



@andelen

**PROFESSIONAL  
DEVELOPMENT  
COURSE CATALOG**





## Our Mission

We champion children everywhere by providing resources and support to anyone who impacts them, helping every child achieve the brightest outlook possible.

## Services Offered

We empower parents, caregivers, and educators to know they have everything it takes to be brain builders giving children everything they need to be their most brilliant selves. That is why we offer expert-led training, resources, and support to parents, caregivers, and early childhood educators, so everyone can act in the best interest of the child.

## Professional Development and Training Course Catalog

Candelen Professional Development and Training offers a range of topics that align with the Arizona Early Childhood Workforce Registry Knowledge and Competencies. These competencies for early childhood and school-age professionals outline what they need to know and do when caring for and educating young children. The topics support professionals in their goals to increasing their knowledge of early childhood educational best practices.

### Knowledge Areas

Child Growth and Development  
Child Observation and Assessment  
Professionalism  
Program Management

Curriculum and Learning Environment  
Effective Interactions  
Family and Community Partnerships

### Codes

**ITT – Infant/Toddler Training:** Topics appropriate for Infant and Toddler Teachers

**TST – Topic Specific Training:** Topics appropriate for Preschool Teachers

**OST – Out of School Time:** Topics appropriate for Out of School Time Personnel

**FCC – Family Child Care:** Topics appropriate for Family Childcare Providers

**ECL – Early Childhood Leadership:** Topics appropriate for Directors and Leadership Team

<sup>1</sup>Arizona Infant and Toddler Guidelines: [www.azftf.gov/WhoWeAre/Board/Documents/az\\_infant\\_toddler\\_guidelines.pdf](http://www.azftf.gov/WhoWeAre/Board/Documents/az_infant_toddler_guidelines.pdf)

<sup>2</sup>Arizona Workforce Knowledge and Competencies: [http://azearlychildhood.org/uploads/sites/1/WKC\\_FINAL\\_07.31.15.pdf](http://azearlychildhood.org/uploads/sites/1/WKC_FINAL_07.31.15.pdf)

<sup>3</sup>Arizona Early Learning Standards: <https://cms.azed.gov/home/GetDocumentFile?id=591e2ea43217e122b492b21f>

<sup>4</sup>Arizona Center for Afterschool Excellence Quality Standards: <https://azafterschool.org/promoting-quality/quality-standards/>

### Visit [www.azregistry.org](http://www.azregistry.org) for more information and registration!

Individual registration is required prior to the start of the class. We are unable to accept walk-ins. Additional trainings continue to be added. Please visit the Registry or contact Candelen to find out about other opportunities available in your area. The Candelen Training Department can be reached by calling (480) 829-0500 and selecting option 2.

Code	Age Range	AZITG Domain <sup>1</sup> / Core Knowledge Area <sup>2</sup>	Title/Topic	Description
ITT	Infant/Toddler	Child Growth and Development	Typical and Atypical Development in Infants and Toddlers  <i>Desarrollo Típico Y Atípico en bebés y niños pequeños</i>	This training helps teachers in identifying typical and atypical development in infant and toddlers.  <i>Esta capacitación ayudará a los maestros a identificar el desarrollo típico y atípico en bebés y niños pequeños.</i>
ITT	Infant/Toddler	Social Emotional	Primary Care Groups  <i>Grupos de Atención Primaria</i>	This training helps participants understand the concept and value of primary caregiving in the infant and Toddler classroom.  <i>Esta capacitación ayudará a los participantes a comprender cómo el cuidado de bebés y niños pequeños basado en la relación es fundamental para el desarrollo temprano óptimo del cerebro, la regulación emocional y el aprendizaje. Los participantes identificarán estrategias para comenzar o mejorar el cuidado primario en sus entornos.</i>
ITT	Infant/Toddler	Social Emotional	Attachment  <i>Apego</i>	This training provides an introduction to attachment theory and the importance of a child's first relationships, which have profound long-lasting effects on subsequent development.  <i>Esta capacitación proporcionará una introducción de la teoría del apego y la importancia de las primeras relaciones del niño. Las cuales tendrán profundo impacto a largo plazo en su desarrollo posterior. Los participantes comprenderán cómo en su papel como proveedor está disponible y responde con fiabilidad a las necesidades de un bebé y forma la base para un apego seguro, para la competencia en la exploración del entorno y la formación de otras relaciones para el desarrollo de su autoestima.</i>
ITT	Infant/Toddler	Approaches to Learning	Persistence  <i>La Persistencia</i>	This training focuses on the concept of helping children develop persistence as an approach to learning. Participants will gain a deeper understanding of persistence and why it's important for learning.  <i>Esta capacitación se centrará en el concepto de ayudar a los niños a desarrollar la persistencia como un enfoque para el aprendizaje. Los participantes obtendrán una comprensión más profunda de la persistencia y por qué es importante para el aprendizaje.</i>

ITT	Infant/Toddler	Cognitive Development	Exploration and Discovery <i>Exploración y Descubrimiento</i>	This training helps participants gain an understanding of how children grow and develop cognitive skills in the early years.  <i>Esta capacitación ayudará a los participantes a comprender cómo crecen los niños y desarrollan habilidades cognitivas en los primeros años.</i>
ITT	Infant/Toddler	Cognitive Development	Brain Architecture <i>Arquitectura Cerebral</i>	This training helps participants gain an understanding of how the brain develops and how positive experiences and interactions with caregivers promote healthy brain development.  <i>Esta capacitación ayudará a los participantes a comprender cómo se desarrolla el cerebro y cómo las experiencias y interacciones positivas con los cuidadores promueven un desarrollo cerebral saludable.</i>
ITT	Infant/Toddler	Cognitive Development	Relationships and the Brain <i>Las Relaciones Y El Cerebro</i>	This training will help participants gain an understanding of how the brain reacts to stress and how positive experiences and interactions with caregivers promote healthy brain development.  <i>Esta capacitación ayudará a los participantes a comprender cómo reacciona el cerebro al estrés y cómo las experiencias e interacciones positivas con los cuidadores promueven un desarrollo cerebral saludable.</i>
ITT	Infant/Toddler	Physical Development	Gross Motor Development <i>Desarrollo de Motores Gruesos</i>	This training helps participants gain an understanding of how children grow and develop physical skills in the early years.  <i>Esta capacitación ayudará a los participantes a comprender cómo los niños crecen y desarrollan habilidades físicas en los primeros años.</i>
ITT	Infant/Toddler	Family and Community Partnerships	Knowing and Respecting Families <i>Conocer y Respetar a las Familias de bebés y niños pequeños</i>	This training helps participants gain an appreciation for parents as a child's first teacher. They learn new strategies for engaging parents and families in the early care environment.  <i>Esta capacitación ayudará a los participantes a obtener una apreciación de los padres como primer maestro del niño y estrategias para involucrarlos en el entorno de cuidado infantil.</i>

ITT	Infant/Toddler	Language Development	Listening and Understanding <i>Escuchar y Entender</i>	This training helps participants gain an understanding of how children grow and develop language skills in the early years.  <i>Esta capacitación ayudará a los participantes a comprender cómo los niños crecen y desarrollan sus habilidades lingüísticas en sus primeros años.</i>
ITT	Infant/Toddler	Language Development	Communicating and Speaking <i>Comunicación Y Habla</i>	This training help participants gain an understanding of language development to foster children’s communicating and speaking skills in the early years.  <i>Esta capacitación ayudará a los participantes a comprender mejor el desarrollo del lenguaje para fomentar las habilidades de comunicación y expresión oral de los niños en los primeros años.</i>
ITT	Infant/Toddler	Social Emotional	Temperament <i>Temperamento</i>	This training will help participants understand the importance of a child’s temperament in relation to social/emotional development. Participants will also learn that knowing a child’s temperament helps caregivers better understand children’s individual preferences, desires, and feelings appropriately.  <i>Esta capacitación ayudará a los participantes a entender la importancia del temperamento de un niño en relación con el desarrollo social/emocional. Los participantes también aprenderán que conocer el temperamento de un niño ayuda a los cuidadores a entender mejor las preferencias, deseos y sentimientos individuales de los niños.</i>
ITT	Infant/Toddler	Mathematics/Curriculum	Setting a Foundation for Math from the Start  <i>Formando Una Base En Matemáticas Desde El Comienzo</i>	This training covers some foundational math concepts and how teachers can expose children to mathematics in everyday activities with “Math Talk”.  <i>Esta capacitación cubrirá algunos conceptos matemáticos fundamentales y cómo los maestros pueden exponer a los niños a las matemáticas en las actividades cotidianas y en la "Conversación de Matemáticas".</i>

ITT	Infant/Toddler	Social/Emotional	<p>Ouch! That Hurts! Understanding Biting in Child Care</p> <p><i>¡Ay! ¡Eso Duele! Entendiendo A Los Niños Que Muerden En El Cuidado Infantil</i></p>	<p>This training will cover how adverse experiences and toxic stress can impact the lives of young children. We will discuss what to look for in children. Next, we will discuss ways to teach and build resilience in young children.</p> <p><i>Las mordeduras a menudo son una parte normal del desarrollo, pero pueden ser perturbadoras y alarmantes para los padres, cuidadores y otros niños. Este curso proporcionará una visión general de por qué ocurre el comportamiento de morder en la mayoría de los bebés y niños pequeños y cómo los profesionales del cuidado infantil pueden comprender el comportamiento y responder de manera apropiada.</i></p>
ITT	Infant/Toddler	Overall Learning Environments	Nurturing Environments	<p>We can create a high-quality infant and toddler environment by planning and creating spaces that support infants' and toddlers' development, engagement, and overall well-being. This training will show providers how to put careful thought and planning into creating nurturing infant and toddler environments that facilitate their growth in all developmental domains.</p>
ITT	Infant/Toddler	Overall Learning Environments	<p>Schedules, Routines, and Transitions</p> <p><i>Horarios, Rutinas Y Transicione</i></p>	<p>This training will help participants understand the importance of implementing schedules, and routines that meet the children's individual needs. This course will also help participants understand that best practices for routines, schedules and transitions is through responsive caregiving.</p> <p><i>Los bebés y los niños pequeños se benefician de la atención individualizada. Esta capacitación ayudará a los participantes a entender la importancia de implementar horarios y rutinas que satisfagan las necesidades individuales de los niños. Este curso también ayudará a los participantes a entender que las mejores prácticas para rutinas, horarios y transiciones es a través del cuidado receptivo.</i></p>
ITT	Infant/Toddler	Physical Development/Health and Safety	<p>Tummy Time and More</p> <p><i>Tiempo Boca Abajo y Mas</i></p>	<p>This training will help participants understand the importance of implementing schedules, and routines that meet the children's individual needs. This course will also help participants understand that best practices for routines, schedules and transitions is through responsive caregiving.</p> <p><i>Los participantes de este entrenamiento aprenderán la importancia del tiempo de barriga en el desarrollo físico de un niño. Además, discutiremos cómo un entorno puede ser un</i></p>

				<i>apoyo o una disuasión para las habilidades motoras gruesas y los hitos de un niño. Esta capacitación amplía el aprendizaje del Módulo 5 de Salud y Seguridad de DES.</i>
--	--	--	--	---



Code	Age Range	AZELS Domain <sup>3</sup> / Core Knowledge Area <sup>2</sup>	Title/Topic	Description
TST	Preschool/3-8 years	Physical Development Child Growth and Development	Typical and Atypical Development	This training helps teachers in developing an inclusive environment that supports the needs and learning styles of each child. Teachers will gain strategies for modifying classroom activities and routines.
TST	Preschool/3-8 years	Child Growth and Development	Basic Child Development <i>Desarrollo Infantil Básico</i>	This training helps participants gain a baseline understanding of child development.  <i>Esta capacitación ayudará a los participantes a obtener una comprensión básica del desarrollo infantil.</i>
TST	Preschool/3-8 years	Social Emotional	Responsive Teaching through Primary Caregiving <i>Enseñanza Receptiva a Través del Cuidado Primario</i>	This training helps participants understand the concept and value of primary caregiving in the Infant and Toddler classroom.  <i>Esta capacitación ayudará a los participantes a comprender el concepto y el valor de la atención primaria en el aula de preescolar.</i>
TST	Preschool/3-8 years	Social Emotional Effective Interactions	FLIP IT! <sup>®</sup>	Four supportive steps to help young children learn about their feelings, gain self-control, and reduce challenging behavior.
TST	Preschool/3-8 years	Social Emotional Effective Interactions	Behavior Guidance <i>Guía de Comportamiento</i>	This training covers foundational concepts of building relationships with children, establishing behavioral expectations, supporting autonomy & self-regulation while encouraging and modeling prosocial behaviors.  <i>Esta capacitación cubrirá algunos conceptos fundacionales de la construcción de relaciones con los niños, el establecimiento de expectativas de comportamiento, el apoyo a la autonomía y la autorregulación mientras que fomenta y modela comportamientos pro-sociales.</i>

TST	Preschool/3-8 years	Family and Community Partnerships	<p>Knowing and Respecting Families</p> <p><i>Conocer y Respetar a las Familias</i></p>	<p>This training helps participants understand the importance of families in the lives of the children they care for. A goal of this training session is to help participants recognize the influence families have on children's development.</p> <p><i>Esta capacitación ayudará a los participantes a comprender la importancia de las familias en la vida de los niños que cuidan. El objetivo de esta sesión de capacitación será ayudar a los participantes a reconocer el valor de construir relaciones positivas con las familias.</i></p>
TST	Preschool/3-8 years	Family and Community Partnerships	<p>Family Engagement</p> <p><i>Compromiso con la Familia</i></p>	<p>This training helps participants understand the importance of including families in their programs. A goal of this training session is to help participants recognize the value of building positive relationships with families.</p> <p><i>Esta capacitación ayudará a los participantes a comprender la importancia de incluir a las familias en sus programas. El objetivo de esta sesión de capacitación será ayudar a los participantes a reconocer la influencia que tienen las familias en el desarrollo de los niños.</i></p>
TST	Preschool/3-8 years	Curriculum and Learning Environment	<p>Schedules, Routines, and Transitions</p> <p><i>Horarios, Rutinas Y Transiciones</i></p>	<p>This training helps participants understand the importance of implementing consistent visual daily schedules, consistent routines and transitions with the children they care for.</p> <p><i>Esta capacitación ayudará a los participantes a comprender la importancia de implementar horarios diarios, rutinas, y transiciones consistentes con los niños que cuidan.</i></p>

TST	Preschool/3-8 years	Professionalism	Ethics	This training helps participants identify how their personal values align with their work in early care and education. Through the activities and discussion in this training, providers will understand how ethics in early care and education support their decision-making processes.
TST	Preschool/3-8 years	Observation and Assessment	Plans and Procedures <i>Planificación y Procedimientos</i>	This training will cover some foundational concepts of implementing a system of observing and tracking child growth and progress in the preschool years.  <i>Esta capacitación será una de varias que brindarán a los maestros una visión general y algunas estrategias para usar al observar y evaluar a los niños en sus entornos de cuidado de niños.</i>
TST	Preschool/3-8 years	Family and Community Partnerships	Customer Service: Parents as Partners and Customers	Join us in learning what customer service looks like in a Child Care setting! You will learn the importance of embedding exceptional customer service in all your daily interactions to exceed family's expectations.
TST	Preschool/3-8 years	Curriculum and Learning Environment	Learning Environments that Nurture Development	Children learn best in environments where they can have secure relationships with caring and responsive adults, where they feel safe, and where they feel free to explore and learn. This training will help participants learn how a well-arranged environment can help meet children's developmental needs.
TST	Preschool/3-8 years	Child Growth and Development	Disability Awareness <i>Concientización de las Discapacidades</i>	Each child is unique in their abilities. Learn about disabilities that you may encounter in your classroom and how all children can benefit from quality early childhood experiences in a welcoming classroom setting with teachers who understand their special needs.
TST	Preschool/3-8 years	Effective Interactions	Trauma Informed Care <i>Cuidado Informado De Trauma: Influencias En El Desarrollo</i>	This training will help participants recognize what trauma is, understand how trauma affects the brain, and the ways it might manifest. You will learn how caregivers can help children feel safe as well as build trust and self-regulation skills.

				<p><i>Esta capacitación ayudará a los participantes a reconocer qué es el trauma, comprender cómo afecta el trauma al cerebro y las formas en que podría manifestarse. Aprenderá cómo los cuidadores pueden ayudar a los niños a sentirse seguros y a desarrollar la confianza y las habilidades de autorregulación.</i></p>
TST	Preschool/3-8 years	Curriculum and Learning Environment	<p>Intentional Teaching – Putting It All Together</p> <p><i>Enseñanza Intencional – Ponerlo Todo Junto</i></p>	<p>Balancing play and learning can be challenging! This training looks at what it means to be an intentional teacher and the different strategies that intentional teachers use to balance play and learning to put it all together and make learning and teaching, fun!</p> <p><i>¡Equilibrar el juego y el aprendizaje puede ser un reto! Esta formación analiza lo que significa ser un profesor intencional y las diferentes estrategias que los profesores intencionales utilizan para equilibrar el juego y aprender a ponerlo todo junto y hacer que el aprendizaje y la enseñanza, divertido!</i></p>
TST	Preschool/3-8 years	Health and Safety Practices	<p>COVID-19 For Child Care Programs: What This Virus Is And How Can We Prevent The Spread In Childcare Programs</p> <p><i>Covid-19 Para Programas De Cuidado Infantil: Que Es Este Virus y Como Podemos Prevenir La Propagación En Los Programas De Cuidando Infantil</i></p>	<p>This training covers the basic information individuals caring for children need to know in order to protect themselves and others from COVID-19. We will discuss what this virus is and how to help prevent the spread in childcare programs.</p> <p><i>Esta capacitación cubre la información básica que las personas que cuidan de los niños necesitan saber para protegerse a sí mismos y a los demás de COVID-19. Discutiremos qué es este virus y cómo ayudar a prevenir la propagación en los programas de cuidado infantil.</i></p>

TST	Preschool/3-8 years	Curriculum and Learning Environment Developmentally Appropriate Practices	Mathematics <i>Matemáticas</i>	This training will cover some foundational preschool math concepts and how teachers can expose children to mathematics in everyday activities.  <i>Esta capacitación cubrirá algunos conceptos básicos de matemáticas preescolares y cómo los maestros pueden exponer a los niños a las matemáticas en las actividades cotidianas.</i>
TST	Preschool/3-8 years	Curriculum and Learning Environment	Scribble to Script: The Journey to Writing	This training helps participants gain an understanding of the developmental stages of emergent writing and focuses on the importance of writing experiences in the development of early literacy skills. Through activities and discussions, participants will recognize opportunities within the daily schedule and classroom environment to promote children's emergent writing skills.
TST	Preschool/3-8 years	Curriculum and Learning Environment	Tinker, Create, and Play: STEM in the Preschool Classroom <i>Remendar, Crear, Y Jugar: CTIM En El Area De Preescolar</i>	This training will help participants understand the importance of introducing STEM activities to Preschool aged children, intentionally creating STEM challenges help children become interested and engaged in Science, Technology, Engineering, and Math.  <i>Esta capacitación ayudará a los participantes a comprender la importancia de presentar las actividades CTIM a los niños en edad preescolar. La creación intencional de desafíos CTIM ayuda a los niños a interesarse y participar en Ciencia, Tecnología, Ingeniería y Matemáticas.</i>
TST	Preschool/3-8 years	Health, Safety, and Nutrition	Coming to Terms with Germs	This is a deeper dive into the topic of what germs are, how they are spread, ways to prevent them, and when to use cleaning, sanitization or disinfecting safely and effectively.

TST	Preschool/3-8 years	Program Management	Who's Here today? The Importance of Supervision and Rations	This training will help participants understand the importance of constant supervision in all aspects of childcare. The training will cover state regulations for supervision and ratio maximums as well as staffing, budgeting, and corrective action plans (CAP).
TST	Preschool/3-8 years	Curriculum and Learning Environment	Mind in the Making (8-part series) <i>Also available in Spanish</i>	<p>Participants will have an Overview of the 7 Essential Life Skills as a learning journey. The Mind In The Making learning journey is driven by science and built on relationships. Participant will be introduced to the Life Skills and how to apply them in their own life as well as promoting the use of the skills while working with children.</p> <p><i>Los participantes tendrán una descripción general de las 7 habilidades esenciales para la vida como un viaje de aprendizaje. El viaje de aprendizaje de Mind In The Making está impulsado por la ciencia y se basa en las relaciones. El participante conocerá las habilidades para la vida y cómo aplicarlas en su propia vida, además de promover el uso de las habilidades mientras trabaja con niños.</i></p>

<sup>2</sup>Arizona Workforce Registry Core Knowledge Areas

<sup>3</sup>Arizona Early Learning Standard

Code	Age Range	OST Standards <sup>4</sup> / Core Knowledge Area <sup>2</sup>	Title/Topic	Description
OST	School Age/5-12 years	Child Growth and Development	Basic Development: School Age Children <i>Desarrollo Básico de Niños en Edad Escolar</i>	This training helps participants understand the continued development of children through age 12 years.  <i>Esta capacitación ayudará a los participantes a comprender el desarrollo continuo de los niños hasta la edad de 12 años.</i>
OST	School Age/5-12 years	Environments That Support Learning	Overall Learning Environments: Afterschool Programs	This training helps participants understand the importance of setting up an environment that meets the varied needs of school age children.
OST	School Age/5-12 years	Environments That Support Learning	Homework Help: Afterschool Programs	This training helps participants understand the importance of high-quality afterschool programs. This training also help participants provide a supportive environment for homework help and activities that support and extend learning.
OST	School Age/5-12 years	Environments That Support Learning	Focus on STEM: Afterschool Programs  <i>Centrado en STEM: Programas Extracurriculares Entornos Que Apoyan el Aprendizaje</i>	This training helps participants understand the importance of STEM activities and how they help children to improve academically and bring awareness of future possibilities of careers as scientist, mathematicians and engineers.  <i>Esta capacitación ayudará a los participantes a comprender la importancia de las actividades STEM y cómo ayudan a los niños a mejorar académicamente. Además a crear conciencia sobre las posibilidades futuras de las carreras como científicos, matemáticos e ingenieros</i>

N/A: Not used for this topic

<sup>2</sup>Arizona Workforce Registry Core Knowledge Areas

<sup>4</sup>Out of School Time Standards

Code	Age Range	Core Knowledge Area <sup>2</sup>	Title/Topic	Description
FCC	0-12 years	Family and Community Partnerships	Families as Partners <i>Compromiso con la Familia</i>	This training helps participants understand the importance of including families in their programs. A goal of this training session is to help participants recognize the value of building positive relationships with families.  Esta capacitación ayudará a los participantes a comprender la importancia de incluir a las familias en sus programas. El objetivo de esta sesión de capacitación será ayudar a los participantes a reconocer la influencia que tienen las familias en el desarrollo de los niños.
FCC	0-12 years	Curriculum and Learning Environment	Creating a Learning Environment	This training allows participants the opportunity to explore what type of environment would best suit the children in their home care space. It looks at how to meet the needs of a mixed age group.
FCC	0-12 years	Program Management	Family Childcare Home Business <i>Negocio De Cuidado Infantil Familiar</i>	This course allows participants to learn all of the business aspects of running a family childcare business.  Esta capacitación ayudará a los participantes a comprender la importancia de maximizar la rentabilidad de este negocio. El objetivo de esta sesión de capacitación será ayudar a los participantes a establecer el contrato y las políticas que ayudarán a mantener el negocio de cuidado infantil funcionando de manera eficiente.
FCC	0-12 years	Child Growth and Development	Understanding Child Development <i>Capacitación Para Proveedor de Cuidado Infantil Familiar: Entendiendo el Desarrollo</i>	This training helps participants understand the continued development of children through age 12 years.  <i>Esta capacitación ayudará a los participantes a obtener una comprensión básica del desarrollo infantil.</i>
FCC	0-12 years	Effective Interactions	Behavior Guidance	This training covers foundational concepts of building relationships with children, establishing behavioral expectations, supporting autonomy & self-regulation while encouraging and modeling prosocial behaviors



2 Arizona Workforce Registry Core Knowledge Areas

Code	Age Range	Core Knowledge Area <sup>2</sup>	Title/Topic	Description
ECL	Directors/Leadership Teams	Professionalism	Ethics	This training helps participants identify how their personal values align with their work in early care and education. Through the activities and discussion in this training, providers will understand how ethics in early care and education support their decision-making processes.
ECL	Directors/Leadership Teams	Program Management	Hiring, Encouraging, and Supporting Staff	This training helps participants develop ideas for hiring, engaging and retaining staff.
ECL	Directors/Leadership Teams	Social Emotional	Primary Caregiving	This training helps participants understand the concept and value of primary caregiving in the Infant and Toddler classroom.
ECL	Directors/Leadership Teams	Program Management	Essentials to Providing Coaching and Mentor Support to Early Childhood Educators	This training will give directors and assistant directors the essentials to providing coaching and mentoring support to their staff.
ECL	Directors/Leadership Teams	Program Management	Budgeting for Quality	This training will help directors and other leadership staff learn the common components of the child care budget. The content will also look at managing staffing costs- as this is the largest expense of a programs budget.
ECL	Directors/Leadership Teams	Program Management	Staff Meetings that Inspire Movement	This training will help directors and other leadership staff learn some helpful strategies to provide meaningful meetings for staff through the use of an agenda, things to consider when facilitating meetings, and engaging staff.
ECL	Directors/Leadership Teams	Program Management	Planning for Success: Program Planning and Evaluation:	What does it take to have a truly successful Child Care program? In this training, you will learn how to focus on what is important to evaluate in an early childhood program while reflecting on developing your program's vision.

ECL	Directors/Leadership Teams	Early Childhood Leadership Network	Customer Service: Parents as Partners and Customers	Join us in learning what customer service looks like in a Child Care setting! You will learn the importance of embedding exceptional customer service in all your daily interactions to exceed family's expectations. Join us in learning what customer service looks like in a Child Care setting! You will learn the importance of embedding exceptional customer service in all your daily interactions to exceed family's expectations.
ECL	Directors/Leadership Teams	Program Management	Onboarding Early Childhood Professionals	This training explores the onboarding process of new early childhood professionals and looks at why effective onboarding is essential to staff's job satisfaction and retention.

<sup>2</sup>Arizona Workforce Registry Core Knowledge Areas