

Director Needs Assessment Survey

Management

- Budget planning
- Quick books
- Strategic Planning
- Developing a Vision, Mission, Goals
- Negotiating Contracts

Staff Issues

- Staff development
- Staff appreciation
- Staff retention
- Hiring/firing

Leadership

- Work environment
- Delegating
- Documenting
- Action
- Balance
- Developing your leadership style

Licensing

- Opening a new center
- Planning ahead
- Maintaining standards

Forms

- Brochure
- Staff/employee Handbook
- Parent Handbook
- Newsletter
 - Parent
 - Staff
- Job descriptions
 - Administrator
 - Cook
 - Secretary
 - Teacher

Orientation

- New staff
- Quick books
- Fall orientation
- Summer orientation

Evaluation

- Staff
- Center
- Exit interviews
 - Parent
 - Employee

Marketing

- Positioning your center in the market place.
- Competition Benchmarking
- Public relations & promotion
- Marketing action plan
- Strategic planning (2-3 year)

Communication

- Parent
- Staff
- Board
- Community

Professional Development

- Organizations
 - NAEYC
- Community involvement
- Staff/employee training plan
- Benefits

