



Training Program

(Executive Managers)



جمهورية مصر العربية
وزارة التضامن الإجتماعي

Day 1



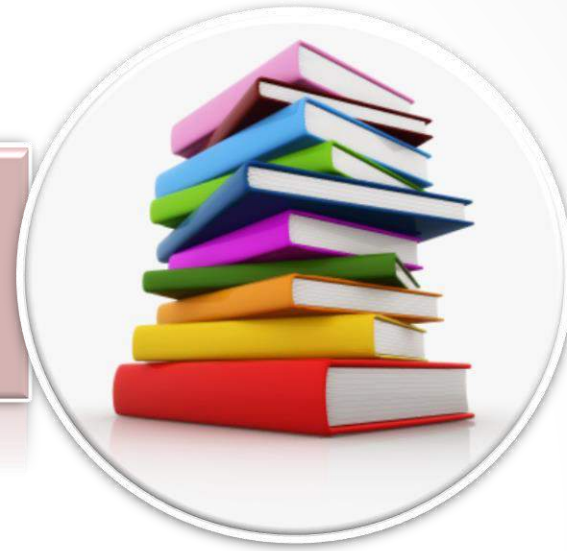
Warm Up Activity



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(15 Min.)

Pre Test



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(10 Min.)

Rules



Training Methods



Self-Learning



Collaborative Learning



Brainstorming



Case Study



Discussion & Dialogue

Activity

What are your expectations from the training program?



(10 mins)



General Objective of the Training Program



Enhance the target group's knowledge, foster positive attitudes toward their work, and empower them with the necessary skills for self-monitoring of nurseries and achieving the objectives of nurseries in Egypt.

Objectives of the training program

The participants identify the roles of (facilitator, manager, follow-up staff, and NGO board of directors)

The participants identify the competencies of (facilitator, manager, ,follow-up staff, and NGO board of directors)

Determine the job description of those working in the nursery

Participants deduce the developmental characteristics of children from(birth to four years)

Design a list of the psychological and social need of the child

Training Activity(2)

Dear Participant.....

**Based on your work experience, can you
mention the roles of facilitator?**



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(10 min.)

Roles of Facilitator

- ✓ Implementing daily activities according to the educational plan and curriculum.
- ✓ Providing a safe and stimulating environment for children.
- ✓ Observing children's development and helping them improve their skills.
- ✓ Cooperating with parents and informing them about their children's progress.
- ✓ Maintaining cleanliness and organization within the classrooms.
- ✓ Handling emergency situations calmly and wisely.



Training Activity (3)

Dear Participant.....

Based on your experience can you mention the
roles of the nursery manager?



(10ق)

Roles of the Nursery Manager

- ✓ Observing all activities and ensuring the nursery's objectives are achieved.
- ✓ Assigning and training teachers and assistants, and ensuring their job performance.
- ✓ Participating in budget preparation and managing financial resources.
- ✓ Communicating with official authorities to ensure compliance with regulations and laws.
- ✓ Contributing to the development plans for the nursery and improving the learning environment.
- ✓ Handling parents' complaints and inquiries.
- ✓ Organizing recreational and educational activities for children.



Training Activity(4)

Dear Participant.....

**Based on your work experience, can you
mention the roles of follow-up staff ?**



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(10ق)

Roles of Follow-Up Staff

- ✓ Monitoring teachers' performance and providing necessary guidance and training.
- ✓ Overseeing the implementation of educational programs and ensuring compliance with required standards.
- ✓ Evaluating children's progress and suggesting necessary improvements.
- ✓ Submitting regular reports to the idara/moderya about the workflow within the nursery.
- ✓ Resolving issues faced by the teaching staff or children.



Activity Training(5)

Dear Participant.....

Based on your experience, can you mention the roles of
NGO board of directors?



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(15 mins)

Roles of NGO Board of Directors

- ✓ Setting the vision and general objectives of the nursery.
- ✓ Monitoring the administrative and financial performance of the nursery.
- ✓ Making important decisions regarding the budget, expansions, and recruitment.
- ✓ Ensuring the application of government laws and regulations.
- ✓ Working on developing and improving the nursery's performance.
- ✓ Dealing with crises and major issues faced by the nursery.



Training Activity (6) who is responsible?

Dear Participant.....

Specify each competency and the person responsible for its implementation.



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(15 mins)

Specify the person in charge of the following:

Competency	Facilitator	Manager	Follow-up staff	NGO Board of Directors
Establish the general policies for the nursery				
Representing the values of the community				
Ensuring the implementation of approved standards and laws				
Monitoring the budget and ensuring the sustainability of the nursery				
Providing guidance and evaluation to ensure the quality of education and care				
Directing the care and learning process				
Reviewing overall performance and suggesting necessary improvements				
Setting schedules, organizing resources, and ensuring compliance with regulations				

Specify the person in charge of the following:

Competency	Facilitator	Manager	Supervisor	Board of Directors
Establish the general policies for the nursery				✓
Representing the values of the community	✓			
Ensuring the implementation of approved standards and laws			✓	
Monitoring the budget and ensuring the sustainability of the daycare				✓
Providing guidance and evaluation to ensure the quality of education and care		✓		
Directing the care and learning process	✓			
Reviewing overall performance and suggesting necessary improvements			✓	
Setting schedules, organizing resources, and ensuring compliance with regulations		✓		

Training Activity (7) Case Study

Dear Participant.....

Read the case study, then specify the role of each person responsible for addressing the problem



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(20 min.)

Geel el Mostakbl Nursery

Last month, the nursery manager noticed a decline in children's participation in educational activities, along with repeated complaints from parents about the lack of interaction and updates regarding their children's progress. Additionally, the follow-up reports showed a shortage of educational resources and the inadequacy of some facilities



The role of each person responsible for addressing the problem.

The Facilitator: She noticed that some children were not enthusiastic about participating in daily activities. She decided to take the following actions:

- ✓ Diversifying teaching methods: She added physical activities and interactive stories to increase children's engagement.
- ✓ Communicating with parents: She started sending weekly reports via text messages about children's performance and suggested home activities to enhance learning.
- ✓ Improving the learning environment: She worked on rearranging the classroom to make it more stimulating by using new educational tools.



The role of each person responsible in addressing the problem.

The Manager: She received complaints from parents and noticed the challenges faced by the facilitators. Therefore, she took the following actions:

- ✓ Organizing a meeting with the facilitators: She discussed the challenges and asked for suggestions to improve the learning environment.
- ✓ Activating a communication channel with parents: She created an official WhatsApp group for the nursery to share weekly updates.
- ✓ Redistributing resources: She made a request to the NGO for additional educational resources and improvements to the nursery facilities.



The role of each person responsible in addressing the problem.

Follow-up staff: He was responsible for assessing the current situation and finding solutions, so he took the following actions:

- ✓ **Conducting visits to evaluate the classrooms:** He noticed the need for some interactive tools and materials that stimulate learning.
- ✓ **Analyzing performance reports:** He reviewed the facilitators' and manager's notes and prepared a comprehensive report outlining the issues and suggestions.
- ✓ **Submitting recommendations to the NGO:** He presented a report recommending the purchase of new educational tools and conducting training workshops for the facilitators.



The role of each person responsible in addressing the problem.

The NGO Board of Directors: They met to discuss the report submitted by the manager and the monitor, and made the following decisions:

Providing an additional budget to purchase new educational resources.

Approving developmental training for the facilitators in the use of modern teaching strategies.

Approving a follow-up plan to ensure the implementation of the proposed improvements over the next few months."



Three colored pencils (green, orange, purple) and two books (purple and green) are arranged at the top of the slide.

Job Description (Managers - Facilitators - Nannies)

(15 Min.)



Job Description for the Nursery Manager

Qualifications:

- The age should not be less than 25 years old.
- Holding a higher educational qualification in the field of education, in addition to at least two years of practical experience at early childhood field.
- Good conduct and behavior, and should not have been convicted by a final judgment for a crime that affects honor or integrity.
- Completion of a training course in the field of early childhood and social services.
- Full-time availability for the management of the nursery.



Job Description for the Nursery Manager

Responsibilities and Duties:

- Ensuring the safety and security of the children, monitoring the implementation of emergency plans, procedures, and programs.
- Assigning tasks to all staff members in the nursery and monitoring their execution.
- Ensuring the overall safety and security of the nursery.
- Identifying the nursery's human resource needs and fulfilling them by recruiting staff.
- Monitoring resources and taking the necessary actions to provide them



Job Description for the Nursery Manager

Responsibilities and Duties:

- Supervising the implementation of educational plans in the nursery.
- Formulating a specific policy and written procedures to be followed in case of emergency, in accordance with the established standards.
- Holding meetings and gatherings with parents and all parties involved in achieving the nursery's goals.
- Monitoring the annual update of the nursery staff's health certificates.
- Overseeing the children's health records.
- Ensuring the preparation of nursery records.
- Monitoring the cleanliness of the nursery facilities and maintenance work.
- Monitoring the affairs of both the children and the staff in the nursery.
- Preparing an annual plan for the nursery.
- Determining the nursery's enrollment policy.



Job Description for the Nursery Manager

Responsibilities and Duties:

- Attending meetings, training courses, and lectures necessary for the development of work in the nursery.
- Preparing periodic reports to evaluate the nursery.
- Motivating and encouraging staff to improve performance.
- Establishing a comprehensive cleaning system for the premises, equipment, and furnishings, and ensuring their sterilization and disinfection.
- Setting a specific and safe system for tasks related to receiving and handing over children, as well as allowing visitors into the nursery, etc.
- Developing a system for observation and evaluation to assess children's abilities, skills, and growth rates in order to design activities aligned with these outcomes.
- Preparing a schedule for the daily program in the nursery.
- Performing any other tasks within the scope of responsibility.



Job Description for the Nursery Facilitator

Qualifications

- Holding a higher educational qualification or a medium-level qualification, in addition to specialized training in early childhood for more than 40 training days in areas such as teaching and learning approaches, positive discipline, children's rights, gender equality, and other related trainings.



Job Description for the Nursery Facilitator

Responsibilities and duties

- Reviewing the child's file and familiarizing herself with the information about their social and health status.
- Engaging in activities with the child.
- Applying the knowledge learned in training programs.
- Implementing behavior guidance rules that align with the developmental characteristics of children in the nursery stage.
- Accompanying children to the restroom and attending to their needs.
- Observing indicators of child abuse and reporting them.



Job Description for the Nursery Facilitator

Responsibilities and duties

- Feeding the children and ensuring adherence to the written instructions from the family regarding meals (type, quantity, timings).
- Organizing the indoor environment and activity areas in a way that suits the characteristics of the age group.
- Ensuring the provision of an educational environment that stimulates and encourages independence and self-reliance.
- Monitoring the cleaning and sterilization plan.
- Activating daily monitoring forms.
- Observing and evaluating children's growth and documenting the observations in the child's evaluation form.
- Planning various activities that consider the children's needs and individual differences.
- Carrying out daily shift duties.
- Explaining the strategies followed in the nursery during meetings with mothers.
- Building a positive relationship with the family based on trust and mutual dialogue.



Job Description for the Nanny

Qualifications:

- A higher qualification is not required, but it is preferred to have at least a basic education certificate (a minimum of preparatory school graduation).
- In some nurseries, it is preferred to have completed training courses in child care.
- Must be physically fit and free from infectious diseases (a regular medical check-up is preferred).
- Ability to move and carry children when necessary.
- Previous experience in dealing with children is preferred.
- Ability to handle emergency situations, such as a child falling or facing a health issue



Job Description for the Nanny

Responsibilities & Duties:

- Stimulating the child's desire to interact with others and encouraging children to work in groups to develop their sense of cooperation.
- Directing the child's behavior toward good habits and proper behaviors.
- Preparing an environment that makes the child feel safe and reassured.
- Assisting the facilitator in meeting the children's basic needs, such as taking them to the restroom and helping with food and drink.
- Covering the children's food and storing it in the appropriate place until it is consumed.
- Monitoring the safety and security of the children while engaging in outdoor activities.



Job Description for the Nanny

Responsibilities & Duties:

- Teaching children personal hygiene concepts and practices.
- Educating children on healthy eating habits.
- Maintaining the cleanliness of classrooms and halls during and after children's attendance, and assisting in organizing activity rooms.
- Recognizing the importance of play in promoting children's growth.
- Gathering information about the children to understand their personalities, individual differences, and how to interact with them.
- Engaging in positive communication with children through verbal and non-verbal behavior (such as words, tone of voice, and volume), and non-verbal behavior (including body movements, gestures with the body, head, and hands, facial expressions, clothing, colors, sitting and standing postures, physical touch, proximity, and distancing).



Take A
Break!





Characteristics of age groups

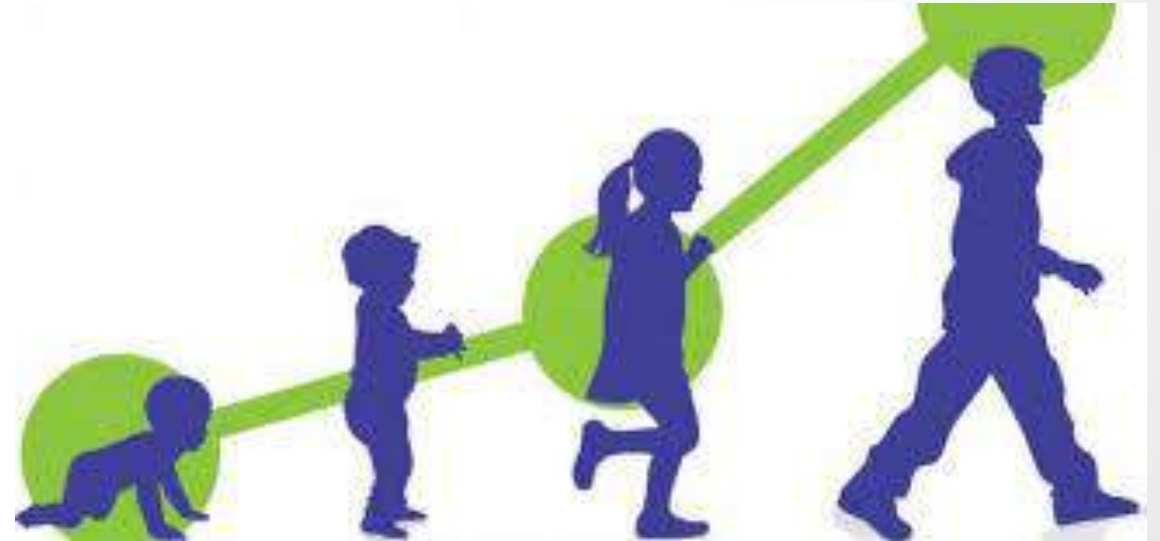
The developmental characteristics of a child are a series of sequential changes that the child undergoes from birth and throughout new stages of growth in various aspects: physical, psychological, intellectual, linguistic, and social. These changes occur in a consecutive and interactive system until the child reaches maturity and the completion of their personality

These characteristics develop gradually, and each child differs from the other in the rate of growth



Developmental changes occur in several aspects

- ✓ Physical and motor development
- ✓ Cognitive development
- ✓ Language development
- ✓ Social-emotional development



Training Activity(8)

Dear Participant.....

Watch the following video, then deduce the most important age-related characteristics of children from (birth to 12 months).

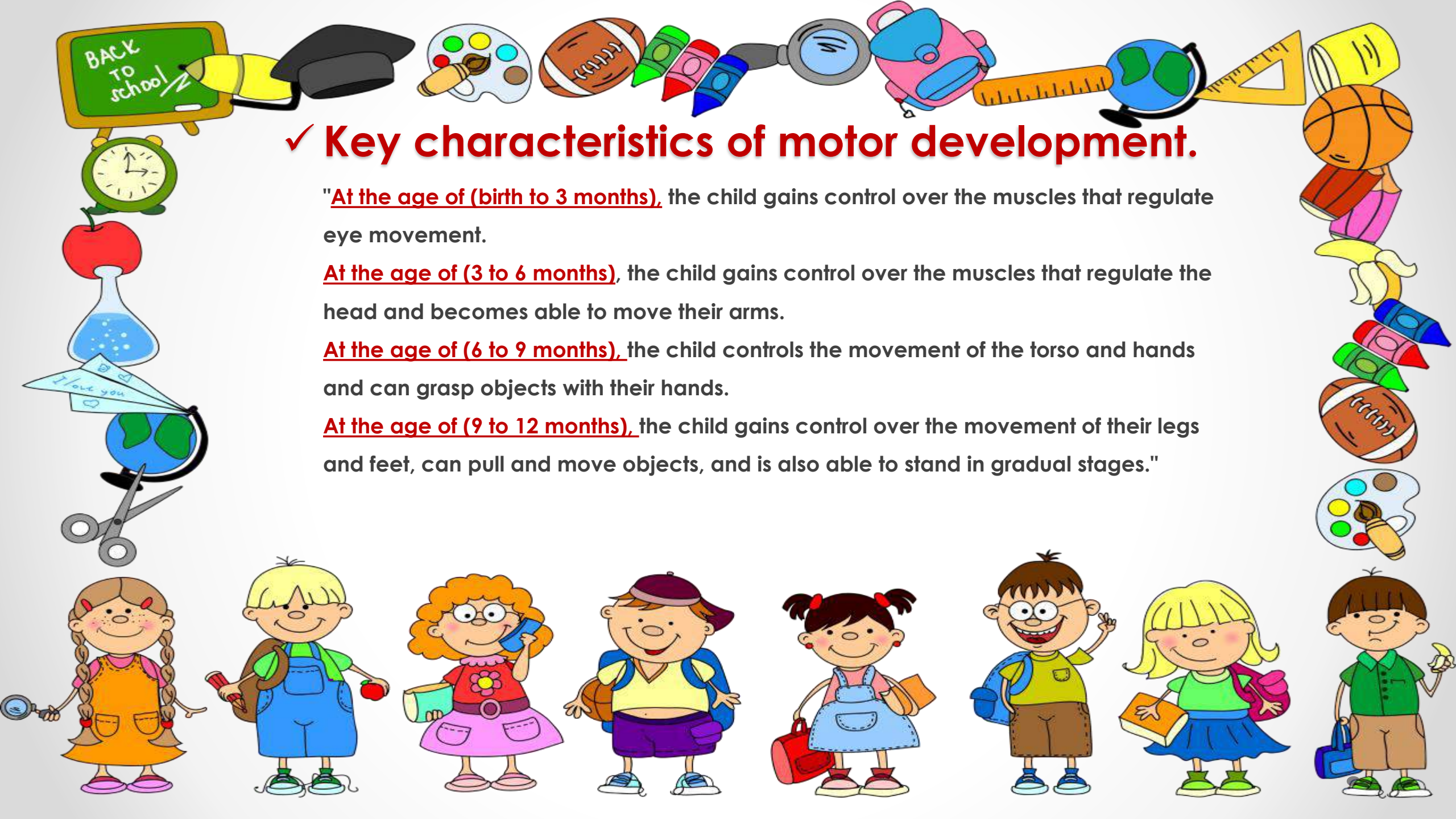


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(20 min.)

Developmental characteristics of the 0 to 12 months age stage



A decorative border of various school and sports items surrounds the central text. At the top, there's a green chalkboard with 'BACK TO school' written on it, a yellow pencil, a black graduation cap, a paint palette with a brush, a brown football, several colored crayons, a magnifying glass, a pink backpack, an orange ruler, a globe, and a yellow triangle. On the right side, there's a yellow roll of paper, an orange basketball, a pink pencil case, a banana, more colored crayons, another football, another paint palette, and a boy holding a banana. On the left side, there's a green alarm clock, a red apple, a blue flask with bubbles, a paper airplane with 'I love you' written on it, a globe, and a pair of scissors. At the bottom, there are eight cartoon children: a girl with pigtails in an orange dress holding a magnifying glass, a boy in blue overalls with a backpack holding a red apple, a girl with curly hair in a pink dress talking on a blue phone, a boy in a purple cap and blue backpack holding a basketball, a girl in a blue dress with a red bag, a boy in a green shirt and blue backpack waving, a girl with blonde hair in a blue dress holding a book, and a boy in a green shirt and blue backpack holding a book.

✓ Key characteristics of motor development.

"At the age of (birth to 3 months), the child gains control over the muscles that regulate eye movement.

At the age of (3 to 6 months), the child gains control over the muscles that regulate the head and becomes able to move their arms.

At the age of (6 to 9 months), the child controls the movement of the torso and hands and can grasp objects with their hands.

At the age of (9 to 12 months), the child gains control over the movement of their legs and feet, can pull and move objects, and is also able to stand in gradual stages."

Key characteristics of cognitive and perceptual development

Recognizing sounds and faces

The child begins to recognize their mother's face and the voices of people close to them, showing a response such as focusing on the face or calming themselves when hearing a familiar voice.

Response to sensory stimuli

The child reacts to loud sounds, begins to track moving objects with their eyes, and responds to touch (such as holding a parent's finger).

Beginning of eye-hand coordination

The child tries to move their hand toward things they see, such as attempting to grab moving toys or sucking their fingers as a form of exploration.

Learning through repetition and experience

The child begins to recognize simple patterns, such as crying to attract attention, and repeats movements that bring them joy, like making sounds or moving their hands and legs.

At the age of (4 to 8 months)

At this stage, the child begins to direct their actions toward objects outside their body, with an increase in visual and motor coordination. They learn to influence their environment. For example, they may throw a toy from a high chair, knowing that someone will retrieve it again.

At the age of (8 to 12 months)

During this stage, the child starts to use available tools in the environment to achieve their goals. They may use a stick to retrieve something out of their reach, developing problem-solving abilities and the concept of object permanence—understanding that things that are out of sight still exist."



Key Characteristics of Language Development

At the age of 1-2 months

The child begins to cry, especially in the first and second weeks of his life. Crying is considered an emotional, involuntary expression, without a specific goal. As the child develops, crying begins to take shape and becomes a way to express a specific need or event, such as crying from pain, hunger, or discomfort from clothing. At this stage, the child's expression is emotional and conscious.

At the age of 2-5 months

This stage is called "cooing." During this time, the child becomes able to differentiate between speech sounds coming from different sources. The child responds to sounds typically made by their caregivers, supporting the social bond with parents or the nursery staff.

At the age of 5-9 months

This stage is called "babbling," and the child's language development progresses. The child begins combining sounds to form two or more syllables, such as "dada" or "mama." As the child progresses in this stage of sound play, some syllables are repeated while others are dropped, as caregivers reinforce certain sounds and ignore or discourage others.

At the age of 9-12 months

This is known as the "repetitive babbling" stage, during which the child's vocal output becomes more distinct and context-specific. In this stage, the child can say one or two words and begins expanding their vocabulary.



Key Characteristics of Socio-Emotional Development

Birth to 12 Months

The first year is a critical period during which the child develops a sense of trust. The infant stage is one of the most important stages of childhood, as the foundation for personality development is laid during this time. If growth factors are healthy, the development will be sound; however, if the child is treated poorly during this stage, they may lose their sense of security, peace, and trust in others and themselves.

The child begins to recognize the mother and the caregiver (the nursery staff) and associates their presence with the fulfillment of their needs and a sense of comfort.



Training Activity(9)

Dear Participant.....

watch the following video, then deduce the key age characteristics of children from (12 months – 24 months).



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(20 mins)

Key Characteristics of the Age Stage from 12 Months to 24 Months



Key Characteristics of Motor Development

In the Second Year: The child gains control over their body movement, especially voluntary muscles, and their neuromuscular sense improves.



Key Characteristics of Cognitive Development

At 12-18 months:

Piaget referred to this stage as the "little scientists" phase, due to the children's curiosity about experimentation. During this phase, children eagerly use familiar objects in their environment to satisfy their need for discovery and to understand the impact of their behavior on those around them.

At 18-24 months:

This is the transitional phase from relying on real objects to mentally representing them. Children begin to create mental images of familiar things, such as people and familiar actions, and start to mimic them.



Key Characteristics of Language Development

At 12-24 months:

This is known as the "word sentence" stage. The child begins to say their first words, usually referring to familiar objects in their environment, important people, words related to food such as "milk, biscuit, juice," body parts like "ear, eye, nose," clothing, animals, household items, and vehicles.

Children may also use sign language to help them express what they mean with words.



Key Characteristics of Social Emotional Development

At 12-24 months: This stage is characterized by intentional social behavior, and it coincides with the child's ability to move. The child now moves to find the person who is caring for them. It is the stage of developing a sense of autonomy versus feelings of shame and doubt, where the child discovers that they have their own behavior. They seek to assert their sense of independence by engaging in familiar behaviors and showing a strong desire to perform certain tasks on their own without help from others.



Activity Training(10)

Dear Participant.....

Watch the following video, then infer the most important developmental characteristics of children aged 2-4 years.



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(20ق)



Characteristics of Children Aged 2-4 Years

Key Motor Development Characteristics

- Children at this age can walk and run, but they might stumble sometimes. Activities like jumping and hopping can be tricky because they need good balance. Since their big muscles develop faster than their small ones, they're great at using their arms and legs, but they might not be very coordinated.
- Between ages 3 and 4, their small muscles get stronger and they can use their hands more precisely.
- By 2 years and half or 3 years old, they can climb stairs, stand on one foot, and do things like jumping and balancing.
- From 3 to 4 years old, they can climb stairs one foot at a time, even though it might be slow. They can also hop a few times on their favorite foot.



Key Characteristics of Cognitive Development

The pre-conceptual stage, spanning from 2 to 4 years, is characterized by a shift in the child's thinking from the specific to the general. By the age of three, children begin to understand the meaning of words like today, yesterday, and tomorrow, and can grasp the concept of numbers. At four years old, children start to comprehend the concepts of past and future time.



Key characteristics of language development

This stage is referred to as the three-word or more sentence stage. It is considered one of the fastest stages of language development in terms of vocabulary acquisition and the ability to use and understand new words. During this phase, children begin to form short sentences of three to four words, effectively using language to express their needs and intentions, although grammatical errors may still be present



Training Activity(11) Brainstorming

List of children's psychological and social needs



(15 Min.)

psychological and social needs of the Child



List of children's psychological and social needs

- Need for safety
- Need for love and belonging
- Need for emotional safety
- Need for social recognition
- Need for success
- Need for self-affirmation
- Need for independence
- Need for behavioral regulation
- Need for recreation.



Training Activity(12) Brainstorming

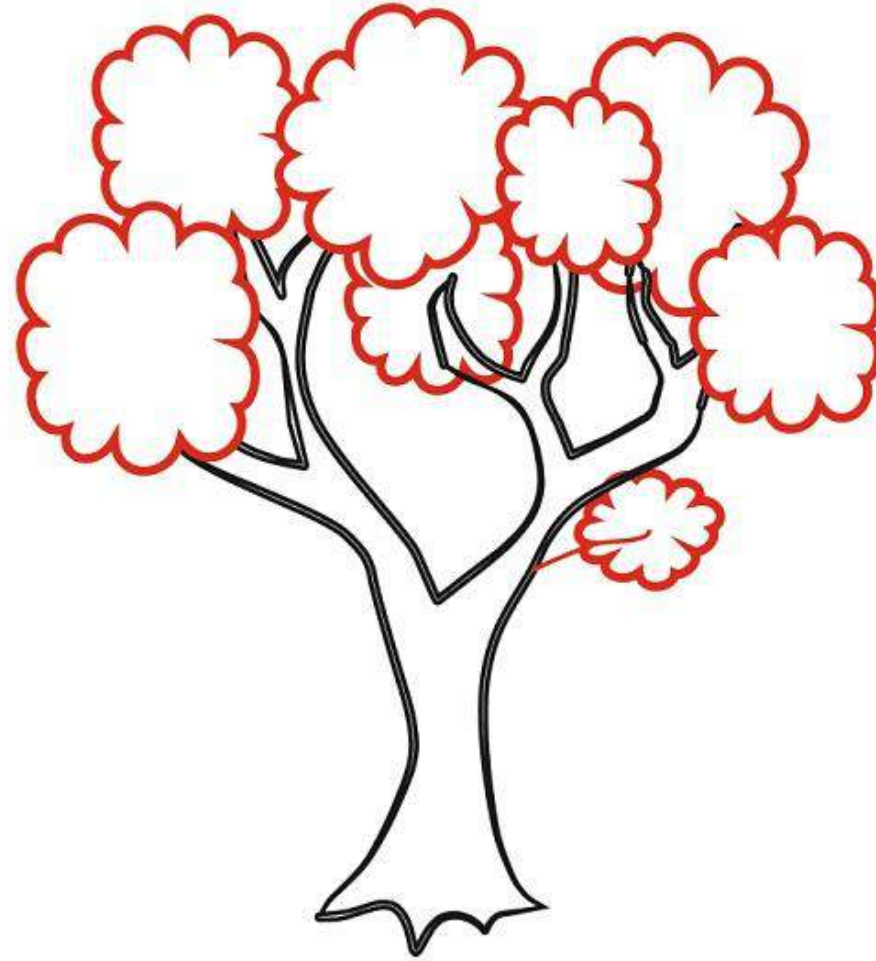
Dear Participant

When you feel stressed due to working under pressure or facing different problems, what do you do?



(15 Min.)

Self-support Tree



"We all have a role to play in supporting children's mental well-being."

Listen to them 🎧 Take the time to hear their feelings without interrupting or minimizing them

Show them love and care 🤗 - Kind words and hugs make them feel safe

Encourage them to express their feelings 🎨 - Use art, play, and storytelling to help them express themselves.

Be a role model for them 🌟 - Treat them with kindness and respect, as children learn from our actions.

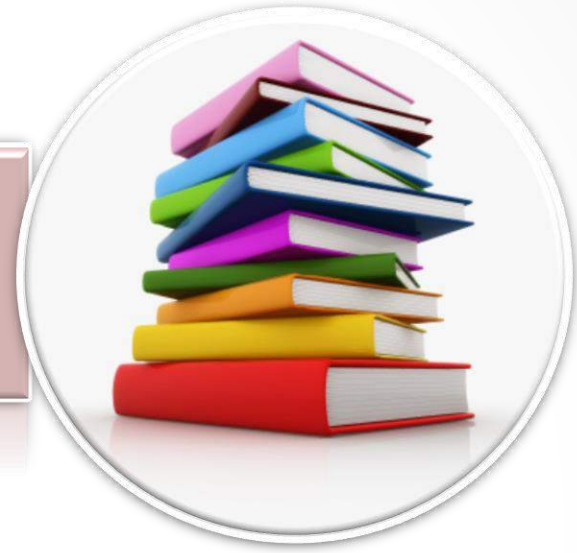
Boost their self-esteem 💪 - Praise their achievements, no matter how small, and encourage them to try new things.

Create a safe and nurturing environment 🏠 - Make your classroom a warm and welcoming place.

Be aware of any changes 👁️ - Withdrawal, excessive anxiety, or aggression may be signs that a child needs additional support.



Post Test



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(10 Min.)

Feedback



(10 Min.)



