.0 Clock hours - COMMUNITY

1. Teachers will learn how to report unethical or incompetent behavior of a colleague or a supervisor to child protective services in order to keep children safe.
2. Teachers will become familiar with laws and regulations that serve to protect the children in our programs.
3. Teachers will promote knowledge of child-friendly and family-friendly services in the community to staff who work with young children and families with young children.
4. Teachers will learn how and where to access developmentally appropriate experiences for young children that are available in the community.
5. Teachers will become aware of programs and agency meetings/boards that affect the lives of young children and their families in order to become more involved with advocating for young children.

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