



Jumpstart & Lead: Building Strong Teams and Streamlined Training for Child Care Success

Presented by Stacey Smith



Who We Are (Imagine Child Care Business Support)

Why this session matters:

Running a child care center requires more than just heart it demands strategic planning and effective execution. This session is designed to equip you with the practical tools and insights needed to excel.

Goals for today:



Streamline Training & Onboarding

Develop efficient processes for new hires.



Build Effective Teams

Cultivate a strong, cohesive team through impactful leadership.



Create Time-Saving Systems

Implement smart systems that enhance productivity and reduce workload.



Motivate & Retain Staff

Foster a positive environment that keeps your team engaged and committed.

**What's one challenge you face
with staff training or team
management?**

The Power of Onboarding: Setting the Stage for Success

The first 90 days are critical for staff retention. A well-structured onboarding process can significantly impact a new hire's success and your center's stability.

Day 1: First Impressions

Crucial for shaping a positive initial experience and reducing anxiety.

30-Day Goals: Foundational Skills

Establish clear learning objectives and measurable milestones.

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Week 1: Immersive Learning

Hands-on shadowing and guided introductions to daily routines.

90 Days: Integration & Confidence

Full integration into the team, with strong understanding of roles and responsibilities.

Common Onboarding Pitfalls to Avoid:

- Overloading new staff with too much information at once.
- Inconsistent or disorganized training systems.
- Onboarding that becomes a time drain for leaders.



Jumpstart Your Training Plan: Practical Tools

Efficient training doesn't just happen; it's designed. Use these strategies to create a seamless and effective training experience.

Key Components of a Robust Training Plan:

- **Day 1 Checklist:** Focus on essentials like introductions, facility tour, and initial paperwork. Make it welcoming!
- **Week 1 Shadowing:** Pair new hires with experienced mentors to observe and learn by doing.
- **30-Day Training Goals:** Set clear, achievable goals for foundational skills and knowledge acquisition.
- **Automated Systems:** Leverage technology for consistency and accessibility. Think videos for policies, digital handbooks, and Google Drive checklists.





Activity: Designing the Welcoming First Day

Imagine you're designing the ultimate first-day experience for a new team member. What would it look like?

**Design the first-day experience for a new hire.
What are the three most important things you'd
include to make them feel welcomed and prepared?**





Leadership That Builds Teams

Effective leadership is about more than management; it's about fostering a collaborative environment where every team member feels valued and empowered.

- **Leadership = Vision + Direction + Accountability**
- **Delegation empowers, not dumps**
- **Clear expectations → stronger staff confidence**



The Power of Weekly Check-Ins: Nurturing Growth

Short, focused weekly check-ins are invaluable for fostering communication, problem-solving, and building trust within your team.

Structure for Success (10-15 minutes max):

- **What's going well?** Start positive to build morale and acknowledge successes.
- **Where are you stuck?** Identify challenges early and offer support.
- **One goal for the week:** Promote focus and incremental progress.





Organizational Chart

An organizational chart provides essential structure, reducing confusion and opening pathways for growth within your team.

Why a Clear Org Chart Matters:

- **Clear Roles & Responsibilities:** Everyone knows where they fit and what's expected.
- **Growth Paths for Staff:** Visualizes opportunities for advancement and development.
- **Reduces Confusion:** Streamlines communication and decision-making.

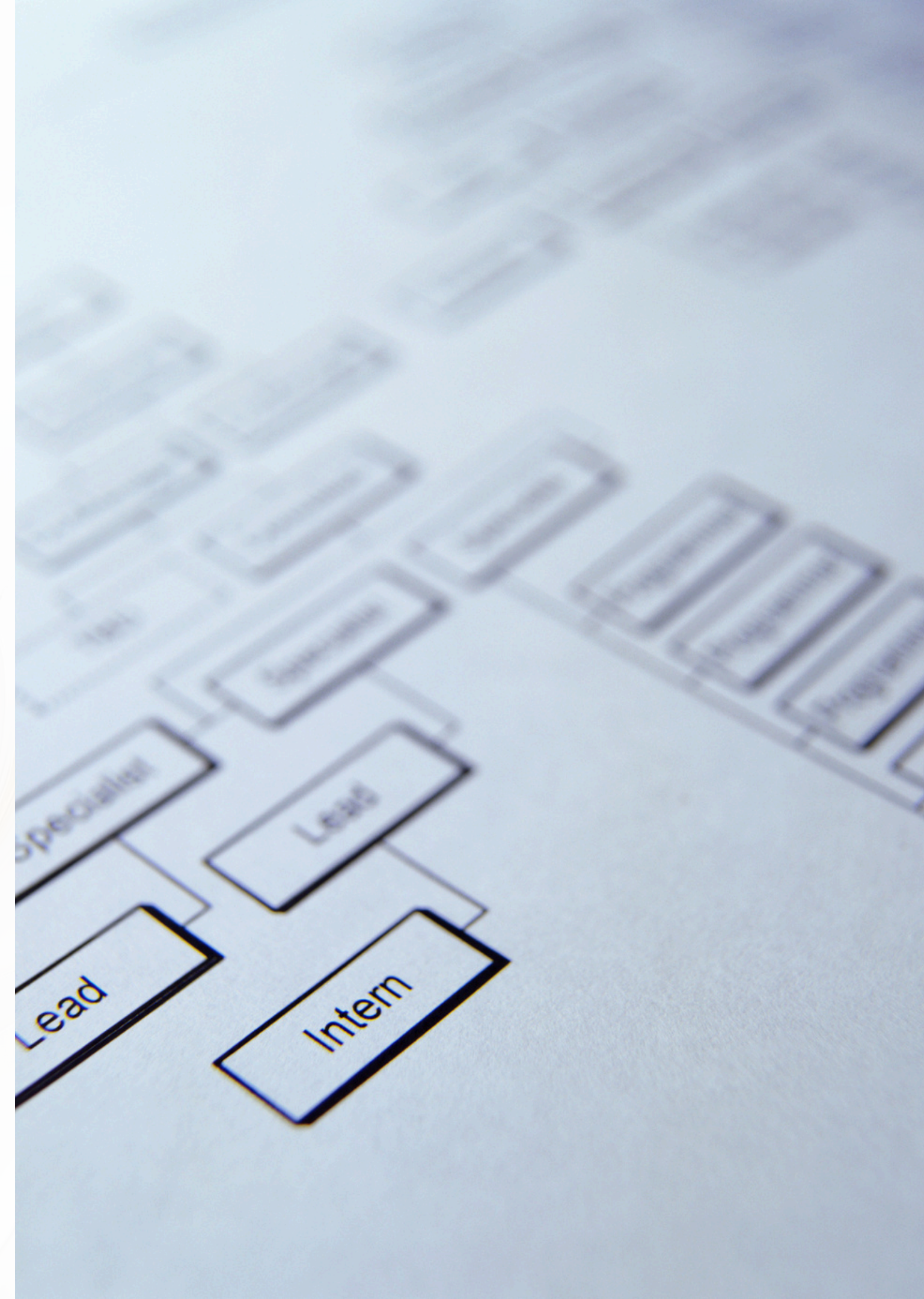
A typical child care structure might include: Director → Lead Teacher → Assistant Teacher → Float/Cook.





Build Your Own Org Chart

Sketch your org chart with
current & future roles



Motivating & Retaining Staff: Cultivating a Thriving Environment

A motivated and retained team is the backbone of a successful child care center. Focus on these pillars to build a loyal and dedicated staff.

- **Recognition Matters:** Simple shout-outs, formal appreciation programs, and genuine thanks go a long way in making staff feel valued.
- **Growth Opportunities:** Investing in professional development and clear career paths significantly boosts retention and engagement.
- **Accountability with Consistency:** Establish fair and consistent expectations. Accountability should foster growth and consistency, not just punishment.





Weekly Check-In Role Play

Script:

- “What’s going well?”
- “Where do you feel stuck?”
- “What’s one thing we can improve this week?”

Pair practice, then share



Pulling It All Together

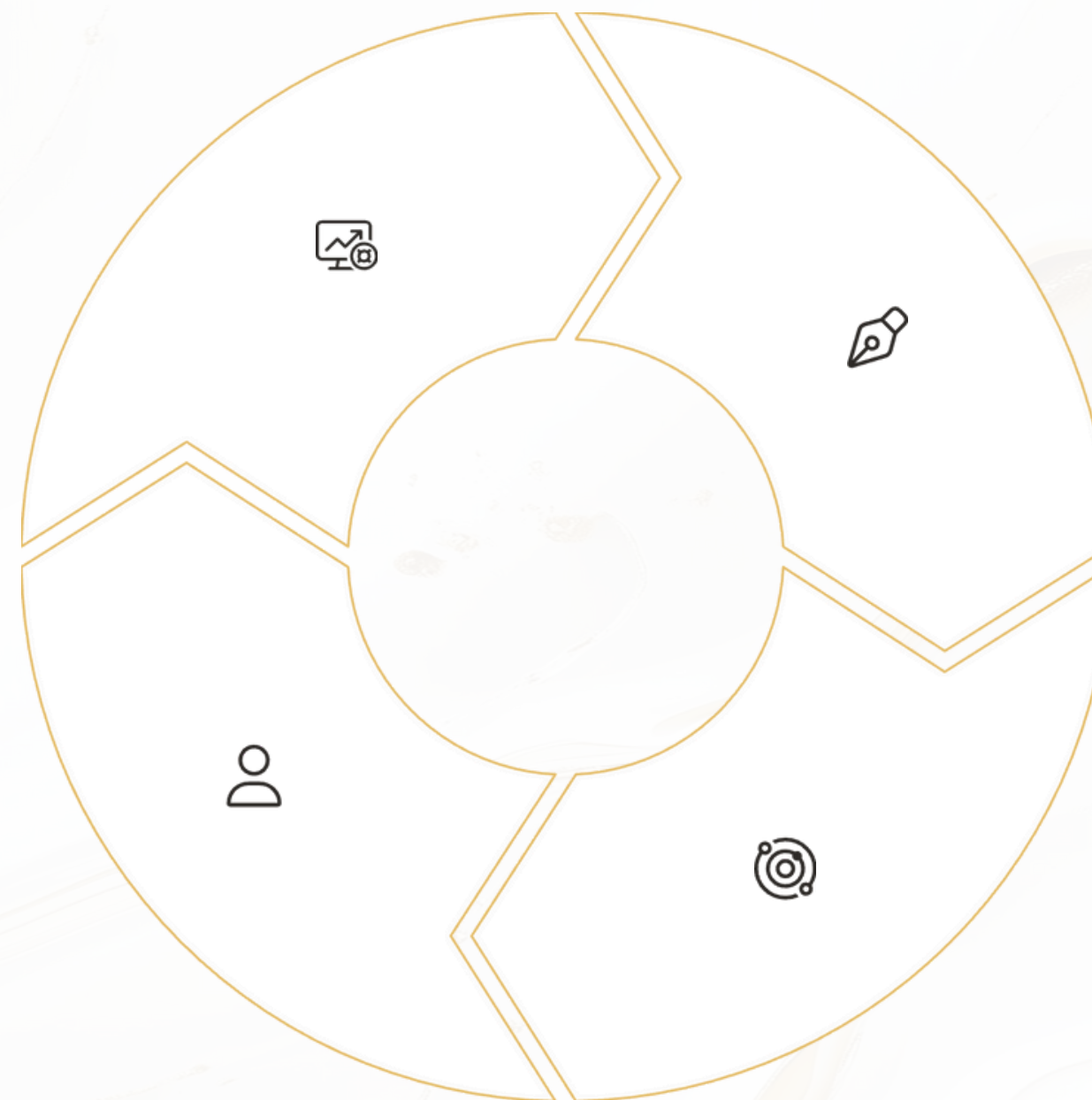
By integrating streamlined training, effective leadership, robust systems, and continuous motivation, you create a powerful cycle of success for your child care center.

Streamlined Training

Effective Leadership

Staff Motivation

Efficient Systems








**What's one thing you
will take back to your
program and
implement next week?**



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CONTACT US

-  **1(406)932-6461**
-  **www.imagineccbs.com**
-  **605 East 7th Ave Big Timber, MT 59011**

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[imagineccbs.com](http://www.imagineccbs.com)