

Professional Learning Close Out Day Toolkit

Newfoundland and Labrador Team Prototype
Atlantic Canada ECE Lab Round 2



The Atlantic Canada Early Childhood Education Lab was funded by the Government of Canada's Future Skills Program through the Future Skills Centre.

Delivered by The Pond Deshpande Centre at the University of New Brunswick in partnership with All In Research & Innovation, Inc.



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Introduction

Paid professional learning is an important part of enhancing quality within centres and ongoing development of practice for ECEs. Supports exist in Newfoundland and Labrador to run a PL close out day (a day where a centre is closed to families and the staff engage in planned professional development together as their paid workday), however many administrators are unaware of the options available to them. Additionally, the amount of work necessary to organize a high-quality close out day is a stressor on overburdened administrators. The NL team prototyped a toolkit that short-cuts the work for administrators to organize a close out day and in the process makes professional learning more accessible to ECEs by offering paid time for learning as a team.

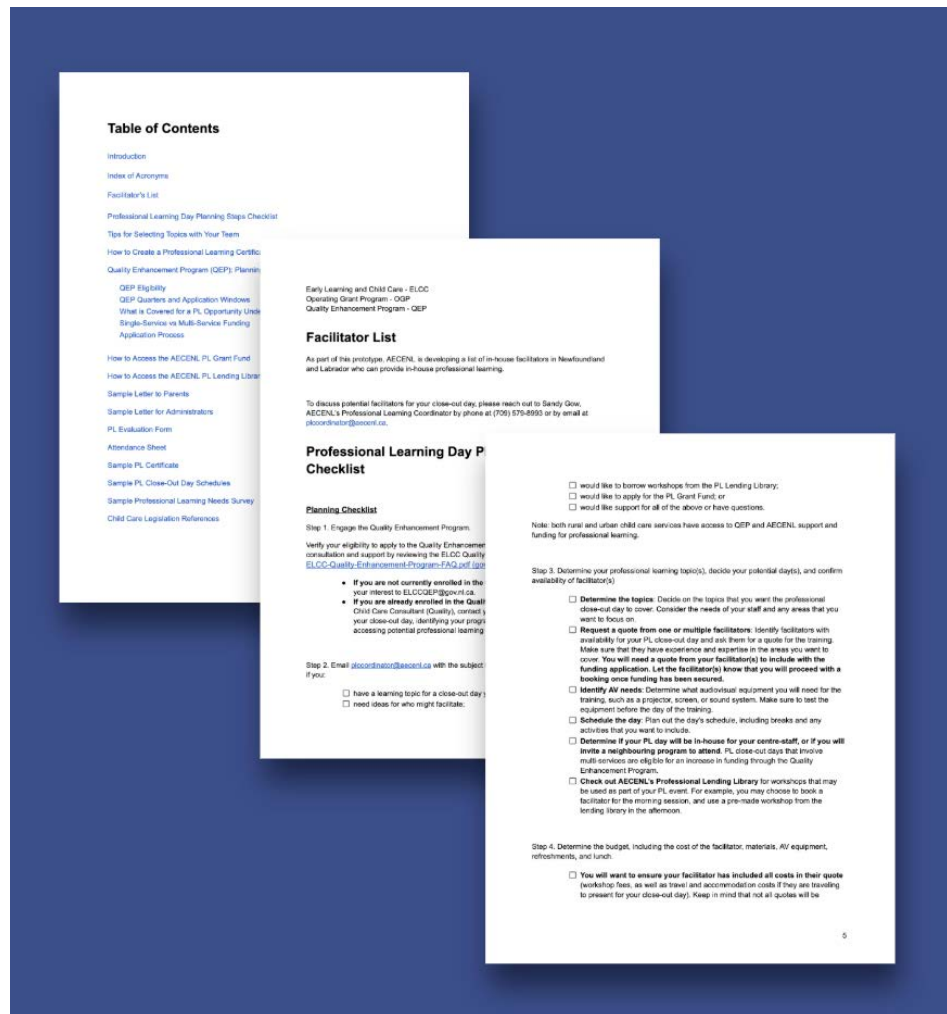


Image: an early version of the PL Close Out Day toolkit components



When to use this prototype

Use this prototype to:

- Make it easier and less intimidating for administrators to plan a PL close out day for their team
- Help government and association collaborate to deliver support and funding around PL close out days
- Increase awareness and uptake of existing opportunities for PL funding and support

How To Prototype a PL Close Out Day Toolkit

Step 0 Read the Short Report about this prototype in the ECE Lab

[Read the Short Report ↗](#)

Step 1 Assemble your toolkit materials

- Gather information on available resources to support professional learning opportunities hosted by early learning and childcare providers
 - Create or modify templates for emails, flyers, requests for proposals, and other materials that ECE Leaders need in order to coordinate and communicate about a day when an early learning and childcare center is closed for professional learning as a team
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Step 2 Join up centres to share costs and learn together

- Invite 2-4 centres and/or home childcare providers in close proximity to share a day of professional learning, and split the costs associated with it
 - Toolkits may need to be modified or expanded to address needs of different childcare providers
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Step 3 Conduct pre-close out day interviews

- Interview leaders and ECEs to set a baseline for assessing impact of the prototype
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Step 4 Run the PL day and celebrate participation in professional learning

- Support the participants to participate
- Consider bringing attention to the day's learning by posting about it in newsletters or on social media



Step 5

Conduct post-close out day interviews and integrate learnings into the toolkit

- Interview leaders and ECEs to understand how the close out day may have impacted their professional development
- To see this prototype currently in action in Newfoundland and Labrador, visit the AECENL website, where you can download the latest version of the PL close out Day Toolkit by the team who created it:

[PL close out Day Toolkit ↗](#)

Pre and Post Interview Question Samples

Pre-interview questions for Leaders:

1. To start, tell me briefly about your centre, your background and training in ECE. What is your current certification level?
2. Tell me about your learning goals for yourself as a Director. Where would you like to grow your leadership practice?
3. How often do you involve staff in decisions about how to run the centre? What does their involvement typically look like?
4. How often do you involve staff in decisions about curriculum or learning programs in the centre? What does that involvement typically look like?
5. How do you currently manage conflict or difficult decisions at your centre?
6. How often do you have the opportunity to engage in self reflection on your leadership practice?
7. How do you currently gather feedback about your leadership practice? Who is the feedback coming from? Do you ask your staff for feedback?
8. Who do you go to currently for help or advice when you have a leadership or management question or challenge?
9. How do you think the coaching and peer support you're going to receive might help you at this time in your career?
10. What aspects of leadership or management do you feel that you need the most support with?
11. Do you have any questions about how the prototype will work, or what this experience will include or not include?
12. What impact do you hope the connection to your learning buddy will have on your learning? What about on your work as a Director?

Post-interview questions for Leaders:

1. To start, tell me about your experience of the prototype.
 - What has stuck with you since then?
 - What did you think was missing?



2. How did the self evaluation go? Do you see an impact of that on your leadership practice? What could have made that more useful?
3. What have you seen happening as a result of the connection to your learning buddy?
 - a) What about that connection is useful or supportive?
 - b) What might make that connection more useful for your leadership practice development?
4. What did you learn? Did you learn what you hoped you would?
5. Over the prototype experience, have you noticed a change in your own attitude toward your work, or toward your role in your centre?
 - a) How often are you reflecting on your leadership practice?
 - b) How often are you reaching out to your buddy to talk about leadership?
6. As a result of this experience:
 - a) Have you implemented any new feedback practices, for yourself or with staff?
 - b) Have you planned or implemented any changes to the way you share leadership responsibility at your centre?
 - c) Have you planned or implemented any changes to the way you make decisions at your centre?
7. What were you hoping would happen as a result of this experience that did happen?
8. Knowing what you know now about the prototype, would you do it again?
 - a) If there were a cost involved, would you do it again?
9. What would you like to see happen with this prototype?

Reflection Questions for the Leadership Coach:

1. To start, tell me what happened in the coaching sessions.
 - What has stuck with you since then?
 - What did you think was missing?
2. What impact, if any, do you think the coaching has had on participants' leadership practice?
3. How did the self evaluation work, and what was the participation like?
4. Do you see an impact of that on people's self-conceptions as leaders?
5. How did the learning buddy connections work?
6. What have you seen happening as a result of the learning buddy connections?
7. How did you prepare to take on this role?
8. What did your activities as coach look like?
9. Over the last couple of months, have you noticed a change in your own attitude toward your work?
10. What were you hoping would happen as a result of this experience that didn't happen?
11. Knowing what you know now, would you do it again?
12. Do you think the directors would do it again?