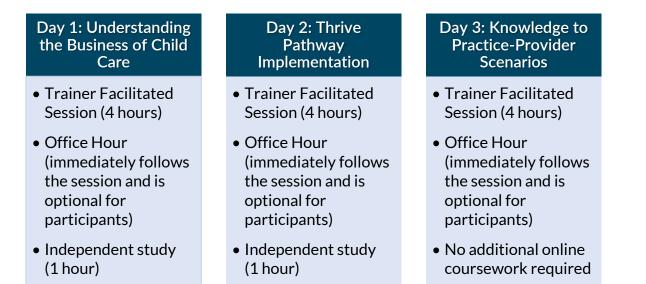


# **Thrive Pathway 3-Day Coach Training**

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



## **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) Families First Coronavirus Response Act (FFCRA) Monthly Budget **Basic Bookkeeping** Paying Yourself and Opening a Business **Bank Account** Creating a 6-Month Cash Flow **Prorating Costs** Pricing (Setting Rates) Offering a Tuition Assistance Policy **Record Keeping** Profit & Loss Calculating Time/Space **Contractor or Employee** How to Attract Staff Strategies to Retain Staff **Staff Benefits and Compensation** 

Pay Increases and Payroll Taxes **Creating an Employee Handbook Creating a Parent Handbook** How to Prepare for Tax Season **Relief Funding and Taxes** Liability Insurance **Determining Ideal Corporate Structure Creating an Effective Sales and Marketing Plan** Setting Up a Website/Google Page Family Engagement and Referrals **Enrollment Incentives** Existing Governmental Programs (e.g. CACFP, Subsidy, Mixed-delivery, QRIS) Access to Capital **Developing a One Page Business Plan** Incorporation Retirement