

Improve your Professional Communication Skills!

9-Hour Communications Class for Center Staff

Required for new hires and staff in new positions!

MSDE has developed a new 9-hour communications class intended for staff of child care centers and preschools. The class is separated into three modules:

General Communication: components of effective communication: listening and building empathy; verbal/written communication techniques; importance of documentation.

Collaboration with Families: communication with children and families: the importance of positive communication with children and its impact on self-esteem; to identify communication opportunities with families; that partnerships with families must be ongoing.

Communication with Co-Workers and Administrators: using communication to promote a solid foundation with co-workers, families, and children: the impact of communication on a classroom's feeling and tone; ethical and professional responsibilities; appropriate strategies for effective communication between co-workers and administrators; tools to use when faced with potential communication struggles.

Onsite Option

We can come to you! Call us to schedule an onsite class at your location:

410-313-1923

This class is required for all newly hired center staff and current staff moving to new positions. The class is offered at the Office of Children's Services once each quarter. Participants must attend all 3 sessions to receive credit (4.5 hours PRO + 4.5 hours COM; CDA areas 4, 5, 6). Currently scheduled sessions:

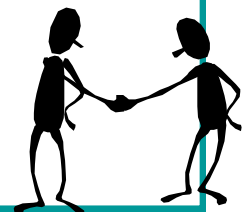
APRIL

3 Tuesdays: April 7, 14, 21
6:30 - 9:30 pm

AUGUST

3 Mondays: August 10, 17, 24
6:30 - 9:30 pm

Questions? Call 410-313-1940



9-Hour Communications Class Registration Form

Name _____ Address _____

Phone _____

E-mail _____

Type of Child Care: Child Care Center/Preschool Staff Center/Preschool Director
Center or Organization Name: _____

Please indicate your choice of sessions:
___ April 7, 14, & 21 OR ___ August 10, 17, & 24

Payment: Please enclose your check or money order for \$75 (payable to Director of Finance)

Mail this registration form and your payment to: Howard County Child Care Resource Center
3300 N. Ridge Rd. Suite 380
Ellicott City, MD 21043

