



VIRTUAL TRAINING Winter 2025

COST: FREE

Join our virtual professional development sessions designed specifically for early childhood education administrators and family childcare owners/operators!

You'll gain insight on relevant topics, from effective leadership strategies and management practices to information about other ECIC programs that can build quality in your programs. Let's come together to connect, learn, and lead with confidence.

- All MO-SECA supported trainings require enrollment in the MO-SECA program to participate. More information about MO-SECA enrollment can be found at www.mo-seca.com or call (816) 235-1661.
- Space is limited! Register as soon as possible.
- Session participants will receive two clock hours for each session attended at **no cost!**
- Note: Clock Hours are not provided for sessions that were previously attended or sessions with an *.
- Click on the Session Title to register for each session, you must use this link as these sessions are private.
- Registration for all clock hour training sessions without an * are through MOPD. You will have to login to your MOPD account to register.
- For assistance with your MOPD account, call 573-526-8273.
- These sessions are for administrators only. Please do not register staff who do not have administrator responsibilities.

January 2025 Virtual Sessions

Presenter(s)	Session Title	Dates
Amy Anderson	Gathering and Utilizing Feedback to Strengthen Childcare Programs	Jan. 21 (9 – 11 a.m.)
Phillis Mills	Supporting Educator Growth: Addressing Teacher Challenges with Family Communication	Jan. 22 (12:30 – 1:30 p.m.)
Phillis Mills	Overview of the Business Administration Scale (BAS)	Jan. 24 (1 – 3 p.m.)
Temple Baxley	Retain Staff, Spend Less: Phased Orientation for ECE Success	Jan. 29 (9 – 11 a.m.)
Angela Wendt	Family Childcare Providers are Teachers Too! Embracing Your Role as a Professional	Jan. 30 (1 – 3 p.m.)



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February 2025 Virtual Sessions

Presenter(s)	Session Title	Dates
Phillis Mills	Supporting Educator Growth: Connecting with the Community	Feb. 4 (6:30 – 7:30 p.m.)
Jacklyn Aldrich	MO-SECA Orientation*	Feb. 5 (8 – 8:30 a.m.)
Jacklyn Aldrich & Phillis Mills	Mocha with MO-SECA*	Feb. 5 (8:30 – 9:30 a.m.)
Cheryl Maybrier	Continuing Family Engagement & At-Home Learning Activities	Feb. 6 (1 – 3 p.m.)
Dana Harper	Boosting Your Program's Visibility: Marketing Strategies for ECE Administrators	Feb. 10 (9 – 11 a.m.)
Phillis Mills	Program Administration Scale (PAS) Overview	Feb. 13 (1 – 3 p.m.)
Laurie Ball	Thrive to Lead: The Power of Self-Care for Childcare Leaders	Feb 18 (6 – 8 p.m.)
Melissa Roach	Leveraging Community Resources to Enhance ECE Programs	Feb. 25 (9 – 11 a.m.)
Carrie McKee	Legacy Building: Fueling the Future of Your Center	Feb. 27 (1 – 3 p.m.)



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March 2025 Virtual Sessions

Presenter(s)	Session Title	Dates
Phillis Mills	Supporting Educator Growth: Going to the Resource Market	March 4 (12:30 – 1:30 p.m.)
Jaclyn Aldrich & Phillis Mills	Mocha with MO-SECA*	March 5 (8:30 – 9:30 a.m.)
Katie Diemler	Building Strong Teams with Effective Communication	March 13 (9 – 11 a.m.)
Phillis Mills	Overview of the Business Administration Scale (BAS)	March 17 (6 – 8 p.m.)
Cathy Keasler	Fostering a Collaborative Program Culture: A Framework for Shared Decision-Making	March 17 (6 – 8 p.m.)
Jane Moldenhauer	Play with Purpose: Aligning Early Childhood Lesson Plans to Curriculum Goals and State Standards	March 18 (1 – 3 p.m.)
Debra Flynn	Fostering a Positive Organizational Climate: A Framework for Shared Decision-Making	March 20 (6 – 8 p.m.)
Amy Drury	Tricks and Tools to Create and Stick to a Budget	March 24 (9 – 11 a.m.)
Alecia Taylor	Performance Appraisal Systems: Developing and Implementing Evaluation Tools	March 25 (1 – 3 p.m.)

January Session Descriptions

January 21, 2025

Gathering and Utilizing Feedback to Strengthen Childcare Programs

Effective communication is the foundation of a thriving childcare program. In this session, participants will learn how to implement a structured approach for gathering and utilizing feedback from both staff and families. We will explore proven methods to create open communication channels that encourage meaningful input and suggestions. By actively listening to diverse perspectives, participants will discover strategies to enhance the childcare environment, foster a collaborative culture, and drive continuous program improvements. Walk away with actionable tools to turn feedback into impactful change!

- *PAS Chapter 16 Evaluation and Continuous Improvement*

January 22, 2025

Supporting Educator Growth: Addressing Teacher Challenges with Family Communication

In this month's Community of Practice session, we'll explore strategies to help teachers navigate common challenges that arise with families in your program. From addressing concerns about missing personal items, like a child's favorite blanket, to responding to feedback about the menu or program policies, we'll share practical tools to handle these situations with empathy and professionalism.

Join us for an open discussion as we unpack real-life scenarios, share best practices, and learn how to turn challenging conversations into opportunities to strengthen relationships with families. Let's work together to ensure everyone—educators, families, and children—feels valued and respected!

January 24, 2025

Overview of Business Administration Scale (BAS)

Join us for an in-depth exploration of the **Business Administration Scale (BAS)**, a vital tool for evaluating and enhancing business practices within family childcare settings. This session will highlight the importance of the BAS in promoting efficiency, professionalism, and sustainability in childcare operations. We will review how the assessment can be applied, break down its key components, and provide real-life examples of how these principles can be implemented in your program. Additionally, you'll have the opportunity to engage in a Q&A session to gain deeper insights and pinpoint areas of improvement or interest for your specific needs.

- *BAS Items 1-10*

January 29, 2025

Retain Staff, Spend Less: Phased Orientation for ECE Success

A well-designed orientation process is key to setting new staff up for success in early childhood education programs. This training will provide a detailed framework for implementing a phased orientation process tailored to the unique needs of ECE settings. Participants will learn how to effectively introduce new staff to program values, policies, and practices through a structured and intentional approach. Gain practical tools and strategies to ensure a smooth onboarding experience that fosters staff integration, boosts confidence, and supports long-term retention from day one.

- *PAS Item 1 Hiring and Orientation*

January 30, 2025

Family Childcare Providers are Teachers Too! Embracing Your Role as a Professional

Family childcare providers play a vital role as educators in their communities. This session empowers providers to recognize and embrace their professional identity within the childcare field and beyond. Participants will gain practical strategies to enhance their professional image, communicate effectively with parents and colleagues, and build meaningful relationships within their communities. By the end of the session, attendees will feel confident in presenting themselves as skilled professionals and advocates for high-quality early childhood education.

- *BAS Item 1 Qualifications and Professional Development*
- *BAS Item 9 Marketing and Community Relations*

February Session Descriptions

February 4, 2025

Supporting Educator Growth: Addressing Teacher Challenges with the Community

In this month's Community of Practice session, we'll dive into the importance of building relationships with the broader community and explore practical strategies for fostering connections that benefit your program, educators, and families. From forming partnerships with local businesses to engaging with professional organizations, we'll discuss ways to create mutually beneficial relationships that enhance your program's impact and visibility.

Join us to share ideas, learn from peers, and discover new ways to strengthen your program's ties to the community while supporting the educators in your care. Together, let's expand our networks and open new doors for collaboration and growth!

February 5, 2025

MO-SECA Orientation

Attend the Missouri Supporting Early Childhood Administrators (MO-SECA) orientation to learn about the many benefits of joining MO-SECA! This orientation will provide an overview of what participation entails, including training sessions, personalized coaching, and program assessment services—all designed to support your growth and enhance the quality of your program. Discover how these resources can help you lead effectively and foster success in your early childhood setting. **Note: Newly enrolled participants must attend one orientation session, clock hours are not provided.**

February 5, 2025

Mocha with MO-SECA (CoP)

Have you recently completed the MO-SECA program and are eager to share the knowledge you've gained? Join "Mocha with MO-SECA!"—a community of practice that connects administrators and family childcare owners/operators from across Missouri. This group provides a supportive space for you to share insights, exchange ideas, and collaboratively enhance leadership practices within your early childhood programs. Engage in meaningful discussions, express your thoughts, and build lasting relationships with fellow professionals dedicated to excellence in early childhood education.

Note: Clock hours are not provided for this session.

February 6, 2025

Continuing Family Engagement & At-Home Learning Activities

In this session, we will explore a variety of effective strategies to encourage families to engage in their children's learning through at-home activities. Participants will discover ways to support administrators in fostering meaningful connections between home and school, enhancing the overall family experience within their programs. The session will highlight the importance of empowering parents to be active participants in their child's education, creating a strong link between home life and school. By understanding these approaches, administrators can play a key role in building supportive learning environments that extend beyond the classroom.

- *PAS Item 18 Family Support and Engagement*

February 10, 2025

Boosting Your Program's Visibility: Marketing Strategies for ECE Administrators

In this course, we'll explore powerful marketing strategies to boost your program's visibility and attract both families and top talent. You'll discover practical techniques to highlight your program's unique strengths, build a compelling online presence, and harness community partnerships to amplify your reach. Learn how to effectively market your program to drive enrollment, strengthen your reputation, and stand out in a competitive landscape. Join us to unlock the full potential of strategic marketing and elevate your early childhood education program to new heights!

- *PAS Item 9 Marketing and Public Relations*

February 13, 2025

Program Administration Scale (PAS) Overview

Join early childhood administrators from across Missouri for a comprehensive introduction to the Program Administration Scale (PAS), a key tool for evaluating and improving program management in early childhood education settings. This session will provide an overview of all PAS subscales, offering practical insights into how they can drive both program improvement and professional development. Throughout the session, real-world scenarios will be presented to contextualize administrative practices, enhancing your understanding and application of the PAS. A Q&A segment will follow, allowing participants to address any specific questions or concerns.

- *PAS Items 1 through 22*

February 18, 2025

Thrive to Lead: The Power of Self-Care for Childcare Leaders

This session offers childcare administrators practical tools and strategies to manage stress and integrate self-care into their daily routines. By prioritizing personal well-being, administrators will not only improve their health but also enhance their leadership effectiveness. Participants will learn actionable techniques for reducing burnout, maintaining balance, and fostering resilience—empowering them to lead with clarity and confidence while creating a positive work environment for their teams.

- PAS Item 21 Internal Communications
- *Building on Whole Leadership, Chapter 3 Applying the Tools of Leadership Essentials*

February 25, 2025

Leveraging Community Resources to Enhance ECE Programs

In this engaging 2-hour session, administrators will explore practical strategies for identifying, accessing, and integrating community resources into their early childhood programs. Participants will learn how to build meaningful connections with local organizations, healthcare providers, and social services to better support children and families. Through real-world examples and actionable insights, the session will guide attendees in navigating available resources and incorporating them into their programs to enhance quality and effectiveness. By the end of the session, participants will be equipped with tools and strategies to establish lasting community partnerships that strengthen their program offerings and address the diverse needs of families.

- *PAS Item 23 Community Outreach*
- *Director's Toolbox: Explore strategies for fostering partnerships with community stakeholders and utilizing external resources to support your program needs.*

February 27, 2025

Legacy Building: Fueling the Future of Your Center

Orientation and training programs are essential for new hires to get familiar with your program, culture, values, leadership styles and expectations. This session will give you insight to how to create a team that envelops your school vision, taps into the talent within and provides staff members clarity in understanding their responsibilities, making them feel more comfortable and prepared.

- *PAS Item 1 Hiring and Orientation*

March Session Descriptions

March 4, 2025

Supporting Educator Growth: Going to the Resource Market

Join EC Energize for an engaging and collaborative Community of Practice session all about resources! This month, we're creating a dynamic space where administrators from across the state can come together to share and discover tools, strategies, and opportunities that support professional growth—for both you and the educators in your program. Bring your favorite resources to share, whether it's a go-to website, a training platform, or a local professional network. The more ideas we exchange, the stronger our collective toolkit becomes! Plus, I'll highlight the wealth of resources available through MO-SECA to help you elevate your program's impact.

March 5, 2025

Mocha with MO-SECA (CoP)

Have you recently completed the MO-SECA program and are eager to share the knowledge you've gained? Join "Mocha with MO-SECA!"—a community of practice that connects administrators and family child care owners/operators from across Missouri. This group provides a supportive space for you to share insights, exchange ideas, and collaboratively enhance leadership practices within your early childhood programs. Engage in meaningful discussions, express your thoughts, and build lasting relationships with fellow professionals dedicated to excellence in early childhood education.

Note: Clock Hours are not provided for this session.

March 13, 2025

Building Strong Teams with Effective Communication

Effective communication is the cornerstone of successful leadership and team collaboration in early childhood education. In this session, administrators will explore strengths-based communication techniques designed to foster positive, productive conversations within their teams. Participants will engage in self-reflection activities to assess their current communication practices and identify growth opportunities. Through interactive discussions, attendees will learn how to use these communication strategies to enhance team building, collaboration, and overall program success. The session will also provide valuable resources and tools that can be immediately applied in your program to strengthen team dynamics and promote a positive organizational culture.

- *PAS-3 Item 21 Internal Communications, strands one and two*
- *Building on Whole Leadership*

March 17, 2025

Overview of the Business Administration Scale (BAS)

Join us for an in-depth exploration of the Business Administration Scale (BAS), a vital tool for evaluating and enhancing business practices within family child care settings. This session will highlight the importance of the BAS in promoting efficiency, professionalism, and sustainability in child care operations. We will review how the assessment can be applied, break down its key components, and provide real-life examples of how these principles can be implemented in your program. Additionally, you'll have the opportunity to engage in a Q&A session to gain deeper insights and pinpoint areas of improvement or interest for your specific needs.

- *BAS Overview*

March 17, 2025

Fostering a Collaborative Program Culture: A Framework for Shared Decision-Making

This dynamic training explores how leadership styles, personal beliefs, and collaboration principles influence decision-making in early childhood programs. Participants will gain insights into common decision-making patterns and learn strategies for fostering a collaborative culture that empowers staff and stakeholders. Through interactive problem-solving breakout sessions, attendees will analyze real-world scenarios and develop practical approaches to shared decision-making that enhance program effectiveness and team cohesion.

- *PAS Item 20 Shared Decision-Making*

March 18, 2025

Play with Purpose: Aligning Early Childhood Lesson Plans to Curriculum Goals and State Standards

This training is designed for early childhood administrators and focuses on aligning staff lesson plans with curriculum goals and state standards. Administrators will learn practical strategies for guiding and supporting their teams in creating and executing lesson plans that not only meet educational requirements but also foster meaningful learning experiences for children. By the end of this session, administrators will be equipped with tools to ensure that lesson plans drive both compliance and optimal outcomes, elevating the quality of instruction and enhancing child development.

- *PAS Item 12 Assessment in Support of Learning*

March 20, 2025

Fostering a Positive Organizational Climate: A Framework for Shared Decision-Making

In this training, we will explore strategies to boost productivity while enhancing employee well-being. Using the Early Childhood Work Environment Survey, you'll gather valuable feedback from your staff, helping you identify areas for growth and celebrate your program's strengths. This insight will not only strengthen your leadership but also give your staff a sense of voice and value in the workplace. By fostering a positive and supportive work environment, you'll create a space where staff, families, and children can thrive!

- *PAS Item 16 Evaluation and Continuous Improvement*
- *Directors Toolbox "A Great Place to Work, Creating a Healthy Organizational Climate."*

March 24, 2024

Tricks and Tools to Create and Stick to a Budget

In this session, administrators will gain essential skills and knowledge to create, manage, and optimize their budgets effectively. We'll provide practical tools and insights for managing both fixed and variable expenses, as well as income streams. Participants will explore user-friendly strategies and tools, including software, to streamline budget tracking and management. Additionally, there will be opportunities for collaborative brainstorming on creative ways to increase revenue and reduce expenses, all while maintaining the highest standards of care and service quality. By the end, administrators will be better equipped to make financially sound decisions that support sustainable program growth.

- *PAS Item 13 Budget Planning*

March 25, 2025

Performance Appraisal Systems: Developing and Implementing Evaluation Tools

Discover how to design and implement a performance appraisal system specifically tailored for early childhood education setting. This session will guide you through developing clear and effective evaluation criteria, conducting fair and meaningful assessments, and aligning appraisals with staff professional development goals. By the end of the training, you'll have the tools to create a performance appraisal process that not only enhances staff performance but also supports their growth, ensuring continuous improvement in the quality of care and education.

- *PAS Item 2 Supervision and Performance Appraisal*