

**Early Learning Center
Annual Training Plan
July 1, 2018-June 30, 2019**

Area	Topic	Trainer/Sponsor Organization	Required Attendees	Expected Date	Completed Date	Hours
Health/Safety/Nutrition	Michigan Child/Adult Food Program	Debbie Roberts, Ferris State University	T, SS, AS, FSC	August 2018	8/14/18	1 hr
Health/Safety/Nutrition	Emergency Response	Bruce Borcovich, FSU Department of Public Safety	AS	August 2018 And as hired- and annually through Blackboard	8/15/18	1 hr
Health /Safety/Nutrition	First Aid/CPR	Mark Wyn	AS, SS, AS, FSC	May May 14, 2019	May 14, 2019	4 hrs
Health /Safety/Nutrition	SIDS/Shaken Baby	Andi Strickler, Early On-Cancelled	AS	August 2018 And as hired through Blackboard	See individual training plans	1 hr
Health /Safety/Nutrition	Blood Borne Pathogens/Biohazardous Waste	Blackboard Orientation	AS	And as hired and annually	See individual training plans	1 hr.
Health/Safety/Nutrition	Medication Administration Mandated Reporting Food & Allergic Reactions Diapering/Toileting Supervision/Primary Caregiving	MiRegistry	T, SS, AS, FSC	March 2019	See individual training plans	8
Health/Safety/Nutrition	Food Preparation and Handling	Blackboard Orientation	AS	Upon hire May 2019	May 14, 2019	1 hr.

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Curriculum/Teaching/ Learning	Conflict Resolution Strategies Infant, Toddler, Preschool	Eva-Marie Hatfield, High Scope	T, SS, AS	August 2018	8/13/18	7 hrs.
Curriculum/Teaching/ Learning	Group Planning and scaffolding	Eva-Marie Hatfield, High Scope	T, SS, AS	August 2018	8/14/18	7 hrs.
Curriculum/Teaching/ Learning	High Scope – COR Infant, Toddler, Preschool	High Scope COR staff	New teaching staff	As hired	See individual training plans	10 hrs.
Curriculum/Teaching/ Learning	High Scope – KDI’s Infant, Toddler, Preschool	Eva-Marie Hatfield, High Scope	T, SS, AS	May 13, 2019	5/13/18	3 hours
Professionalism	Classroom Supervision Expectations Infant, Toddler, Preschool, Summer Camp	Lori Johnson, Ferris State University	T, SS, AS	January 2019	01/10/19	2 hrs.
Professionalism	Supervising, mentoring evaluating, and collaboration	Niccole Erickson, Melissa Marinelli Ferris State University	T, AS	December 2018 March 2019	12/18/18	4 hrs.
Professionalism	Orientation to ELC Policies, Procedures, Communication, Teamwork, Professional Ethics	Lori Johnson, Debbie Roberts Niccole Erickson Melissa Marinelli, Ferris State University	AS	January 2019 March 2019	01/11/19 3/13/18	4 hrs.
Cultural Competency	Tips, Tricks, and Guidance – Working with Children with Challenges	Dr. Liza Ing Dr. Brady Flachs Ferris State University	T, SS, AS	January 2019	01/10/19	4 hrs.

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Cultural Competency	Working with diverse populations	TBA	T, FSC, SS, AS	Spring/Summer 2019	5/14/19	2 hrs.
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Staff Role Definitions:

All Staff – all adult in any area of the center, paid and academic **(AS)**

Teacher – full time teaching staff **(T)**

Food Service Coordinator – staff in charge of kitchen operations **(FSC)**

Supervisory Student: paid staff or designated interns who have met the qualifications of supervisor (see staff handbook) **(SS)**

Administrative Staff – Manager and Assistant Manager **(AS)**