

## Planning Calendar Promotional Video

Hannah Katzen: The Annual Program Planning Calendar for Program Management is an exciting tool for Head Start directors and their teams. The calendar helps programs identify required planning activities and determine how they fit into their operational calendar, but it's so much more than that. Follow along as we review highlights of the tool and some suggested uses.

Karen Surprenant: The Annual Planning Calendar for Program Management is a practical tool that is comprehensive, compliant, customizable.

The core of the resource is the Activity List. The Activity List is a collection of all the actions required of programs on a monthly, quarterly, and annual basis. Every item on the Activity List is connected to Head Start regulations, each with live links to the citations.

To get started, simply enter your program's information, including program name, when you would like to begin planning, and the start of your program year. Then enter the dates when you plan to complete each activity in the appropriate field.

Add any additional dates you would like to capture, and the calendar automatically fills it in. This calendar can be easily shared or printed. Complete instructions for how to use the calendar are conveniently located on the first tab.

Hannah: The Annual Program Planning Calendar is built on Microsoft Excel, which not only is widely accessible, but is as customizable as you can imagine. Add rows, adjust column sizes, or whatever else is useful to you!

Karen: Of course, this calendar is great for internal planning, but also consider using it for day-to-day review and ongoing monitoring; onboarding new staff; training boards, Policy Councils, and management teams; recordkeeping and reporting goals and tasks; and communicating with management team and staff.

Being an inclusive leader means working collaboratively with leadership and governance teams to develop a system of planning and oversight that will move your program toward identified goals and ensure quality services for children and families. As an inclusive leader, how will you use the Annual Program Planning Calendar to ensure quality services?