

## QUEST 1 – Reviewing Best Practices Outline

*This online course (up to 2 hours) will help organizations improve their children's programs by measuring the quality of the organization's policies and procedures. It is about learning how to use the QUEST 1 Tool to assess policies and procedures, how to use the Guide to Policies and Procedures and how to increase the quality of programs by improving the content management and application of policies and procedures. This course is generally recommended for directors and managers.*

**Section:** QUEST 1 Overview and Introduction

**Expected Learner Outcomes:**

- ★ Participants will learn the importance and rationale for QUEST 1
- ★ Participants will understand the benefits of implementing HIGH FIVE®, the value of utilizing the QUEST 1 and the importance of the relationship between policies, procedures and practices.

**Section:** Using the QUEST 1 Assessment Tool

**Expected Learner Outcomes:**

- ★ Participants will know how to best prepare to complete a QUEST 1 review of their organization's policies & procedures
- ★ Participants will understand how to use the QUEST 1 Tool

**Section:** Recording and Scoring Results

**Expected Learner Outcomes:**

- ★ Participants will know how to record their results online

**Section:** Using the Guide to Policies and Procedures

**Expected Learner Outcomes:**

- ★ Participants will navigate and understand the Guide to Policies and Procedures and its application

**Section:** Creating an Action Plan

**Expected Learner Outcomes:**

- ★ Participants will learn how to develop an Action Plan considering organizational specific options

**Section:** Conclusion

**Expected Learner Outcomes:**

- ★ Participants will leave the workshop having gained valuable insights about the value of QUEST 1 and how to utilize it most effectively
- ★ Complete an Evaluation Form

**If you are interested in participating in QUEST 1 training please contact:**

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