

Purpose

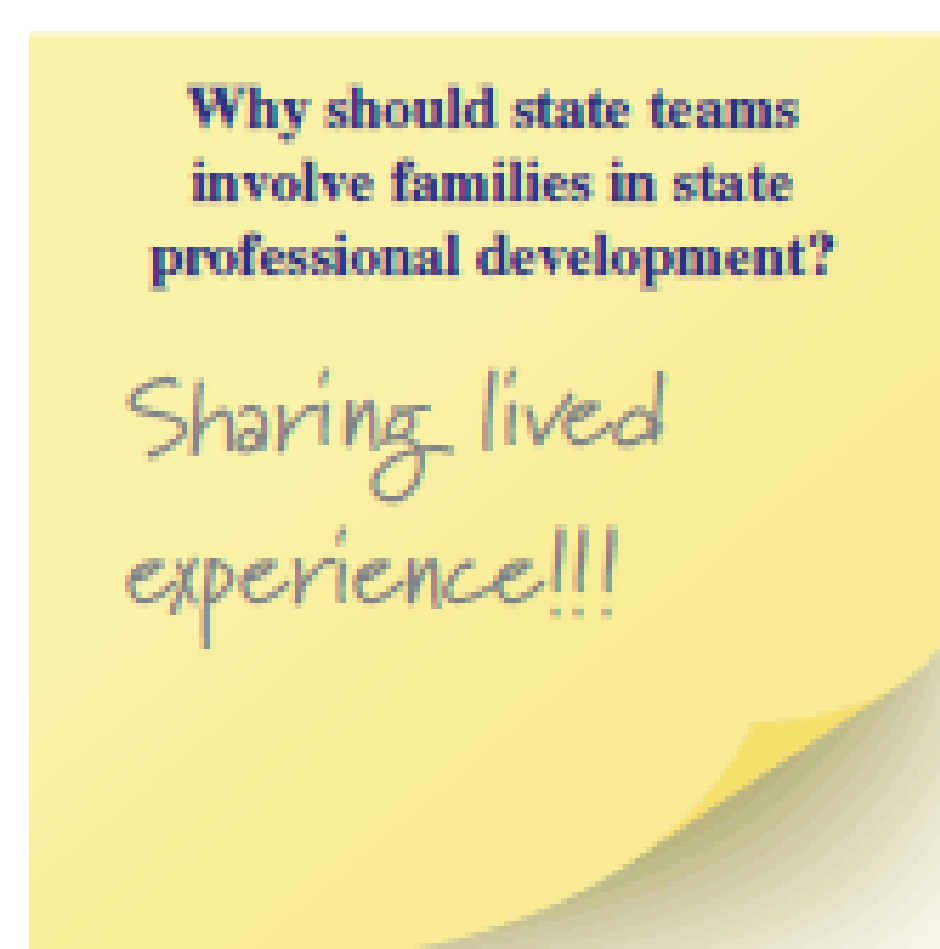
The ECPC Step-by-Step Guide: Involving Families in State Personnel Development

The guide is intended for state administrators and training teams to meaningfully engage diverse family representation in personnel development efforts, and to support families to prepare to be a successful partner in personnel preparation within a state. Engagement can include but is not limited to a Comprehensive System of Personnel Development (CSPD) team member, trainer for state personnel development system, and family faculty at an Institute of Higher Education (IHE).

Why should state teams involve families in state professional development?

- “Parents are the ones navigating all the systems that impact their child and family – they have lived experiences of the systems.”
- “Parents are the number one educator, provider, supporter of their child and they will have the greatest impact on their child’s future and success.”
- “Parents/families best understand the gaps in services they have received.”

- Quotes from the ECPC/DEC Family cohort



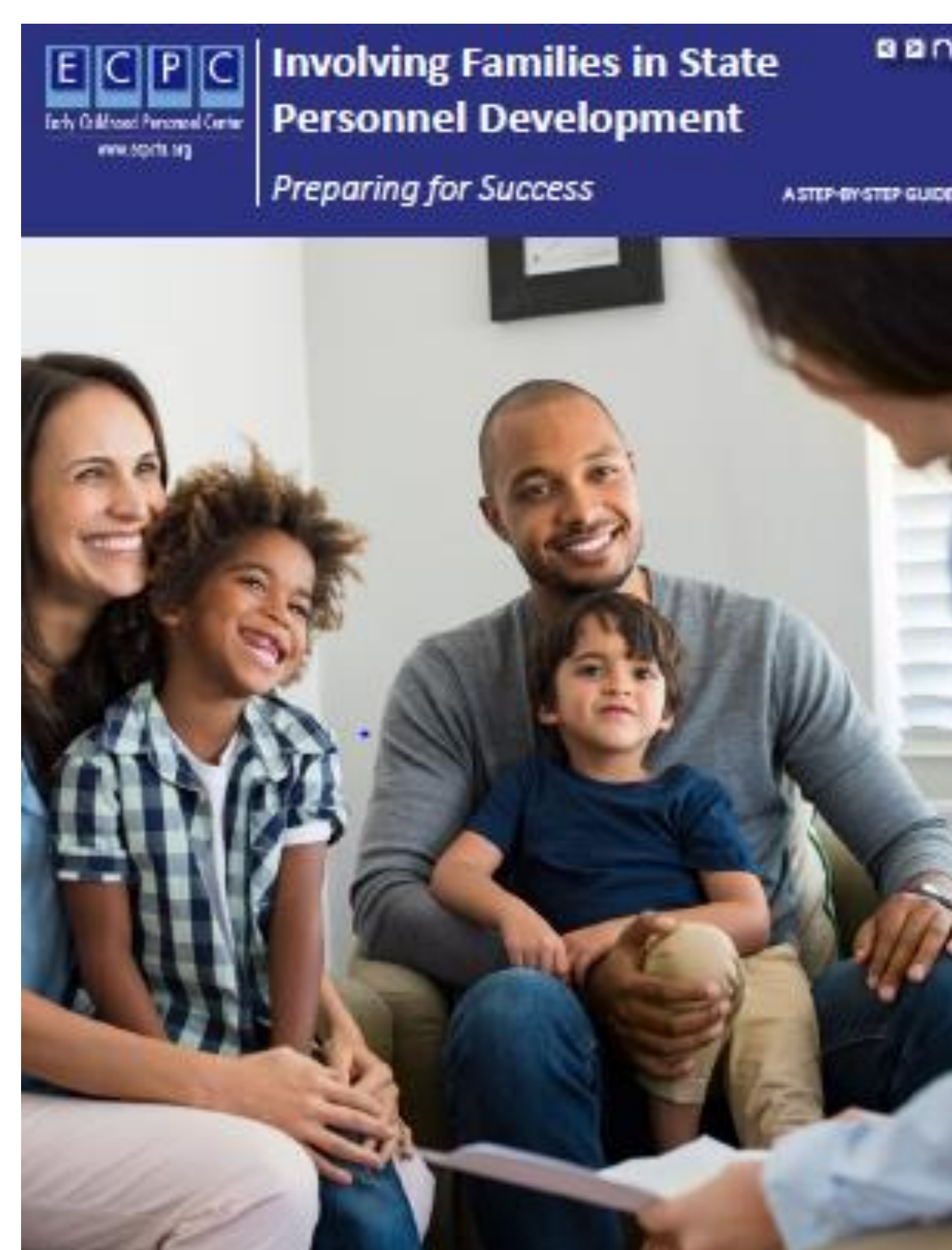
What can states do to prepare and develop systems that ensure professionals and families work as equal partners to improve and strengthen personnel development?

- Involve families in State Personnel Development by preparing them for success.
- States administrators and training teams build a system to prepare families for success.

Activities

Involving Families in State Personnel Development Preparing for Success

- Step 1** - Assessing Family Readiness
- Step 2** - Reviewing Federal Laws and Resources
- Step 3** - Understanding the State System
- Step 4** - Developing Skills
- Step 5** - Using Family Stories to Teach



State Administrators and Training Teams Preparing Families for Success

- Step 1** - Assessing Beliefs and Practices to Engage Families as Trainers in the State PD System
- Step 2** - Assessing Mechanisms to Support Families as Trainers
- Step 3** - Reviewing the Essential Components of the State Training Model
- Step 4** - Providing Information to Family Trainers
- Step 5** - Identifying Needs of Family Trainers

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Resources and Tools

For Families

1. Involving Families in State Personnel Development, Preparing for Success, A Step-by-Step Guide
2. Drafting Your Story: Learning to use your story to teach is different than telling your story for advocacy; this toolkit will highlight strategies to develop your story for trainings.
3. Facilitating the Discussion After a Presentation
4. Who’s Who in Your State: Worksheet to assist families in identifying key leaders in a state.



For State Administrators and Training Teams:

1. Involving Families in State Personnel Development, Preparing for Success, A Step-by-Step Guide
2. Comprehensive System of Personnel Development (CSPD): Overview
3. Administrator Self-Assessment to measure state’s family/stakeholder engagement.
4. Effective Family Partnerships: Looks Like/Doesn't Look Like

References

ECPC. (2021). *Involving families in state personnel development: preparing for success. A step-by-step guide*. Retrieved from [ECPC Home | The Early Childhood Personnel Center \(ecpcta.org\)](https://www.ecpcta.org)

