

EXAMPLES OF TYPICAL TRAINING TOPICS FOR SCHOOL-AGE STAFF¹

IMPORTANT NOTE: This list is not exhaustive; programs are encouraged to develop additional training topics based on the particular needs of the staff, children, families, program, and the community as well as pertinent regulations that need to be addressed in training.

School-Age Growth and Development

- Exploring the Continuum of Developmental Tasks in School-Age Children and Youth
- Exploring Four Areas of Development: Physical, Social, Cognitive, Emotional
- Identifying Characteristics of Different Age Groups
- Understanding Individual Differences
- Guiding Behavior and Learning
- Conducting Effective Observations of Individual Children and Programs
- Developing Strategies for Child and Youth Assessment

Leadership and Communication

- Developing Effective Human Relations Skills (Leadership Styles and Conflict Management)
- Developing Effective Management Teams
- Developing Partnerships with Schools and Program Hosts
- Creating Community Collaborations and Community Organizations
- Building Relationships with Parents and Families

Administration and Management

- Making Plans and Carrying Out Policy (Developing Vision, Mission, Goals, Objectives and Related Policies and Procedures)
- Creating and Managing Budgets and Financial Operations
- Developing Effective Marketing Strategies
- Supervising Program Staff
- Evaluating Staff Performance
- Evaluating Program Operation

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Developing Quality Programs

- Exploring and Developing Quality Standards for School-Age Programs
- Developing Strategies to Ensure Health and Safety
- Designing and Implementing Effective Environments
- Developing an Effective Program Infrastructure (Schedule, Activity Formats, Planning Strategies, Staff Roles)
- Planning a Diverse Array of Engaging Activities
- Involving Children and Youth in Activity Planning
- Developing Portfolios with School-Age Children
- Fostering Character Development in School-Age Children and Youth
- Fostering Creativity throughout the Program
- Integrating the School Day and the After School Day
- Providing Effective Homework Support
- Providing Support to Children with Special Needs (Inclusion Strategies)
- Fostering Cultural Competency

Professional Development

- Strategies for Staff Motivation
- Exploring Ethics in Out-of-School Programs
- Health and Stress Management
- Child, Youth, and Family Advocacy
- Current Trends in Out-of-School Time
- Youth Development Trends