

ARCQE Online e-Workshops

e-Workshop Description

Online e-workshops are delivered over the internet with interactive video conferencing sessions, message board discussions, short weekly reading, and preparation of a document providing portfolio evidence of meeting the accreditation standards and quality growth areas addressed. Workshops are designed for early childhood directors, administrators, owners and providers who are building quality and sustainability to meet the missions of their programs for children and families.

e-Workshop Training Hours - the standard e-workshop is three weeks in length and may be offered in a compatible series to offer a broader scope of experiential learning in management and childcare operations areas. Most e-workshops include the following learning opportunities:

- 2.5 hours, in three weekly segments of 45-50 minutes, of online interactive video conferencing presentation, discussion, and networking with participating colleagues
- One hour total for reading workshop material prior to online sessions 2 & 3
- One hour total for reading and responding to two message board discussions
- One hour completing a document for the accreditation portfolio to demonstrate learning and meeting the relevant accreditation standards addressed in the workshop
- All times are approximate based on individual pacing of each participant

e-Workshop Components

- **Online Workshop Sessions:** The workshop “Invitation” will be emailed to you once you complete registration and will contain the instructions for logging into the online site for the workshop sessions. Please test your log-in prior to the first session to make sure that you are familiar with the process. Included with your emailed welcome letter will be session topics and questions to facilitate our discussions.
- **Readings** are offered to enhance learning and online discussion and will be emailed to participants or downloaded/printed from class site.
- **Message Board Discussion:** Your responses will be posted on the workshop message board. The purpose of this format is to share ideas with other learners and promote discussions. The message board serves as ongoing networking discussion for the workshop and an opportunity to extend learning and sharing of ideas with peers.
- **Evidence Document:** Each workshop topic will address an area of quality growth that relates to the Alberta Child Care Accreditation Standards. Prior to the final online

session of each workshop, participants will have the opportunity to complete a document demonstrating evidence of meeting the accreditation criteria. Learning from this process will be shared as part of the final online interactive session.

- **Mentor feedback** will be offered during the online interactive sessions as well as on the message board and in response to the portfolio evidence documents.
- **Workshop Certification:** The e-workshops are sponsored and approved by ARCQE and you will receive a training e-certificate upon completion of the workshop.

e-Workshop Designer and Facilitator is Karen Foster-Jorgensen, who specializes in management, leadership and finance for the child care field. Karen is an experienced consultant, trainer, instructional designer, and author. She has owned and directed high quality childcare programs, served as executive director for a large not for profit organization serving children and families, and worked with hundreds of child care directors, administrators and owners in their accreditation and quality enhancement. Excited to bring the e-workshops to Alberta through ARCQE, Karen looks forward to your active participation and networking through these new initiatives for quality child care.