

Administrator Foundation Series



New Directors who require TECTA Administrator Orientation equivalent to meet director qualifications must continue and complete the following additional trainings:

Training Title	Content Summary	Hours
Budgeting Workshop	Deeper dive into creating and sustaining a profitable business	2
Director's Role in the Classroom	How directors support quality practices in the classroom and with families. Includes safety, DAP, curriculum, child development & assessments, effective parent engagement (includes administrative development plan – coaching/goal setting)	2
Navigating Difficult Conversations	Why and how to have difficult conversations effectively with staff and families	1
Onboarding	New employee orientation & onboarding, including initial training and ongoing employee development	2
Professionalism in Child Care for Directors	Tangible strategies for professionalism in leadership and supporting professionalism among staff	1
Self-Care and Time Management for Administrators	Emphasize self-care and boundary-setting as foundations for productivity. Ideas for establishing time management systems that work for you.	2
TNPAL for Administrators	TNPAL & TrainTN deep dive for administrators	1

The Administrator Foundation Series will be offered over the course of two months, ensuring new directors have at least two chances to attend each session within their first 120 days in the role.

Registration for TDHS New Director Training is available through the e-licensing portal.
Following completion, all other registration links will be provided by TN CCR&R.