



# VIRTUAL TRAINING Spring 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](http://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.

| April 2025 Virtual Sessions     |   |                            |
|---------------------------------|---|----------------------------|
| Presenter(s)                    | Session Title   | Dates                      |
| Jacklyn Aldrich & Phillis Mills | <a href="#">Mocha with MO-SECA*</a>   | April 2 (8:30 – 9:30 a.m.) |
| Laurie Ball                     | <a href="#">Building Bridges, Not Barriers: Empowering Your Child Care Team</a>                               | April 10 (9 – 11 a.m.)     |
| Phillis Mills                   | <a href="#">Supporting Educator Growth: Scaffolding Success</a>   | April 14 (6 – 7 p.m.)      |
| Dana Harper                     | <a href="#">Unlocking Potential: Early Intervention in Early Childhood Education</a>                          | April 16 (6 – 8 p.m.)      |
| Cheryl Maybrier                 | <a href="#">Risk Management Plan: Preventing Risk by Promoting Change</a>                                     | April 17 (1 – 3 p.m.)      |
| Jane Moldenhauer                | <a href="#">Staff Meetings: Building Better Teams!</a>  | April 22 (1 – 3 p.m.)      |
| Cathy Keasler                   | <a href="#">The Possible Levels of Participation: Understanding and Implementing Participative Management</a> | April 24 (9 – 11 a.m.)     |



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| <b>May 2025 Virtual Sessions</b> |   |                           |
|----------------------------------|---|---------------------------|
| <b>Presenter(s)</b>              | <b>Session Title</b>  | <b>Dates</b>              |
| Temple Baxley                    | <a href="#"><u>Communicating Salary Scales Transparently</u></a>  | May 1 (9 – 11 a.m.)       |
| Phillis Mills                    | <a href="#"><u>Supporting Educator Growth: Addressing Teacher Challenges with Family Engagement Part Two (Home and School Connection)</u></a> | May 6 (12:30 – 1:30 p.m.) |
| Amy Drury                        | <a href="#"><u>Using Supervision and Performance Management to Grow Your Staff</u></a>  | May 12 (9 – 11 a.m.)      |
| Jacklyn Aldrich & Phillis Mills  | <a href="#"><u>MO-SECA Orientation and Mocha w/MO-SECA*</u></a>   | May 14 (8 – 9:30 a.m.)    |
| Carrie Mckee                     | <a href="#"><u>Connecting with Care</u></a>   | May 20 (1 – 3 p.m.)       |
| Phillis Mills                    | <a href="#"><u>Program Administration Scale (PAS) Overview</u></a>  | May 27 (6 – 8 p.m.)       |
| Amy Anderson                     | <a href="#"><u>Building Stronger Family Ties: A Plan for Better Support in Child Care</u></a>   | May 29 (1 – 3 p.m.)       |



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**June 2025 Virtual Sessions**

| Presenter(s)                    | Session Title   | Dates                      |
|---------------------------------|---|----------------------------|
| Phillis Mills                   | <a href="#"><u>Supporting Educator Growth: Strategies for Supporting Staff Professional Goals</u></a> | June 3 (12:30 – 1:30 p.m.) |
| Debra Flynn                     | <a href="#"><u>Applying the Tools of Leadership Essentials</u></a>                                    | June 10 (6 – 8 p.m.)       |
| Jacklyn Aldrich & Phillis Mills | <a href="#"><u>Mocha with MO-SECA*</u></a>  | June 11 (8:30 – 9:30 a.m.) |
| Angie Wendt                     | <a href="#"><u>Involving Families in our Family Child Care Programs</u></a>                           | June 17 (1 – 3 p.m.)       |
| Alecia Taylor                   | <a href="#"><u>Facility Maintenance for ECE: Insuring Upkeep Repairs and Space Functionality</u></a>  | June 18 (9 – 11 a.m.)      |
| Katie Diemler                   | <a href="#"><u>The Impact of Effective Hiring and Onboarding Processes Part One</u></a>               | June 23 (9 – 11 a.m.)      |
| Phillis Mills                   | <a href="#"><u>BAS Overview</u></a>   | June 27 (1 – 3 p.m.)       |
| Katie Diemler                   | <a href="#"><u>The Impact of Effective Hiring and Onboarding Processes Part Two</u></a>               | June 30 (9 – 11 a.m.)      |



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### April Session Descriptions

April 2, 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.**

April 10, 2025

#### Building Bridges, Not Barriers: Empowering Your Child Care Team

This session, "Building Bridges, Not Barriers: Empowering Administrators through Conflict Resolution," is designed to support administrators in developing a comprehensive conflict resolution policy. Participants will explore effective strategies to address and resolve conflicts among staff, fostering a collaborative and harmonious work environment. By the end of the session, administrators will have the tools and knowledge needed to implement conflict resolution practices that promote teamwork and professional growth. **PAS Item 21, strands 1.4–7.4**

April 14, 2025

#### Supporting Educator Growth: Scaffolding Success

This Community of Practice session will focus on strategies administrators can use to help teachers scaffold learning experiences for children, promoting deeper engagement and developmentally appropriate challenges. Participants will explore how to coach teachers in implementing scaffolding techniques that build on children's current skills, knowledge, and interests while encouraging independent learning. By the end of the session, administrators will have actionable strategies and tools to empower teachers in creating enriched learning environments that support children's growth and curiosity.

April 16, 2025

#### Unlocking Potential: Early Intervention in Early Childhood Education

Early intervention is pivotal in shaping a child's developmental journey. By integrating comprehensive evaluations, assessments, and routine vision and hearing screenings, educators can pinpoint potential issues and address them proactively. Our training will also link these practices to the Business Administration Scale (BAS) and the Program Administration Scale (PAS). Join us to enhance your skills and knowledge and learn how to make a profound difference in the lives of young children through early, informed interventions and thorough screenings. **PAS Item 11 & BAS Item 8**

April 17, 2025

#### Risk Management Plan: Preventing Risk by Promoting Change

This session will go through the indicators under risk management to ensure that a clearly defined risk management plan is identified and utilized, emergency drills are happening, and a system is in place to ensure they occur. We will discuss how to share necessary medical information and discuss putting a system in place to ensure this is happening. During this session, we will discuss the importance of CPR and First Aid training for staff and discuss program procedures for ensuring this is completed.

**PAS Item 8**



## VIRTUAL TRAINING Spring 2025

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April 22, 2025

### Staff Meetings: Building Better Teams!

This training focuses on transforming staff meetings into productive, solution-oriented sessions that strengthen team collaboration. We'll explore ways to move beyond complaints and focus on actionable outcomes. Key to this is involving staff in shaping and leading the meetings, encouraging participation and ownership. By the end, you'll have tools to run meetings that energize your team and drive better results.

**PAS Item 20**

April 24, 2025

### The Possible Levels of Participation: Understanding and Implementing Participative Management

Early childhood leadership requires more than just managing staff—it involves fostering a culture of shared decision-making and professional growth. This interactive training explores the four levels of participation and provides early childhood administrators with strategies to determine and implement the appropriate level of staff involvement in decision-making. Participants will engage in discussions, hands-on activities, and real-world scenarios to understand how participative management can enhance workplace culture, increase educator engagement, and improve PAS (Program Administration Scale) scores. **PAS Item 3, PAS Item 20, and The Director's Toolbox: Meetings and Shared Decision Making**



## VIRTUAL TRAINING Spring 2025

COST: FREE

### May Session Descriptions

May 1, 2025

#### Communicating Salary Scales Transparently

This training will equip you with the knowledge and strategies to transparently communicate salary scales to your team. Learn how to present compensation structures clearly and effectively, fostering trust and ensuring equitable practices within your organization. Gain insights into best practices for salary discussions and enhance your ability to support and motivate your staff through transparent and fair compensation policies. **PAS Item 4**

May 6, 2025

#### Supporting Educator Growth: Addressing Teacher Challenges with Family Engagement Part Two (Home and School Connection)

In this follow-up session, we delve deeper into strategies for creating strong, collaborative relationships between early childhood programs and families. Participants will explore practical tools to enhance home-school connections, from fostering meaningful communication to involving families in their child's learning journey. We will continue to discuss approaches to support educators in communicating with families with empathy, professionalism, and actionable resources. Through real-world scenarios, group activities, and open discussions, this session equips educators with the skills needed to turn challenges into opportunities for partnership and growth. Join us as we strengthen the foundation of trust and mutual support that ensures every child thrives.

May 12, 2025

#### Using Supervision and Performance Management to Grow Your Staff

This session will focus on tools and techniques for effectively supervising and evaluating staff performance. Participants will explore both formal and informal methods of supervision and observation, including how to establish criteria, determine preferences, and evaluate staff performance accurately. The session will also address the frequency of evaluations and best practices for sharing results with employees in a constructive and supportive manner. Finally, participants will learn how to use this information to develop individualized professional development plans tailored to the needs of their faculty.

**PAS Item 2**

May 14, 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.**

May 14, 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.





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COST: FREE

*Note: Clock hours are not provided for this session.*

May 20, 2025

### Connecting with Care

Join us as we reflect on the impact of family engagement on program culture within our early childhood programs. You'll have the opportunity to explore strategies to develop programs, events, and curricula that foster meaningful family engagement. The discussion will focus on defining family engagement in early childhood settings and identifying actionable steps early childhood educators can take to create a welcoming and inclusive atmosphere for families. Participants will also learn effective methods for building strong partnerships with families and creating opportunities for meaningful involvement that benefit both children and their families. **PAS Item 18 & BAS Item 8**

May 27, 2025

### 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 1-25**

May 29, 2025

### Building Stronger Family Ties: A Plan for Better Support in Child Care

Family engagement is an important component of high-quality early childhood programs. This session will equip child care professionals with practical strategies to strengthen family connections, enhance communication, and implement meaningful family supports. Participants will explore common challenges to family engagement, discuss solutions, and develop an action plan to implement positive changes in their programs. **PAS Item 17**



## VIRTUAL TRAINING Spring 2025

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### June Session Descriptions

June 3, 2025

#### Supporting Educator Growth: Strategies for Supporting Staff Professional Goals

This Community of Practice session focuses on empowering administrators to support their teaching staff in achieving professional growth while advancing program objectives. Participants will explore strategies to identify individual teacher goals, uncover professional aspirations, and create alignment with the broader mission of their programs. Participants will have actionable strategies to foster a culture of growth and collaboration within their teams, ensuring that professional development is both meaningful and program-enhancing.

June 10, 2025

#### Applying the Tools of Leadership Essentials

Discover the importance of applying essential leadership tools within early childcare settings. Participants will explore strategies for motivating and engaging staff, fostering team-building skills, leading with intentionality, enhancing communication, and increasing self-awareness and awareness of others. By the end of the session, you will have strengthened your leadership skills and gained practical tools to effectively build and empower your team.

***Building on Whole Leadership: Applying the Tools of Leadership Essentials Chapter 3***

June 11, 2025

#### Mocha with MO-SECA

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.***

June 17, 2025

#### Involving Families in our Family Child Care Programs

Turn the families of your program into teammates! This session is designed to equip family childcare providers with effective strategies for engaging families in their programs. Participants will explore practices that enhance collaboration, strengthen communication, and provide meaningful support for children's development. By fostering strong partnerships with families, providers can create a more inclusive and supportive environment that benefits both children and their caregivers.

***BAS Item 8***

June 18, 2025

#### Facility Maintenance for ECC: Ensuring Upkeep Repairs and Space Functionality

Routine maintenance is essential for keeping your facility running smoothly. This session will guide you in developing a comprehensive maintenance schedule, managing repairs, and anticipating long-term upkeep needs. Participants will also learn how to organize space functionality to ensure it supports the safety and well-being of both children and staff. By implementing these strategies, you will create a safe, welcoming environment that enhances the overall experience for everyone in your center. ***PAS Item 7***





## VIRTUAL TRAINING Spring 2025

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June 23, 2025

### [The Impact of Effective Hiring and Onboarding Processes Part 1](#)

The first part of this two-part series offers a two-hour training focused on the hiring process from start to finish. Participants will reflect on the impact an effective hiring process has on their team dynamics and program success. The session will include opportunities for engaging discussions with fellow administrators to exchange insights and share effective tools currently in use. Additionally, participants will receive valuable resources to guide and enhance their hiring practices, ensuring a streamlined and impactful approach to building their team.

**PAS Item 1, strand one**

June 27, 2025

### [BAS Overview](#)

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 Items 1-10**

June 30, 2025

### [The Impact of Effective Hiring and Onboarding Processes Part 2](#)

In the second part of this two-part training, participants will learn how to create a comprehensive orientation policy that effectively integrates new employees into their team. The session will emphasize the importance of a well-structured onboarding process to increase staff retention and reduce turnover. Participants will also have the opportunity to connect with peers, share success stories, and discuss areas for growth, fostering a collaborative environment of mutual support and shared learning. **PAS Item 1, strand two**