

# Thrive Pathway 3-Day Coach Training

Below is an **overview** of the Thrive Pathway Coach Training Program. Please see the following section for a detailed agenda.

Day 1: Understanding the Business of Child Care	Day 2: Thrive Pathway Implementation	Day 3: Knowledge to Practice-Provider Scenarios
<ul style="list-style-type: none"> <li>• Trainer Facilitated Session (4 hours)</li> <li>• Office Hour (immediately follows the session and is optional for participants)</li> <li>• Independent study (1 hour)</li> </ul>	<ul style="list-style-type: none"> <li>• Trainer Facilitated Session (4 hours)</li> <li>• Office Hour (immediately follows the session and is optional for participants)</li> <li>• Independent study (1 hour)</li> </ul>	<ul style="list-style-type: none"> <li>• Trainer Facilitated Session (4 hours)</li> <li>• Office Hour (immediately follows the session and is optional for participants)</li> <li>• No additional online coursework required</li> </ul>

## Training Description

This 3-day online training program includes 12 hours of live facilitation combined with optional office hours and required post-session independent work. The program is designed to help child care business coaches develop the confidence and skill they need to build strong, effective partnerships with providers. Through this training, participants will gain an understanding of how child care businesses work, what they need to prosper, and how to use the Thrive Pathway to help providers adopt sound operational business practices. During the facilitated sessions, coaches will have opportunities to investigate scenarios they might encounter with child care providers and practice approaches that will help them navigate challenging situations. Trainers will be available during office hours directly following the daily sessions to answer any questions participants might have. Independent work will include the review of coach resource guides that will reinforce the concepts learned during facilitated sessions. These guides will serve as reference tools for coaches beyond the training as they put their learning into practice with providers. The training fee is **\$3,000 per participant** (for sessions offered during Eastern Standard Time business hours) and **up to 30 participants** can be accommodated per training cohort. (Training sessions are also available outside of traditional business hours for an additional fee which goes to the presenter.)

Please note: Participants are required to complete independent study activities that will take approximately 1 hour following Day 1 and Day 2 of training. We recommend planning for this time in advance so that participants are prepared for the following day's training.

## Detailed Agenda

### Day 1: Understanding the Business of Child Care

- Welcome and Introductions
- Understanding the Business of Child Care
- Impact of the Pandemic on Child Care Industry  
*Break (30 minutes)*
- Case for Strength and Goal-based Child Care Business Coaching
- Child Care Business Coach's Role
- Thrive Pathway Overview
- Day 1 Conclusion  
*Optional: Trainer Office Hour*
- Independent: Independent Study (1 hour to be completed prior to day 2)

### Day 2: Thrive Pathway Implementation

- Welcome Back
- Quick Review of Thrive Pathway Overview
- How to Implement the Thrive Pathway
  - Getting to Know a Provider and Their Business
  - Using Resources and Guides
  - Financial Foundations*Break (30 minutes)*
  - Recruiting and Retaining Staff
  - Mitigating Risk
  - Sales and Marketing
  - Tapping into Revenue Streams and Growth
- Day 2 Conclusion  
*Optional: Trainer Office Hour*
- Independent: Independent Study (1 hour to be completed prior to day 3)

### Day 3: Knowledge to Practice-Provider Scenarios

- Welcome Back and Recap
- Review Thrive Pathway Implementation
- Progress Planning with Providers
- Providers Scenarios You May Encounter
- Navigating Challenges and Managing Difficult Conversations  
*Break (30 minutes)*
- Role Playing and Practice
- Resources and guides
- Day 3 Conclusion  
*Optional: Trainer Office Hour*

## Thrive Pathway Topics

### Financial Foundations

Monthly Budget  
Paying Yourself  
Creating a 6-Month Cash Flow  
Pricing (Setting Rates)  
Record Keeping  
Leveraging Federal Funds

### Recruiting and Retaining Staff

How to Attract Staff  
Strategies to Keep Staff  
Staff Benefits and Compensation

### Mitigating Risk

Creating an Employee Handbook  
Creating a Parent Handbook  
Tax Education  
Liability Insurance  
Determining Ideal Corporate Structure

### Sales and Marketing

Creating a Marketing Strategy  
Setting Up a Website/Google Page  
Family Engagement and Referrals  
Enrollment Incentives

### Tapping into Revenue Streams and Growth

Existing Governmental Programs (e.g. CACFP, Subsidy, Mixed-delivery, QRIS)  
Access to Capital

## Thrive Pathway Coach Training ‘Deep-Dives’

In addition to the **core Thrive Pathway training**, which provides an overview to the system, there are ‘deep dive’ training sessions on specific Thrive Pathway topics that organizations may want their coaches to be thoroughly versed in as they work with providers.

These ‘deep dive’ trainings on specific topic are **1 hour 15 minutes** in length and can accommodate up to **10 coaches** in a single session. These sessions include live facilitation, a step-by-step reference guide for coaches to use as they work with providers. The cost of each training session is **\$1,200** for sessions offered during Eastern Standard Time business hours. (Training sessions are also available after hours for an additional fee.)

### Topics include:

Employee Retention Tax Credit (ERTC)	Pay Increases and Payroll Taxes
Families First Coronavirus Response Act (FFCRA)	Creating an Employee Handbook
Monthly Budget	Creating a Parent Handbook
Basic Bookkeeping	How to Prepare for Tax Season
Paying Yourself and Opening a Business Bank Account	Relief Funding and Taxes
Creating a 6-Month Cash Flow	Liability Insurance
Prorating Costs	Determining Ideal Corporate Structure
Pricing (Setting Rates)	Creating an Effective Sales and Marketing Plan
Offering a Tuition Assistance Policy	Setting Up a Website/Google Page
Record Keeping	Family Engagement and Referrals
Profit & Loss	Enrollment Incentives
Calculating Time/Space	Existing Governmental Programs (e.g. CACFP, Subsidy, Mixed-delivery, QRIS)
Contractor or Employee	Access to Capital
How to Attract Staff	Developing a One Page Business Plan
Strategies to Retain Staff	Incorporation
Staff Benefits and Compensation	Retirement