

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: I-Human Resources Management**

**Section: 1302.91 Staff Qualifications and Competency Requirements**

**Subject: Training and Professional Development**

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**Policy:**

Tri-County Community Council, Inc. Head Start/Early Head Start will ensure that all staff, consultants, and contractors have the knowledge, training, and experience to provide high quality service to the Head Start/Early Head Start Program.

**Procedure:**

1. All staff will receive annual training during pre-service and throughout the year that will provide skills that strengthen their role and responsibility in their job.
2. Orientation and training, if needed, will be offered to our consultants and/or contractors in accordance to the Head Start/Early Head Start performance standards.
3. Staff will be given the opportunity to provide feedback on training they feel is needed to fulfill their job duties, as well as training they would like to have.
4. Teaching staff and home visitor will receive coaching from the coach specialist once they have received an assessment as to what they need.
5. All staff will receive at least 15 hours of professional development in required and desired training annually.