

Tips for Using *Head Start Leadership and Governance: Values, Regulations, and Skills*

Explore these tips for using the interactive learning module *Head Start Leadership and Governance: Values, Regulations, and Skills*. Find out about strategies to help you use this resource to meet your specific training needs.

Overview of the Learning Modules



Head Start Leadership and Governance: Values, Regulations, and Skills is organized around five learning modules.

1. **Head Start's Vision, Values, and Mission**

Use this module to understand what Head Start is all about, from its rich history to the valuable programs and services it provides to children and families. Explore a timeline of important events in the history of Head Start. Assess how much you already know about Head Start's structure.

2. **Head Start Laws and Regulations**

In this module, find out about the legislative and regulatory requirements that guide every Head Start program or agency. These requirements support quality across communities. They also provide core values that help regulate what we do, so services are offered with consistency. As you explore Head Start policy, keep in mind that you do not need to memorize it. However, you will need to know how to reference the policy to help make critical decisions in your leadership role.

3. **Your Team**

Discover how different Head Start leadership and governance entities work together as a team to ensure program success. Whether you are part of the governing body/Tribal Council, Policy Council (or policy committee at the delegate level), or management staff, you provide essential leadership and strategic direction for Head Start!

4. **Your Tools**

Learn why oversight, provided by Head Start program leadership entities, is an integral part of the effectiveness of the program. Together, leadership and governance set strategic direction and are the foundations of strong management. This module introduces Head Start's program planning process, including goal-setting, and describes how it impacts fiscal management and the annual program budget. Also, discover tools to help with decision-making related to the goals of Head Start programs and the 12 management systems that support achieving these goals.

5. **Be a Leader**

Explore some key management skills that will help you work with the members of your Head Start leadership team. Learn ways to apply what you've learned by stepping into the role of a leadership entity member as you interact with your peers to solve problems.

Strategies for Individual Instruction and Small-Group Training

Individual Instruction



The game design elements in this module make for an engaging instructional tool for individual learners. In the first pass through, work through this resource in sequence. After completing the course, access the modules in any order as needed.

- **Introduce key concepts and vocabulary.**

Grantee and delegate-level governing body, Tribal Council, Policy Council, and policy committee members can use this tool to find introductory information to support them in providing oversight within their Head Start program. Have new leaders joined your program? Welcome them with an invitation to work through the five modules!

- **Ground staff in foundational concepts and skills.**

Are staff preparing for a meeting that requires a grounding in foundational concepts or regulations? Do staff need to brush up on guiding principles and expectations? Could individual staff benefit from reviewing and practicing collaboration skills? Encourage program staff to use this interactive learning module to refresh their understanding of the key values, regulations, and skills that guide their work.

After individual completion of the modules, you can reinforce the concepts in a group discussion, if desired.

Small-Group Training



Learn ways to use this interactive learning module in small-group trainings to promote discussion and collaboration.

- **Reflect on shared vision, values, and beliefs.**

Explore Module 1 to find an overview of the principles that guide Head Start. Use this tool in a small-group presentation to spark discussion about the ideals that guide the programs and services that staff provide. Take a look at the comprehensive [Head Start timeline](#) on the Early Childhood Learning and Knowledge Center (ECLKC) to find additional food for thought and points for discussion.

- **Unpack Head Start laws and regulations concerning leadership and governance.**

Head Start agencies must comply with the Head Start Program Performance Standards (HSPPS) and meet the requirements set forth in the Head Start Act. In addition, meeting fiduciary and legal responsibilities requires leaders to be familiar with Uniform Guidance. Governing body/Tribal Council and Policy Council training often requires a deep dive into these regulatory documents. Explore Module 2 to find a comprehensive introduction to these laws and regulations and ways to access and use these documents to address program-specific issues. Use

this module as a jumping-off point for compliance discussions with a program's leadership.

- **Review the varied rights and responsibilities of a program's different governing entities.**

The Policy Council collaborates with the governing body/Tribal Council for decision-making and when taking action. The management staff collaborates with the governing body/Tribal Council to ensure compliance with federal, state, tribal, and local laws. Combined, these three entities work together to provide leadership and strategic direction. How do programs get these three entities to work effectively together? One of the first steps is to clearly establish each entity's rights and responsibilities. Use Module 3, "Your Team," to lay that groundwork with foundational expectations. From there, a program's governing entities can discuss how to best integrate their efforts.

- **Explore the dynamic and interrelated program planning process.**

Making decisions about the annual budget is an important part of a leader's role. Annual budget decisions, as well as other program decisions, can potentially impact some or all of the 12 management systems. Use the [Head Start Management Systems Wheel](#) to help leaders envision this dynamic process and the interrelated systems involved in their decision-making. In Module 4, "Your Tools," learn how to use the Management Systems Wheel as a program-planning and decision-making tool to set the stage for further discussion on how to develop a program's services.

- **Identify and practice crucial leadership skills.**

To work effectively and efficiently, each member of leadership must be able to demonstrate skills related to communication, decision-making, and building consensus. Module 5 breaks down these three crucial skills into action steps and puts them into practice in the context of real-world Head Start scenarios. Share this module with program leaders to establish respectful and efficient decorum and procedures.

These tips for using Head Start Leadership and Governance: Values, Regulations, and Skills offer a great way to begin creating lasting, meaningful relationships between management, Policy Council, and the governing body/Tribal Council. Find ways to reinforce this training in group discussions to help program leadership develop the shared values, understandings, and skills needed to deliver quality services to children and families.