



To register please contact
your QSRC Coach

Registration Deadline: February 20, 2019

www.qualitystartrc.org



The Director's Toolbox: A series of workshops that support administrative leadership

Administrative leadership is about setting goals, orchestrating work, and mobilizing people to sustain an early childhood organization. Effective administrative leaders establish systems for consistent implementation of program operations to meet the needs of children, families, and staff.

Who should attend: **Center Base** Directors and Assistant Directors

Topic:

- **Making the Most of Meetings**

Making the Most of Meetings will help you...

- Use practical techniques to plan effective meetings
- Utilize various methods of communication
- Accomplish more work in less time

Date: February 27, 2019

Time: Registration: 8:30am - 9:00am

Workshop: 9:00am -12:00pm

Lunch: 12:00pm -1:00pm (lunch provided)

Leadership Learning Communities: 1:00pm -3:00pm

QSRC Updates: 3:00pm - 3:30pm

Location: Moreno Valley Recreation/Conference Center
14075 Fredrick St. Moreno Valley CA 92553