

Figure: 40 TAC §745.9135

Learning objective:	
(1) Basic management cycle concepts	<p>(A) Demonstrate how to set specific and measurable goals and objectives;</p> <p>(B) Demonstrate how to plan and prioritize goals and objectives;</p> <p>(C) Understand principles of human resource management (hiring, compensation, supervision, training, and development);</p> <p>(D) Understand principles of fiscal management (budgeting, pricing strategies, and purchasing);</p> <p>(E) Identify data collection techniques (observation, demographic info, market research); and</p> <p>(F) Compare process evaluation (timeliness, organization, and feedback) with outcome evaluation (attainment of goals and follow up plans).</p>
(2) Basic management skills as they apply to child-care business	<p>(A) Identify and apply commitment to professionalism;</p> <p>(B) Understand principles of leadership;</p> <p>(C) Identify personal management style;</p> <p>(D) Demonstrate interpersonal and communication skills (verbal and written);</p> <p>(E) Develop method of evaluating/assessing personnel (sharing expectations, giving feedback, using assessment tools); and</p> <p>(F) Identify conflict resolution techniques.</p>
(3) Managing an effective day care program	<p>(A) Develop center specific procedures and processes (maintenance, emergencies, job descriptions);</p> <p>(B) Understand record keeping systems (personnel, clients, fiscal, schedules, and menus);</p> <p>(C) Apply principles of nutrition and safe food service; and</p> <p>(D) Evaluate program operation for compliance with Minimum Standards.</p>