



Best Education Show

BELIEVE
INSPIRE
OVERCOME

Core Competency Presentation:
Core Competency Area: Effective Organization

I would like to personally welcome you to the Best Education Show! My name is Dr. Neil Dorfman and I am so excited you are here today! The only goal here today and always with this company, is to make a difference in the lives of children!

All of the stories you hear today are indeed true! They have molded and forged me into the man and father I am today!

If you have any questions feel free to contact us at 832-373-4316 or you can email us at info@besteducationshow.com. Also Like us at <https://www.facebook.com/besteducationshow>
Today is going to be an amazing day and we thank you from the bottom of our heart for coming today!

See you soon!

Neil Dorfman
832.373.4316
www.besteducationshow.com
info@besteducationshow.com

What we will accomplish today

- Learn about Effective Organization

Share with a neighbor a story about a teacher or student you inspired!

- Share with a new neighbor a situation in an educational setting you have overcome!

Business and Operations Management

- Administrators must have extensive knowledge of business best practices, as well as thorough knowledge of the laws and regulations applicable to their program.
- Maintenance and enhancement of the facility requires knowledge of local/state/federal codes, designing developmentally appropriate environments, as well as budgetary planning and procurement practices.
- These competencies address the core knowledge and skills needed in order to effectively operate a fiscally sound early care and education program, including the ability to increase enrollment.

Business Practices

- **Maintain a record keeping system in compliance with legal and ethical mandates (storage, access, release and disposal of records.) Requires frequent support and guidance from regulatory authorities to ensure compliance.**
- Minimum Standards, Subchapter C-Record Keeping
- http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf

Financial Management

- **Describe fundraising strategies**
- Get free stuff!
- Grants available from many resources!

Facilities

- **Adheres to plans for preventive maintenance, scheduled building updates, and replacement of equipment.**
- Keep a log, a schedule, and maintain monthly, quarterly and yearly goals
- Maintain compliance with Minimum Standards, Subchapter T, Physical Facilities

Marketing and Public Relations

Ways to assess current and needed marketing resources

- Online advertising
- Community events-festivals, sponsor an event!
- Mailings
- Word of mouth

How to stay motivated and inspired on a daily basis.

Establishing and Maintaining an Effective Organization

- Effective administrators
integrate the mission, vision, and philosophy of the program
into daily activities,
staffing decisions,

curriculum choices,
professional development,
and planning.

- Following the numerous laws, regulations and policies across multiple agencies and levels of government is central to the role of administrator.
- Effective organizational leaders recognize the importance of routinely evaluating the program and integrating feedback into strategic planning.

Program Development

- **How do you articulate the current mission, vision and philosophy of your program?**
- Mission and vision both relate to an organization's purpose and are typically communicated in some written form. Mission and vision are statements from the organization that answer questions about who we are, what do we value, and where we're going.
- Good plans are meant to achieve something—this *something* is captured in verbal and written statements of an organization's mission and vision (its *purpose*, in addition to specific goals and objectives).



Program Development

- **Engage in program planning activities to detail objectives and goals**
- Develop benchmarks and make them clear to your employees.
- With a mission and vision, you can craft a strategy for achieving them, and your benchmarks for judging your progress and success are clear goals and objectives. Mission and vision communicate the organization’s values and purpose and values, and the best mission and vision statements have an emotional component in that they incite employees to do their job well.

The strategy is how the firm aims to realize its mission and vision



Goals and objectives are the indicators of how well the strategy is succeeding

Excellent resource for more information:

<http://2012books.lardbucket.org/books/management-principles-v1.0/index.html>

Example-Starbucks Mission Statement

The Starbucks mission statement describes six guiding principles that, as you can see, also communicate the organization's values:

- *Provide a great work environment and treat each other with respect and dignity.*
- *Embrace diversity as an essential component in the way we do business.*
- *Apply the highest standards of excellence to the purchasing, roasting and fresh delivery of our coffee.*
- *Develop enthusiastically satisfied customers all of the time.*

- *Contribute positively to our communities and our environment.*
 - *Recognize that profitability is essential to our future success.*
- Retrieved October 27, 2008, from <http://www.starbucks.com/aboutus>.

Human Resource Leadership and Development

- Highly motivated and effective practitioners are central to the daily experiences of children and families served by early care and education programs.

Personal and Professional Awareness

How to encourage personal and professional feedback from staff, families, and other stakeholders

- Doctoral Dissertation-The importance of parental involvement

Human Relationships

- How to develop mutually respectful and trusting relationships with staff, including those whose cultural values, beliefs, and lifestyles may differ from their own

Leadership and Support

- Articulate the need for cohesive staff teams and staff involvement



Best Education Show

BELIEVE

INSPIRE

OVERCOME