




PROGRAM DEVELOPMENT RESOURCES

ORDER FORM

1-800-906-5581

Great Kids, Inc. (GKI) is a not for profit international training and consulting organization dedicated to developing exceptional early childhood and home based programs for families with children 0-5 years. Our focus is on improving outcomes for children by educating and supporting their parents and caregivers prenatally and during the first five years of life. GKI consultants and trainers have two decades of experience in service provision and management, program and systems planning, curriculum development and training.

THE FOLLOWING TOOLS HAVE BEEN DEVELOPED BY GKI TO SUPPORT YOU IN YOUR PROGRAM PLANNING PROCESSES.

ITEM (see reverse for description)	QUANTITY	UNIT PRICE	TOTAL
Program Planning Guidebook		\$50.00	
Staff Training Guidebook		\$40.00	
Quality Management Guidebook		\$40.00	
Career Development Guidebook		\$50.00	
<p>Please make check/money order payable in US funds to:</p> <p>Great Kids, Inc. Federal Tax ID #62-1798100</p> <p><i>Please include a copy of this order form along with your payment and mail to:</i></p> <p>Great Kids, Inc. c/o Conry-Taylor & Morrow CPAs 10107 Sherrill Blvd. Knoxville, TN 37932</p>		<p>ORDER SUBTOTAL</p> <p>SHIPPING / HANDLING *</p> <p>BALANCE DUE (U.S.)</p>	
<p>New! Effective Immediately ...</p> 		<p>* SHIPPING/HANDLING IS \$10.00 FOR THE FIRST MANUAL AND \$5.00 FOR EACH ADDITIONAL MANUAL <u>WITHIN THE CONTINENTAL U.S.</u></p> <p>FOR INTERNATIONAL ORDERS (INCLUDING ALASKA & HAWAII), SHIPPING/HANDLING IS \$15.00 FOR THE FIRST MANUAL AND \$7.00 FOR EACH ADDITIONAL MANUAL .</p>	

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(OVER)

Great Kids, Inc.

PROGRAM DEVELOPMENT RESOURCES DESCRIPTIONS

PROGRAM PLANNING GUIDEBOOK

We've taken the guesswork out of program planning! This essential tool provides you with invaluable information about:

- ◆ Essentials In Program Planning
- ◆ Sample Home Visitation Program Goals
- ◆ Critical Elements for Effective Home Visitation Services
- ◆ Planning Your Systematic Process for Reaching Out to Families
- ◆ Planning Your Home Visitation Process
- ◆ Target Population and Staffing Projections for PVs and FSWs
- ◆ Sample Budget for 3-Year Period
- ◆ Memoranda of Agreement Samples
- ◆ Recruitment of Program Staff and Sample Interview Questions
- ◆ Selecting a Parenting and Child Development Curriculum
- ◆ Key Characteristics for Evaluation of Home Visitation Programs
- ◆ Staff Training Guidelines
- ◆ Training Topics Addressed in Core Training and Sample Agendas
- ◆ Practical Technical Assistance Supporting Your Program & Community
- ◆ Great Kids, Inc. Training Program

STAFF TRAINING GUIDEBOOK

A key element to your program success is providing comprehensive basic training to all of your program staff. In addition to Great Kids, Inc. Core Training for Parent Visitors (Family Assessment Workers), Family Support Workers and Supervisors, 154 hours of basic "wrap-around" training is recommended within the first six (6) months of hire. Training objectives for the "wrap around" training modules are included and exceed the requirements for Healthy Families America accreditation.

QUALITY MANAGEMENT GUIDEBOOK

Another "must have" for your planning process! This comprehensive manual provides guidelines for integrating training, supervision and program quality management. It also includes sample quality management forms and instructions for how and why to use them. In addition, we have included guidelines for developing a policies and procedures manual based on critical program elements.

CAREER DEVELOPMENT GUIDEBOOK

Support staff retention! Let us assist you in developing career tracks for a variety of positions in your home visiting program. Included in this guidebook are sample job descriptions with level progression for specific job categories such as Parent Visitor (Family Assessment Worker) I, II, III and IV; and Family Support Worker I, II, III and IV.

GREAT KIDS, INC. RECOMMENDS THE PROGRAM PLANNING GUIDEBOOK , QUALITY MANAGEMENT GUIDEBOOK , AND STAFF TRAINING GUIDEBOOK FOR NEW SITE DEVELOPMENT .