

Michigan Head Start Association - Fall Assembly 2024

Staff Workshop: "Why Won't They Follow Through?! Creating Constructive, Caring, & Cohesive Caregiving Team"

Head Start Roles Present

Coordinators

- recruitment and health
- support staff

Family advocates

Family Manager

- Community engagement
- Engaging parents
- Staff engagement
- Recruiting

Support staff

- Executive Assistant

- For team members

Site supervisor

- Staffing
- Curriculum
- HR

Asst. Director

- Family services/parents
- Pull teams together (SE, Health, IEP, etc.)

Manager – ERSEA

Operations, B-5 components, centers, health, ensure needs are met at the centers

Goals when Collaborating:

Advocates:

- Be aware of community resources and have up-to-date knowledge
- Knowing family's needs
- Building relationships so families will share their needs
- Ask families their expectations, "What do you need from me?"
- Nonverbal communication and body language
- Communication between advocates family, and teachers as a team

ERSEA Goals

- Caring
- Application
- Consistency
- Transparency
- Self-awareness - Increase awareness of yourself, your gifts, areas to work on, and how you interact with others
- Caring
- Clear communication on documents needed
- Open mind
- Safe, open communication

Goals from other groups:

- Sit down together
- Include all members
- Clear expectations
- Respectful relationships
- Respecting deadlines
- Help everyone get on the same page
- Share values
- Clear and respectful boundaries and expectations
- Supporting growth
- Be able to rely on each other
- Recognize and discuss each other's "hot buttons"
- Build a culture of trust and respect

- Have staff rely on each other and go to each other for help, problem-solving, etc.
- Have team members share their philosophy of why/what they are doing
- Understanding individual P.O.V. and lens of trauma
- Acknowledge value in your team
- Feel safe in your efforts
- Work/life balance
- Build up, not tear down
- Remember to be clear - Being clear is being kind
- Assume positive intent
- Build rapport with each person you lead

Main Strategies:

- Let families IN! Let them TEACH!
- Scheduled meetings that are intentional
- Give time for others to provide input
- Talk about the vision and mission of the organization (Example: Word walls, highlighted what staff chose)
- Do meaningful traditions such as gift exchanges and other types of celebrations
- Do things to intentionally build connectedness
- Keep things transparent
 - What do we need?
 - How can we work together?
 - Have clear roles
- Provide a comfortable and safe environment
- Get feedback, letting staff share what they appreciate but also communicate about “pet peeves”
- Quarterly PD, looking at trends and eligibility, giving an overview of what’s happening, sharing celebrations, and eating together, even doing things fun, like having themes to the meetings that people take turns, rotating and choosing the theme
- When staff brings feedback, ask them what they are needing and to pinpoint if they need
 1. Vent
 2. Bounce ideas off you
 3. Advice
- And then respond accordingly
- Have staff fill out an “All About Me” form asking things like “How do you want to receive feedback”
- Lesson staff drama/cliques by
 - Finding commonalities
 - Learning to put differences aside
 - Everyone has different strengths and areas of growth
 - Help increase buy-in and relationships