Taking Charge of Change

Summer Institute: August 2-7, 2004
Follow-up Retreats: November 18-20, 2004 & May 5-8, 2005
Change and child care administration go hand in hand. This early childhood leadership training focuses on individual, organizational, and systematic change and as the director’s role as change agent. A comprehensive integrated model for improving the quality of early childhood programs is presented.

**Training Topics**

- The nature of individual and organizational change
- Diagnosing organizational problems and assessing organizational climate
- Leadership in action—defining and assessing leadership behavior
- Understanding and valuing diversity in the workplace
- Achieving change through staff development
- Understanding communication styles and managing conflict
- Making the most of meetings
- Shared decision-making—the centerpiece of participatory management
- Implementing an effective performance appraisal system
- Center accreditation—how to make it a reality

The summer institute will be held at the Center for Early Childhood Leadership's training facility on National-Louis University’s Wheeling campus. The institute is an intensive training experience with approximately nine hours of training scheduled each day. Participants are expected to free themselves from other family and work commitments for this period of time.

At the culmination of the summer institute, participants develop a Program Improvement Plan to implement at their respective centers. They will also receive a quality enhancement grant to support their efforts. Two follow-up retreats will be held where participants report on their progress. Mentors are available for consultation to assist participants.
**Eligibility**

This early childhood leadership training is limited to 28 participants. To be eligible, individuals must possess an Associate of Arts degree, although a baccalaureate degree is preferred. Selection is based on the following criteria: 1) individuals who have demonstrated strong leadership potential, and 2) individuals who are interested in pursuing center accreditation.

Priority is given to directors and assistant directors of DCFS-licensed and licensed-exempt programs serving low-income children and to individuals who are interested in pursuing a graduate degree in Early Childhood Administration (ECA). To apply, complete the enclosed application form and submit with the requested materials. **The deadline for application is May 20, 2004.** Notification of acceptance will be made June 4, 2004.

**Registration Fee and Accommodations**

This training is funded by the Illinois Department of Human Services (IDHS) and several corporations and philanthropic foundations. Participants’ portion of the training cost is $350. This fee includes full participation in the summer institute and follow-up retreats, all texts and materials, an organizational climate assessment, housing at the Candlewood Suites Hotel, and all meals.

The registration fee is due upon acceptance into the training program and cannot be refunded after June 25, 2004. Participants will be expected to cover their own travel expenses. For an additional fee, individuals may receive six semester hours of credit from NLU (ECE525, Strategies for Supervision and Staff Development and EPS526, Group Dynamics and Leadership Applications). These courses are applicable to the core competence requirements for the Illinois Director Credential.

For additional information, please contact Ms. Eileen Eisenberg at:

Phone: (800) 443-5522, ext. 5056  
(847) 947-5056 (direct line)

Fax: (847) 465-5910

E-mail: eeisenberg@nl.edu
**Application Instructions**

In addition to completing the accompanying application form, the following items must be submitted.

**Personal Background:** Please type your answers to the following inquiries on four separate sheets of paper.

- Describe your educational background (include degrees and dates). Highlight coursework and training you have had in the administration of early childhood programs. Note if you are interested in pursuing a graduate degree in Early Childhood Administration.

- Describe your current position (title and role responsibilities) and employment experiences with emphasis on recent work with young children and the administration of child care programs.

- Describe your leadership activities in the field of early childhood in the past five years. Include information about such things as professional memberships, conference presentations, advocacy efforts, publications, and training you have conducted.

- Describe why you believe this training will be beneficial to you personally and professionally. In what ways do you perceive it may help you improve the overall quality of your program?

**Letter of Reference:** With your application, submit one letter of reference from a professional colleague.

**Program Brochure:** Please include your center’s brochure describing the types of programs and the range of services provided.

Submit your application form with your four typed pages of personal background information and your letter of reference to:

Ms. Eileen Eisenberg  
The Center for Early Childhood Leadership  
National-Louis University  
6310 Capitol Drive  
Wheeling, IL 60090-7201
Taking Charge of Change

Application Form

Name: ___________________________  SS#: ______________________

Home Address: __________________________

City              State              Zip

Organization: __________________________

Work Address: __________________________

City              State              Zip

Home phone: ________________  Work phone: ________________

E-mail: __________________________

Program Description:
☐ for-profit   ☐ public or private nonprofit

Total student enrollment (part-day and full-day): ______________________

Ages served: ______________________

Program options: ☐ part-day     ☐ full-day     ☐ both

Is your center licensed by DCFS? ☐ yes    ☐ no

If no, type of exemption: ______________________

What percentage of children you serve are considered low income? ________ %

What percentage of children you serve are considered at-risk? ________ %

What percentage of children you serve are funded by IDHS? ________ %

Is your center accredited? ☐ yes    ☐ no    If yes, by whom: ______________________

If no, are you interested in pursuing accreditation? ☐ yes    ☐ no