

CHILD & FAMILY DEVELOPMENT PROGRAMS
Community Action Team, Inc.
 Quarterly Agenda for New Employees

Employee Name _____ **Employment Date** _____

Quarterly Agenda	Trainer	Completed
Vision, Mission – CFDP & CAT’s	Admin	
Program Structure	Admin	
Head Start Performance Standards	Admin	
• Head Start Early Learning Outcomes Framework	Admin	
• Parent Family Community Engagement	Admin	
• Framework for Effective Practice	Admin	
Program 5 year Goals	Admin	
Review, Q & A of CAT Personnel Policies	HR	
Review, Q & A of benefits	HR	
Defining forms, policies, procedures	Admin	

This training is offered once a quarter depending on hire date. See below for schedule:

Hired	Training
Jan. - March	Late March
April - June	Early June
July – Sept.	Late Sept.
Oct. – Dec.	Mid Dec.