



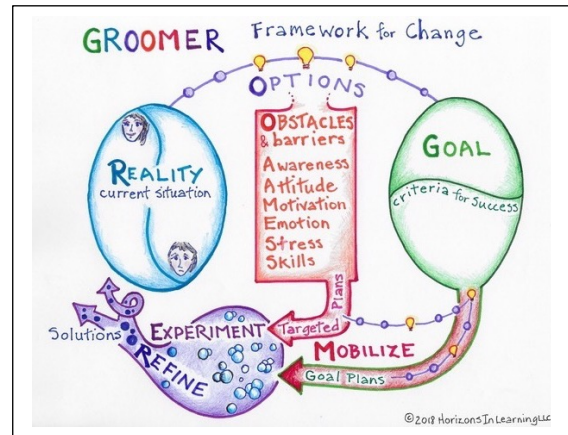
## Horizons In Learning, LLC

### Dynamic Transformation Strategies Professional Development Programs and Services Description

#### Overview

Horizons In Learning offers a variety of Professional Development Programs for coaches, leadership and adult educators. These dynamic transformation strategies programs are designed to be implemented over multiple months and/or years timeframe to provide both breadth and depth of instructional content, time to practice implementation and mastery of skills, and one-on-one coaching to support sustainable change at the program level and for individual coaches, leaders, managers and/or supervisors.

Participants will learn the *Framework for Change Model™*, a mental model for 'agents of change' to use to facilitate the change process. This systematic and intentional model can be used both with an individual and at the program level to facilitate and groom conscious change to promote continuous quality improvement (CQI). It can be used by coaches, consultants, administrators, or community leaders to work with early childhood teachers or administrators. The Framework is a facilitation, empowerment, design thinking, and inquiry-based approach.



The *Transformational Coaching Program* is designed to be delivered in conjunction with Constant Hine's new book *Transformational Coaching for Early Childhood Educators*. A brief description of the program curriculum is provided below. Included is a description of additional service components and products to support this curriculum. Individual coaching for coaches and coaching supervisors are suggested components which include to include as well as other options such as PLCs, and Group Coaching.

The *Conscious Leadership Program* includes regular or quarterly onsite professional development delivery. This program also includes individual coaching for leaders, managers and supervisors to support and facilitate establishing goals, action plans and reflective practice as they implement strategies, shift attitudes, improve skills, and expand competencies learned in the professional development. The program design includes a component of individualized coaching and can include any of the other Coaching in Action Follow Up Services or Sustaining Implementation and Change components.

Horizons In Learning also offers a comprehensive *Make Learning Stick! Engaging Adult Learners Program* for adult educators, coaches and/or leaders. Detailed descriptions are available upon request.

Below are a list and description of **Coaching in Action Follow Up Services** are designed to help program participants deepen their reflective practices and implementation of content, skills and attitudes learned in the trainings. Additionally components that support **Sustaining Implementation and Change** are designed to implementation at the system and program level support strategies that foster inclusive policies, procedures, and protocols for fostering a culture of continuous quality improvement. These can be specifically focused on implementing successful and effective coaching and leadership programs. A list of required and optional products are also listed.

#### For additional information please contact

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### **Delivery Components & Content/Topics**

The following outlines the available service components and products to support the Professional Development Programs and gives a brief description for each component. *The content and choice of components can be tailored to meet individual program needs.*

<b>Component</b>	<b>Description</b>
<b>Transformational Coaching Program Course Curriculum Content</b>	<i>Detailed Program and Curriculum descriptions available upon request</i>
<p><b>Length:</b> 4 Day Onsite Curriculum (24 hrs. content delivery/6hrs per day)</p> <p><i>Delivery can be delivered at one time or delivered in a series over time.</i></p> <p><b>Instructional Strategies</b> will include:            Lecture &amp; Dialogue            Reading            Interactive Large Group Discussion            Small Group Discussion            Group Facilitation            Video Demonstration &amp; Modeling            Modeling &amp; Demonstration            Peer Role Playing            Peer Coaching Practice            Self-Reflection Activities</p>	<p><i>Content can be modified to need individual program needs.</i></p> <p><b><u>DAY ONE</u></b></p> <ul style="list-style-type: none"> <li>• Introductions/Overview</li> <li>• Coach as Change Agent</li> <li>• Cultivating Habits of Reflection</li> <li>• The Framework of Change Model™</li> <li>• Universal and Targeted Facilitation &amp; Coaching Skills (Practice)</li> </ul> <p><b><u>DAY TWO</u></b></p> <ul style="list-style-type: none"> <li>• Expanding Your Intentional PD Facilitation Toolbox:</li> <li>• Sliding the Continuum</li> <li>• Role of Coach</li> <li>• Universal and Targeted Facilitation &amp; Coaching Skills (Practice)</li> </ul> <p><b><u>DAY THREE</u></b></p> <ul style="list-style-type: none"> <li>• Assessing Coachee’s Readiness for Change</li> <li>• Busting AAMESS Barriers &amp; Obstacles</li> <li>• Deepening Targeted Coaching Practices</li> </ul> <p><b><u>DAY FOUR</u></b></p> <ul style="list-style-type: none"> <li>• Assessing Success &amp; Documentation of Progress</li> <li>• Building Coaching Habits of Reflective Practice</li> <li>• Summary/Evaluations</li> </ul>
<b>Conscious Leadership Program Course Curriculum Content</b>	<i>Detailed Program and Curriculum descriptions available upon request</i>
<p><b>Length:</b> Four to Six – 9 hour sessions, delivered onsite            Onsite Curriculum            (36 hrs – 54 hrs content delivery)</p> <p><i>Content can be modified to need individual program needs.</i></p> <p><b>Instructional Strategies</b> will include:</p>	<p>Curriculum Content TBD and co-developed with program/team. The following are suggested training topics:</p> <ul style="list-style-type: none"> <li>• <b>Intentional Conscious Leadership – Bringing Who We Are to What We Do</b></li> <li>• <b>Team Building</b>                Lencioni’s – Behaviors of Functional Strong Teams</li> </ul>



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<p>Lecture &amp; Dialogue          Reading          Interactive Large Group Discussion          Small Group Discussion          Group Facilitation          Video Demonstration &amp; Modeling          Modeling &amp; Demonstration          Peer Role Playing          Peer Coaching Practice          Self-Reflection Activities          Action Planning</p>	<ul style="list-style-type: none"> <li>○ Trust</li> <li>○ Healthy Conflict</li> <li>○ Commitment</li> <li>○ Accountability</li> <li>○ Results</li> </ul> <ul style="list-style-type: none"> <li>● <b>Adaptive Leadership:</b> Technical vs Adaptive Leadership</li> <li>● <b>Reflective Supervision</b></li> <li>● <b>The Framework of Change Model™</b></li> <li>● <b>Effective Communication and Crucial Conversations</b></li> <li>● <b>Leadership Competencies, Skills &amp; Responsibilities</b></li> <li>● <b>Leadership PD Plans &amp; Implementation Strategies</b></li> </ul> <p><i>Optional: Facilitated Team Retreat to foster Team Building</i></p>
<p><b>Make Learning Stick! Engaging Adult Learners Program Curriculum Content</b></p>	<p><i>Detailed Program and Curriculum descriptions available upon request</i></p>
<p>Length: 1 to 4 Day Onsite Curriculum  <i>Delivery can be at delivered at one time or delivered in a series over time.</i></p> <p><b>Instructional Strategies</b> will include:          Lecture &amp; Dialogue          Reading          Interactive Large Group Discussion          Small Group Discussion          Group Facilitation          Video Demonstration &amp; Modeling          Modeling &amp; Demonstration          Peer Role Playing          Peer Coaching Practice          Self-Reflection Activities</p>	<p>Curriculum Content TBD and co-developed with program/team. The following are suggested training topics:</p> <ul style="list-style-type: none"> <li>● <b>The 4 M's to Engage Adult Learners</b></li> <li>● <b>Using Multiple Intelligences to reach ALL Learners</b></li> <li>● <b>Know Your Audience &amp; Know Thyself</b></li> <li>● <b>Putting the Pieces Together &amp; The Planning Process</b></li> <li>● <b>Support Strategies to Deepen Practices &amp; Sustain Change</b></li> </ul>
<p><b>Coaching in Action Follow Up Services</b></p>	
<p>Practicum Implementation</p>	<p>Participants will have time between instructional and/or coaching sessions to implement learned strategies, action plans and identify their strengths and challenges in the field supporting professionals in the field. They will use a variety of data collection and documentation methods to reflect, record progress and achievements.</p>



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<p>Individualized one-to-one coaching</p>	<p><i>Transformational Coaching Program</i> or <i>Conscious Leadership Program</i> Instructor/Coach will offer individual coaching sessions for each participant to self-reflect, debrief and discuss the progress, success and challenges of implementing learned information, coaching, and leadership skills, strategies and support their individual goals, action plans and improvement plans.</p>
<p>Coaching Improvement Plan  <i>(This can be included in the individualized coaching for coaches with HIL staff or can be completed and shared with supervisors.)</i></p>	<p>Each participant will create a plan for improving their coaching skills including setting goals, establishing criteria for evaluating their success, creating action plans with timelines, evaluating their success, and making adjustments and modifications for improvement. The action plans can be developed based on the seminar content. This process can be facilitated and reviewed by peers, supervisor and/or the <i>Transformational Coaching Program</i> Instructor/Coach.</p>
<p>Leadership Improvement Plan  <i>(This can be included in the individualized coaching for leadership with HIL staff or can be completed and shared with supervisors.)</i></p>	<p>Each participant will create a plan for improving their leadership skills including creating visions and/or program Mission Statements, setting goals, establishing criteria for evaluating their success, creating action plans with timelines, evaluating their success, and making adjustments and modifications for improvement. This process can be facilitated and reviewed by peers, supervisor and/or the <i>Conscious Leadership Program</i> Instructor/Coach.</p>
<b>Sustaining Implementation &amp; Change</b>	
<p>Individualized coaching for leadership and/or management staff</p>	<p><i>HIL</i> Instructor/Coach will offer individual coaching sessions for the Director/Program Leaders to self-reflect, debrief and discuss the progress, success and challenges of implementing the <i>Transformational Coaching Program</i> or the <i>Conscious Leadership Program</i>, and for building and maintaining a team of effective coaches and leaders to promote sustainable change in the organization/district/program.</p>
<p>Small Group Facilitation, Modeling and Reflection</p>	<p><i>HIL</i> Instructor/Coach will facilitate group dialogue and discussion and model technical assistance, mentoring, coaching with either the team/cadre of coaches or leadership team. Participants will broadcast successes and address questions, needs, or concerns an individual or the team is experiencing. (This forum often becomes the foundation for an ongoing structure for strengthening a community of practice or professional learning community of coaches.)</p>
<p>Professional Learning Community (PLC) Facilitation to Promote Peer Coaching</p>	<p><i>HIL Staff</i> will offer group sessions for small groups of participants for self and collective reflection, to debrief and discuss their progress, success and challenges of implementing learned information, skills, strategies and their individual action plans. In addition, these small groups are intended to facilitate and support the development of peer coaching skills. These groups</p>



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	can be focused on any specific topics, specific needs and/or team development. HIL can also provide training to staff for how to self-facilitate PLCs.
System Process Consultation	HIL staff offers consulting to work with programs and leadership to establish supportive policies, procedures and protocols to create a systemic approach to developing continuous quality improvement efforts to improve program services for children and families. This consultation can be tailored specifically to develop support systems to ensure the implementation of an effective coaching or leadership program.
<b>Self-Assessment &amp; Evaluation</b>	Participants will learn and practice a variety of self-assessment strategies to both measure their own progress and to implement with their coachee/staff to help staff assess their progress and success. Pre-Post assessments can be implemented to evaluate change over time and inform individual goals and action plans. Collecting feedback from coachees/staff can be included and a variety of feedback forms are available. This can be monitored by internal management or <i>HIL Staff</i> .
<b>Products/Materials</b>	
<b>Transformational Coaching Program Products</b>	
<u>Transformational Coaching Program Training Manual/Workbook</u> or after April 2019 a copy of <u>Transformational Coaching for Early Childhood Educators</u> by Constant Hine, Redleaf Press	<p><b>Required:</b>  <u>Transformational Coaching Program Training Manual/Workbook</u>  Horizons in Learning will provide training materials/handouts. The client is responsible for providing training materials provided by the Horizons In Learning for each participant.</p> <p>The client can either print and assemble the materials in-house in a 3-ring binder or purchase prepackaged manual/workbook of training materials from FedEx at their own cost. (Horizons In Learning will provide the link to order the prepackaged notebook from FedEx.)</p> <p><b>After April 2019:</b>  <u>Transformational Coaching for Early Childhood Educators</u>  HIL will order books from publisher for each program participant.</p> <p>Participants will also have access to a website where they can download all reproducible forms and have access to e-Doc Word versions of these forms that can be completed on a computer.</p>
<u>Coaching For Success Workbook</u> by Constant Hine	<b>Required:</b> Each participant will have their own training manual which includes basic content information, worksheets, and resources. <i>Only available until April 2019</i>
<u>Coaching For Success Pocket Guide</u> by Constant Hine	<b>Optional:</b> this is a small pocket size guide that can be useful in the field that summarizes critical information from the <i>Coaching for Success Workbook</i> .



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<p><u><i>Coaching For Success Webinar Learning Series</i></u> by Constant Hine</p>	<p><b>Optional:</b> Excellent resource to use to reinforce and expand content delivered in the onsite <i>Coaching for Conscious Change Program</i>. This webinar series can also be used as a stand-alone professional development component, if onsite training is not possible. This Webinar Series can be used to support a Professional Learning Communities of coaches or onboarding new hires joining the team. This product includes a recorded webinar and handout on 10 topics (12 hours of content) that is accessible from a cloud-based website. This product is priced to include up to 20 users for a year. For a minimal fee it can be renewed annually. For detailed description: <a href="http://constanthine.com/wp-content/uploads/2017/06/CFS-Webinar-Learning-Series-Description2.pdf">http://constanthine.com/wp-content/uploads/2017/06/CFS-Webinar-Learning-Series-Description2.pdf</a></p>
<p><u><i>Coaching For Success Webinar Learning Series Facilitator’s Guide</i></u> by Constant Hine</p>	<p><b>Optional:</b> The Facilitator’s Guide is provided to support the facilitation of the <i>Coaching for Success Webinar Series</i>. It offers optional activities to do for each session and instructions for either when to stop the recording for an activity or what to do at the end or between each session.</p>
<p><u><i>Intentional Coaching Busting Barriers Online Self-Paced Course</i></u> by Constant Hine</p>	<p><b>Optional:</b> This on-demand online course is designed to help experienced coaches and agents of change to deepen their skills to deal with the often difficult and “sticky situations” encountered when implementing action plans to achieve goals doesn’t go so smoothly. These common “<b>AAMESS</b>” barriers are usually a lack or limitation related to <b>A</b>wareness, <b>A</b>ttitudes, <b>M</b>otivation, <b>E</b>motions, <b>S</b>tress and <b>S</b>kills.</p> <p>This product includes a recorded webinar and handout on 4 topics (4 hours of content) that is accessible from a cloud-based website. This product is priced for an individual user. For details: <a href="http://constanthine.com/wp-content/uploads/2017/07/Busting-Barriers-Webinar-Series-Online-Course-Description.pdf">http://constanthine.com/wp-content/uploads/2017/07/Busting-Barriers-Webinar-Series-Online-Course-Description.pdf</a></p>
<p><b>Conscious Leadership Program Products</b></p>	
<p><u><i>Conscious Leadership Handout/Workbook</i></u></p>	<p><b>Required:</b> Horizons In Learning will provide training materials/handouts.</p> <p>The client is responsible for providing training materials provided by the Horizons In Learning for each participant. The client can either print materials in-house or purchase prepackaged workbook of training materials from FedEx at their own cost. (Horizons In Learning will provide the link to order the prepackaged notebook from FedEx.)</p>
<p><b>Make Learning Stick! Engaging Adult Learners Program Products</b></p>	
<p><u><i>Engaging Adult Learners Handout/Manual</i></u></p>	<p><b>Required:</b> Horizons In Learning will provide training materials/handouts.</p>



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<p><u><i>Engaging Adult Learners Using Multiple Intelligences: The Toolkit of Adult Education Instructional Strategies</i></u></p>	<p><b>Optional:</b> This interactive digital toolkit on DVD offers down-to-earth strategies for adapting content to address the individual strengths and diverse intelligences of your audience. It includes: 18 demonstration videos; 49 active engagement activities sorted by intelligence; and 32 downloadable templates you can modify to your content. This is available through Exchange Press at <a href="https://www.childcareexchange.com/catalog/product/engaging-adult-learners-using-multiple-intelligences/5400135/">https://www.childcareexchange.com/catalog/product/engaging-adult-learners-using-multiple-intelligences/5400135/</a></p>
<b>Supplemental Products</b>	
<p><u><i>Creating Ease In A Day's Work Sign Book from Horizons In Learning, Inc.</i></u></p>	<p>Optional: This sign book is a valuable tool that provides strategies for helping to shift attitudes, manage stress and dealing with overwhelm that participants will find helpful in supporting their own change and when facilitating others in the change process. For description: <a href="http://constanthine.com/wp-content/uploads/2017/06/Sign-book-flyer.pdf">http://constanthine.com/wp-content/uploads/2017/06/Sign-book-flyer.pdf</a></p>