

Course Syllabus

Transforming Staffing and Retention in Early Childcare Education



Instructor:

Keith Scott

CEO, KAS Consulting

keith@consultingkas.com

Course Description

Elevate your leadership, staffing, and retention strategies to build thriving teams with our 3-hour professional development training. From crafting winning job descriptions to structured interviews, this course covers key recruitment, onboarding, and retention tactics.

You will also discover how leadership and a positive workplace culture boost employee satisfaction and retention. With 10 hands-on activities and real-world scenarios, you will leave with practical tools to build a thriving, committed team from day one.

Course Dates & Schedule

- **Format:** Online, On-Demand
- **Estimated Time Commitment:** 3 hours
- **Self-paced:** Complete at your own pace within the 12-month access period

Technology Requirements

- Reliable internet connection
 - MS Office (Word) or Google Docs
 - Access to video playback with captions
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Course Handouts

Module 1

- 10 Ways to Advertise
- Sample Job Description

Module 2

- Sample Interview Questions

Module 3

- Sample 90-Day Onboarding Plan
- Sample Orientation Schedule

Module 4

- Comprehensive Retention Plan

Modules & Activities

Module 1: Recruiting for Success – Attracting the Right Fit (45 min)

- Activity 1: Choosing the Best Online Recruiting Platform
- Activity 2: Prioritizing the Job Recruiting Process*
- Activity 3: Analyzing Job Descriptions
- Activity 4: Crafting a Competitive Job Description*

Module 2: Interviewing & Hiring for Success – Building a High-Performing Team (45 min)

- Activity 1: Categorizing Different Types of Interview Questions
- Activity 2: Creating a Fair Hiring Rubric*

Module 3: Onboarding for Success – Staffing from Day One (45 min)

- Activity 1: Designing a 90-Day Onboarding Plan*
- Activity 2: Developing an Effective Staff Orientation*

Module 4: Leadership for Success – Cultivating a Positive Workplace Culture (45 min)

- Activity 1: Distinguishing the Four Distinct Pillars of Retention
- Activity 2: Creating a Staff Retention Plan*

** Denotes assignments that involve document creation or extended responses.*

A background image showing three children (two girls and one boy) lying on their stomachs on a colorful patterned rug, looking at an open book together. The image is dimmed to serve as a background for the text.

Course Project

Throughout this course, you will build your customized **“Talent Acquisition & Retention Handbook.”**

Each module contributes to this goal with specific assignments marked with an asterisk (*). Your team will complete the course with a fully developed, practical resource ready for immediate implementation within your organization.

This empowers you to attract top talent and cultivate a thriving, engaged workforce.

Grading & Certificate Requirements

- **Total Points Possible:** 1
- **Minimum for Certificate:** 85% pass rate; completion of all activities
- **Grading:** Based on assignment completion and quality (rubrics provided where applicable)

Submission Guidelines

- Assignments may be completed using MS Word or Google Docs.
- Submit assignments through the learning platform only.
- Name files using the format:
LastName_Module#_AssignmentTitle.

Accessibility & Support

- All videos include a transcript located on the module landing page.
- Alt-text is provided for all images.
- For additional accommodations, please contact keith@consultingkas.com.

