

Building a Business - Cohort 12 – English- Training Dates

Regular Schedule - all virtual for now. May have a session or two in person if Covid allows in Summer. Final celebration- TBD

8:30-8:45 Coach and trainer sign-in
 8:45-9:00 Participant sign-in and time for updates
 9:00-11:30 Session A
 11:30-12:30 Lunch break (can stay on for networking if they want)
 12:15-12:30 Check in for afternoon trainer if different
 12:30-3:00 Session B
 3:00- 3:15 Final announcements and class assignments

Date	Module	Topics
May 2-7, 2022		Bags with files, books and resources delivered
May 14	Orientation Module 1	Welcome and Orientation and Coaches group breakouts 1-1 Business Owners in a Caring Profession
May 28	Module 1	1-2 Values, Mission and Philosophy 1-3 Responsibilities and Risk Management
June 11	Module 1 Module 2	1-4 Your Business Plan 2-1 Planning Your Curriculum
June 25	Module 2	2-2 Staffing Your Program 2-3 Building Your Budget
July 9	Module 2	2-4 Keeping Records 2-5 Developing Policies
July 23	Module 2	2-6 Building Quality Mid-term Coaching session in Afternoon
Aug 6	Module 3	3-1 Planning Space 3-2 Managing Environments
Aug 20	Module 3	3-3 Tour of Homes – by video Use 2020 video or do at least one or two new ones?
Sept 10	Module 4	4-1 Hiring Staff 4-2 Building your Team
Sept 24	Module 4	4-3 Supervising Others 4-4 Professional Development
Oct 15	Module 4	4-5 Partnering with Families 4-6 Creating a Climate of Caring
Oct 29	Module 5	5-2 Relationships in the Neighborhood 5-3 Connecting to the Profession
Nov 12	Module 5	5-1 Communicating with Families 5-4 Promoting your Business
Nov 19	Final Celebration TBD	Celebration and Awarding Certificates In person, outside, drive-by option