

On-Site Management and Support Services from the Leader in Head Start and Early Head Start T/TAs



For more than 40 years, Head Start and Early Head Start programs have counted on the unique program management and support services of **Training & Technical Assistance Services (T/TAS)** to stabilize program and service area operations. Through technical assistance, training, and a myriad of on-site services, the experts of T/TAS have helped countless programs survive and thrive in an ever-changing and ever more challenging professional environment.

Whether your program is experiencing a time of transition, working to overcome programmatic or financial deficiencies, or renewing a commitment to increased program quality, T/TAS can provide a variety of on-site management services to support your efforts - all within the constraints of your current budget.

T/TAS is here to help when you are laying the foundations for your program, expanding services, or adopting a new program option. We also provide a broad range of management services which can assist your program in times of significant turnover, during periods of organizational restructuring or change, or after the departure of a key manager or director. Whatever your on-site management need, T/TAS has the expertise and real-world experience you need to make your program the best it can be!

We Can Help from Day One

The experts of T/TAS have managed over \$110 million in local, state, and Federal grants over more than 40 years. Whether your program is center-based or home-based, Head Start or Early Head Start, T/TAS has the expertise and experience you can rely on! We can help you identify funding sources; write your grant; and assist in designing your centers or your program. We can also provide on-site program planners to help you through the first challenging days of program operation.

We Provide the People Power You Need

When you contract with T/TAS, we provide not just the services but the on-site personnel necessary to bridge the management gap, to stabilize operations, to guide your program through reorganization, and to assist you in the process of recruiting, selecting, hiring, and mentoring new staff.

We Interject Strong Leadership

T/TAS can provide experienced Specialists to fill critical on-site leadership roles in your local program, including acting as interim Director or service area manager. Highly qualified T/TAS staff will lead, manage, and guide your program, and work with community members and Policy Council and Governing Board members.

We Involve All Stakeholders.

Our Specialists can review and evaluate the training needs of all your local stakeholders; work with you to develop a comprehensive, high-quality training plan; and provide extensive and intensive training and materials for the stakeholders in your program and your delegate agencies, including the Policy Council, Policy Committee, Governing Board, and Parent Committees.





We Fortify Communication

T/TAS Specialists can assess interagency and intra-agency communication and facilitate the models of cooperation and collaboration that are essential to improved program communication, particularly in the area of monitoring delegate agency operations.

We Build Fiscal Stability

Our Fiscal Specialists can provide one-on-one technical support to the fiscal officers in your agency to ensure sound fiscal procedures, align delegate fiscal monitoring, and ensure effective and efficient oversight by the governing bodies. We can also help develop your cost allocation plans.

We Develop Plans and Procedures

Experts in all service areas can assist you in developing responsive written management systems for the program, and work to help implement the systems with both managers and staff. T/TAS can also help develop or revise your program's written service area plans.

We Design Self-Assessment Procedures

In addition to designing an appropriate self-assessment system, selecting or developing instruments, and developing protocols for the use of instruments, T/TAS can also assist your program in identifying and training a local team for both conducting the self-assessment and developing improvement plans that respond to the findings of the self-assessment. Or we can plan and coordinate your self-assessment process, write the report, and help craft your presentation to your Board or Policy Council/Committee!

We Provide Human Resource Management Tools

The Human Resource Specialists of T/TAS can assist in conducting job analyses and developing written job descriptions. They can also help you plan interviews, write job simulations, and develop protocols for interviewing, evaluating, and hiring Head Start management and line staff. We can even help you develop a program-wide succession plan to help ease the transition from one management team to another.

We Offer Extensive Research Services

T/TAS specializes in program-specific research services. We can investigate and document local needs, write or update your Community Assessment, and guide your staff, program leaders, and partners through the community-wide strategic planning process. We can gather information and compile your annual report; conduct local or regional wage comparability surveys; and help with special local initiatives.

We Revitalize Your Commitment to Head Start Requirements

The team at T/TAS can work with your program to identify areas where the commitment to Head Start requirements should be strengthened or revitalized, including but not limited to such areas as advisory committees, internal dispute and mediation procedures, staff qualifications, and indoor and outdoor facilities requirements.

We Provide Program Advocacy Services

When you need a highly qualified advocate in your corner, T/TAS is there! We can help you prepare for and respond to the Federal monitoring review and assist you in promoting and publicizing your program and your services.

We Provide Ongoing Assistance

When you work with T/TAS, you can be assured that our specialists and our organization are making a long-term commitment to your program. Our commitment to excellence in service is predicated on the ongoing health and success of your program. ***YOU are our priority, and we are never more than a phone call or an e-mail away.***

Training & Technical Assistance Services (T/TAS)

is a private, not-for-profit provider of Head Start and Early Head Start support services. We receive no Federal T/TA funding, so the range and depth of our services exceeds the scope of the national T/TA contracts. We work for **YOU** and our sole focus is to act in **YOUR** best interests!

T/TAS and Western Kentucky University (WKU) have been providing practical, responsive Head Start training and technical assistance since 1973. Through comprehensive strategic planning, T/TAS has succeeded in continually adapting to the demanding evolution of Head Start and Early Head Start service delivery models. As a Head Start grantee and early child care provider since 1984 and as an Early Head Start program since 1996, you can be assured that T/TAS offers practical, real-world solutions to the challenges of providing consistent, quality child and family services.

T/TAS staff possess unparalleled expertise, diverse educational credentials, and rich professional experience. Because the breadth of our expertise contributes greatly to the economy of our services, T/TAS can provide extensive support to your program without exceeding the constraints of your current budget.

- Visit our web site at www.ttas.org . . .
 - To learn more about our services. Our site also provides additional details about our mission, our history, and our unmatched commitment to our clients.
 - To see a list of upcoming events and to access conference brochures and registration.
 - To learn about our useful line of products, or to join one or more of our free topical or regional listservs
 - To learn how you can save on all T/TAS transactions by taking advantage of a **T/TAS@Your Service** subscription.
- To request and schedule technical assistance or training, or to learn more about how T/TAS can help **YOU**, please contact us by telephone or e-mail us at ttas.info@wku.edu.



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