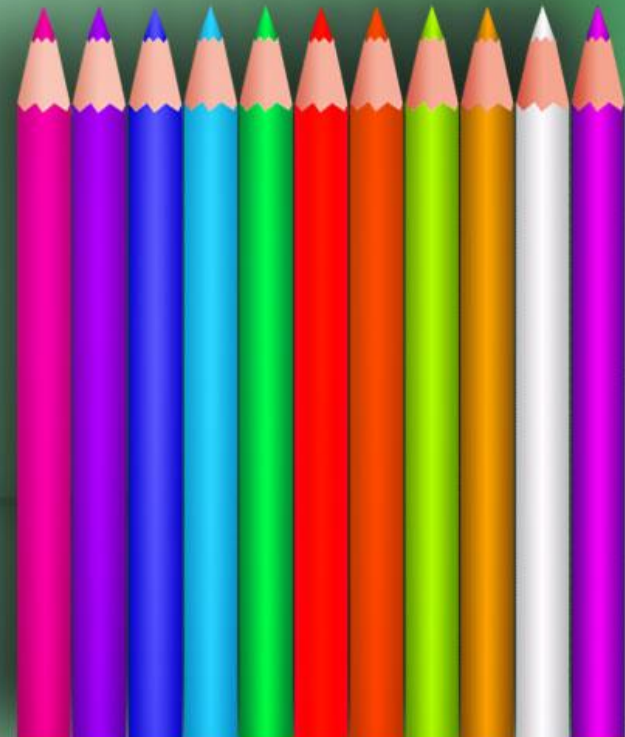


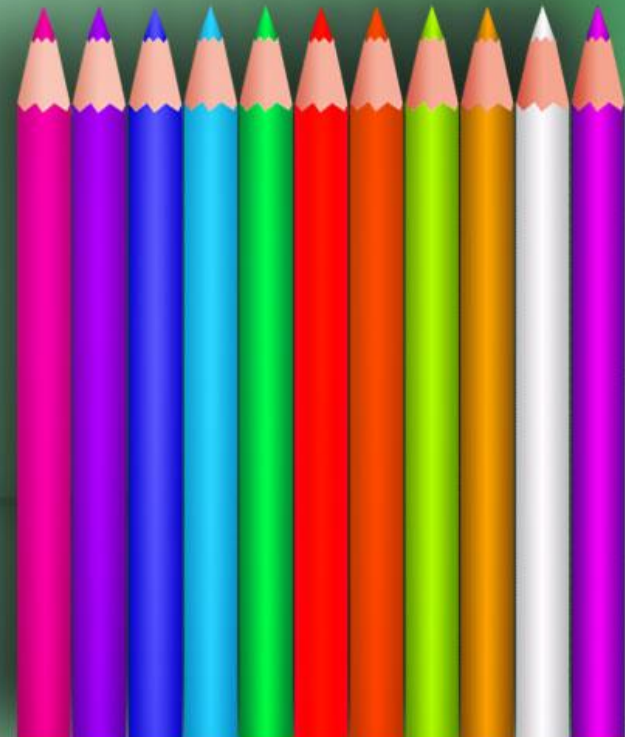
Gateways to Opportunity

FY15 PDA Conference Webinar

**May 8, 2015
1:00-3:00PM**



Welcome!



Presenters

Teresa Gammons (*PDA Program Specialist*)

Eric Eidson (*Learning & Development
Department Coordinator*)

Amy Pope (*Professional Development
Coordinator*)

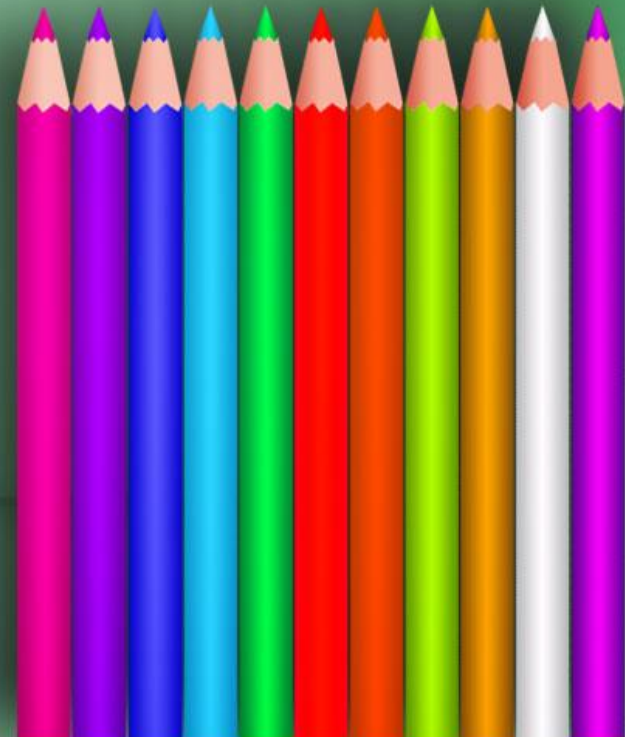
Toni Porter (*Professional Development
Manager*)



Learning & Development Online Training Updates

Eric Eidson

*Learning & Development
Department Coordinator*





Home

This website is home to various online trainings hosted by INCCRRA, Gateways to Opportunity, and links to other training entities. Included are online training resources to make your online learning easy and enjoyable. General e-learning and technology resources and tools are also available for viewing, as well as, previously recorded webinars.

For questions regarding the content on this website, please contact ilearning@inccrra.org.

Terms to Watch For:

Live Webinar - Any webinar that happens as you watch and interact with it is considered live. These type of webinars generally have a sign-up or registration process and occur at a specified time, with multiple attendees. These types of webinars usually grant credit for contact hours.

Moodle - Moodle is the learning management system that online trainings are built on at INCCRRA. When you enroll in an online training, or take an online course through this website, you will be using Moodle.

Online Training - Online training is any form of presenting information and education through the internet. On this website, online trainings come in the form of online courses, webinars, resources, documents, and videos.

Recorded Webinar - Any webinar that you find on this site in a video format is a recording of a previously live webinar. These webinars are used as an informational resource only and have no credit attached.



Many new trainings . . .



Courses

▼ DCFS Licensing Required Courses

- 👤 Sudden Infant Death Syndrome (SIDS/SUID)
- 👤 Shaken Baby Syndrome (SBS)
- 👤 Síndrome de Muerte Súbita y la Profesión de Cuidado Infantil (SIDS/SUID)
- 👤 Síndrome de Bebé Sacudido Una Tragedia Evitable

▼ ExceleRate™ Illinois

- 👤 Basics of Culturally and Linguistically Appropriate Practice
- 👤 Creating Individual Professional Development Plans
- 👤 ExceleRate™ Illinois Orientation for Child Care Centers
- 👤 ExceleRate™ Illinois Orientation for Licensed Family Child Care Providers
- 👤 Family and Community: Partners in Learning
- 👤 Finding a Curriculum that Works for You
- 👤 Fundamentals of Child Assessment
- 👤 Introduction to Developmental Screening Tools
- 👤 An Introduction to Transitions
- 👤 Understanding and Planning for Continuous Quality Improvement (CQI)
- 👤 Welcoming Each & Every Child

▼ Gateways to Opportunity Trainings

- ▶ ECE Credential Level 1
- 👤 We Choose Health
- 👤 Are You Lost in the Missing Zone?
- 👤 Becoming a Gateways to Opportunity Registry Member

▼ Quality Counts Quality Rating System

- 👤 Quality Counts QRS Orientation for LFCC - No Longer Available
- 👤 Quality Counts QRS Orientation for License Exempt Family Child Care Providers

Courses

▼ DCFS Licensing Required Courses

- 👤 Sudden Infant Death Syndrome (SIDS/SUID)
- 👤 Shaken Baby Syndrome (SBS)
- 👤 Síndrome de Muerte Súbita y la Profesión de Cuidado Infantil (SIDS/SUID)
- 👤 Síndrome de Bebé Sacudido Una Tragedia Evitable

▼ ExceleRate™ Illinois

- 👤 Basics of Culturally and Linguistically Appropriate Practice
- 👤 Creating Individual Professional Development Plans
- 👤 ExceleRate™ Illinois Orientation for Child Care Centers
- 👤 ExceleRate™ Illinois Orientation for Licensed Family Child Care Providers
- 👤 Family and Community: Partners in Learning
- 👤 Finding a Curriculum that Works for You
- 👤 Fundamentals of Child Assessment
- 👤 Introduction to Developmental Screening Tools
- 👤 An Introduction to Transitions
- 👤 Understanding and Planning for Continuous Quality Improvement (CQI)
- 👤 Welcoming Each & Every Child

▼ Gateways to Opportunity Trainings

- ▶ ECE Credential Level 1
- 👤 We Choose Health
- 👤 Are You Lost in the Missing Zone?
- 👤 Becoming a Gateways to Opportunity Registry Member

▼ Quality Counts Quality Rating System

- 👤 Quality Counts QRS Orientation for LFCC - No Longer Available
- 👤 Quality Counts QRS Orientation for License Exempt Family Child Care Providers

Many new trainings . . .

**5,264 providers
have completed
this course online!**



And more on the way . . .

- Illinois Early Learning Guidelines
- Illinois Early Learning and Development Standards
- Caring for Mixed Ages of Children
- Off the Shelf and Into Practice
- Welcoming Each and Every Child (3 Hour Version)



Changes to the i-learning System

- Enrollment periods will be added to allow providers to retake courses for credit when needed.
- Logins and Passwords will be tied to the Gateways Registry Login and Password system.
- Automated data tracking will be implemented to speed up the application of completed courses to the Professional Development Record.



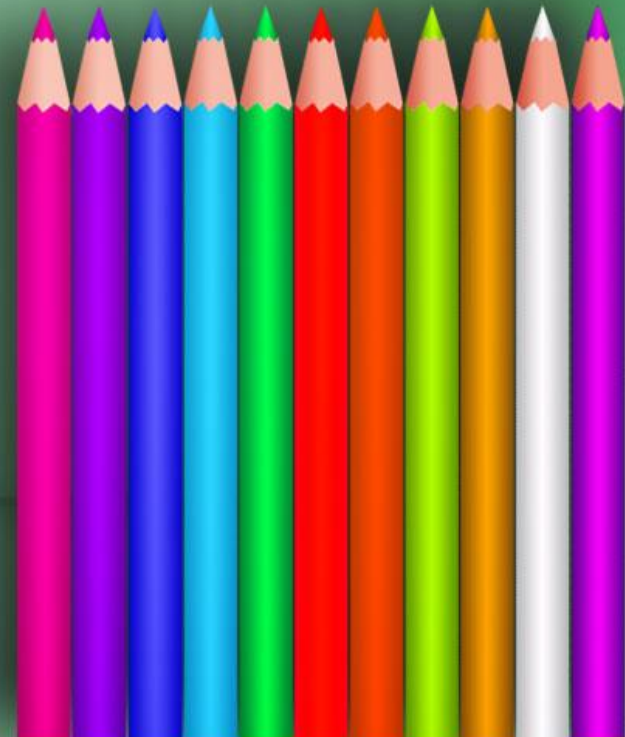
Some things to remember . . .

- Convenience is not the same as simplicity!
- Using online courses for professional development should be strategic
- The online learner needs to be prepared



Paperwork Review

Teresa Gammons
PDA Program Specialist



Paperwork Review:

May Billing – Corrections Needed

Teresa,

I have finished reviewing your May billing submission, and came across a few errors. Please review the list below, and submit the requested information by **12pm Thursday** so your paperwork can be processed in this billing cycle.

Jane Smith

- Contact log claims 45 minutes; Invoice claims 40 minutes

John Smith

- Invoice claims mileage; contact log does not

Please let me know if you have any questions.

Thank you!



Paperwork Review: Things to Remember

- Detail
- Contact log and invoice should match
- Completeness
- Unique to each advisee



Paperwork Review: May Billing

Teresa,

I reviewed your May 2015 billing submission and it is **100%** correct! Great Job! 😊

Please let me know if you have any questions.

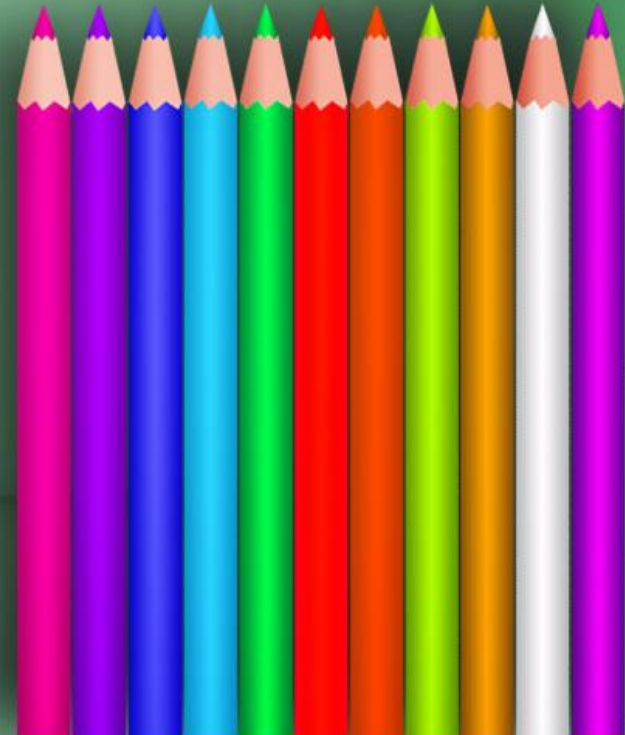


Thank you,



PDA

True or False



True or False #1

For the member section of the website, the username is **pda** and the password is **opportunity**.

The correct answer is true.



True or False #2

The only difference between center advising and individual advising is the meeting location.

The correct answer is true.



True or False #3

Both a Request for PDA form and contact log must be submitted for a new advisee for the initial visit.

The correct answer is false.



True or False #4

One Text/Email conversation (E-com) can be claimed when an advisee sends you information or responds to the information you sent to them.

The correct answer is true.



True or False #5

Working with a center director to help the site meet IDCFS or ExceleRate Illinois standards is a part of center advising.

The correct answer is false.



True or False #6

PDAs can check on the status of their advisees' progress for Gateways to Opportunity programs.

The correct answer is false.



True or False #7

If no documentation is received for an advisee for two consecutive months (60 days) the existing Advisor-Advisee relationship may be terminated.

The correct answer is true.



True or False #8

The PDA should take all precautions necessary to prevent disclosure of any confidential information such as reports, forms and documents, and data to others, including the advisee's center director.

The correct answer is true.



True or False #9

Request for PDA forms are due no later than 30 days from the date the request is signed.

The correct answer is false.



True or False #10

New paperwork is not required for a returning advisee.

The correct answer is false.



PDA Training

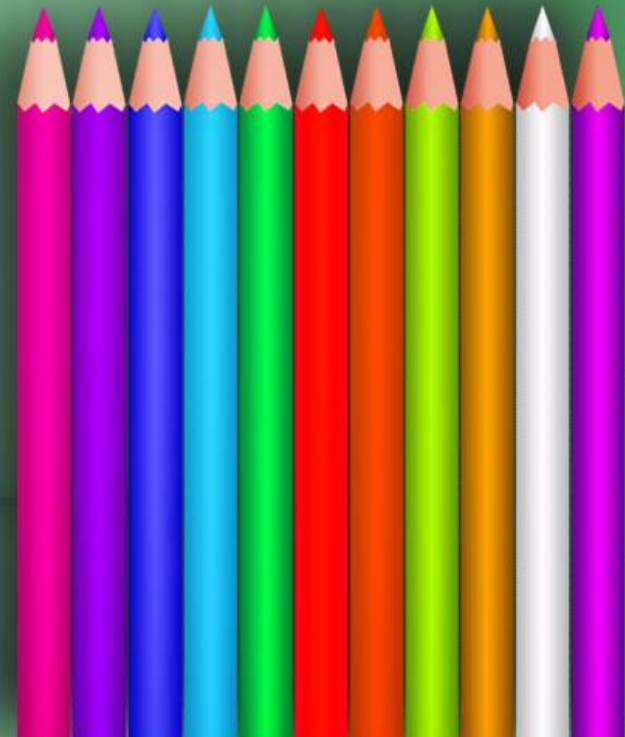
Toni Porter

Professional Development Manager

&

Amy Pope

Professional Development Coordinator



Defining the PDA role . . .

Are you mentors, coaches,
consultants, advisors, or
something else?



A combination . . .

- Advising may encapsulate many aspects of an advisor and a mentor
- Differences applicable to our program
 - Longevity that is applied to mentoring
 - under the scope of this program, the advisor/advisee relationships are often short-term



The Advisor's Purpose

- Make sure the relationship is a high priority
- Be clear on the reasons you are meeting
- Be willing to see the relationship shift focus or end when goals are accomplished



12 Habits of the Toxic Advisor

- 1) Knows better than the advisee what's in his or her best interest
- 2) Reminds advisees frequently how much they have to learn
- 3) Decides what will be discussed and when
- 4) Changes dates and themes frequently to prevent complacency
- 5) Does most of the talking
- 6) Makes sure advisees understand how trivial their concerns are



- 7) Neither shows nor admits any personal weaknesses
- 8) Discourages any signs of levity or humor – this is serious business and should be treated as such
- 9) Takes advisees to task when they don't follow advice
- 10) Never, ever admits that this could also be a personal learning experience
- 11) Offers lip service support, but gives no impression of real interest
- 12) Always appears eager to end the meeting



Adult Learning Theory

Tell me, and I'll forget.

Show me, and I may not remember.

Involve me, and I'll understand.

Native American Quote

People remember about 20% of what they hear, 40% of what they hear and see, and 80% of what they discover for themselves.



Principles

- Adults...
 - Learn because they want to
 - Feel they know what they need to learn
 - Learn by doing
 - Learn when they are comfortable
 - Want guidance, not competition
 - Learn new material in relation to what they already know



“Give a man a fish; you have fed him for today. Teach a man to fish; and you have fed him for a lifetime.”

—Author unknown



10 Habits of the Toxic Advisee

- 1) Brings a long list of things she wants you to do for her
- 2) Expects you to be available for him, whenever he wants
- 3) Expects you to always have the answer
- 4) Expects you to decide when to meet and what to discuss
- 5) Never challenges what you say



- 6) Blames you whenever your advice doesn't work
- 7) Enjoys any opportunity to complain
- 8) Prefers to socialize rather than discuss goals
- 9) Never follows through with the "homework" you give him
- 10) Wants to unload all of her personal problems onto you



Problem Solving

- **The Process:**

- a) Advisee presents a problem, issue, or concern
- b) Advisor resists the urge to just give an answer
- c) Advisor responds with learning questions



- **Questions to Ask:**

- What are you trying to achieve?
- Why is this important to you?
- What have you tried so far?
- How has it worked/not worked?
- What options do you see in moving forward?
- What input would you like from me?
- What is your “go forward” plan?
- How can I support you?



Goals

Inside
and
Outside
the scope of PDA work



Developing Smarter Goals

- Specific
- Measurable
- Attainable
- Results Focused
- Time Framed
- Ethical
- Recorded

Sample Goal: By the end of the semester, Complete current course with a passing grade.



Tips to Create Smarter Goals

- Begin with an understanding of what to improve, achieve, correct, develop or change. Write this down!
- Focus on specific actions the advisee needs to do.
- Get specific by beginning with an action word such as complete, perform, contact, increase, etc.
- Then add a measure by using a date or time frame.
- Remember to K.I.S.S. the measure (Keep It Simple and Short). The advisee should be able to understand and track it easily.



- The “attainable” component is for discussion and may not require a written statement.
- Results focused is the framework: the place where you started; resulting in . . .
- Time should define the beginning, ending and checkpoint frequency.
- Ethical and recorded areas are for internal consideration. These areas do not require a written statement.



Reminders

- Advising for the month of June takes place from **June 1-19, 2015.**
- Blackout Period: No advising can take place during **June 20-30, 2015.**
- Billing submissions for May & June are due by **Friday, June 19th** for both **A-L** and **M-Z** advisors.
- Early billing submissions are always welcome!!!



Reminders

- PDAs must complete **75%** of trainings offered, which are due on **June 19, 2015**
- Trainings and Assignments:
 - PDA Scavenger Hunt
 - ExceleRate IL Orientation
 - 12-12-14 PDA Paperwork/ExceleRate IL Telenet
 - SDA Assignment
 - 05-08-15 PDA Conference Webinar



Reminders

- Registry Membership must be up to date.
- Please inform us if your contact information has recently changed.



Thank you!

