

CCSA supports approved providers and leaders in early childhood in their governance and management

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# 2022 TRAINING CALENDAR

## FEBRUARY

### Staff Appraisals in Early Childhood An Introduction To The Who & Why?



Since the implementation of the National Quality Framework, services have been required to undertake an appraisal process to support staff growth and learning. Is your appraisal process authentic? CCSA experts will explore why we need to undertake the appraisal process, who should be leading the appraisal process and what to do with the outcomes.

**Date:** Thursday 10 February  
**Time:** 10.30am - 11.15am  
**Duration:** 45mins  
**Cost:** Mem \$88 | Non-Mem \$120

QA7

## MARCH

### What Should the Role Between the Director & Committee Look Like?



The relationship between the Director/Nominated Supervisor/Manager and Management Committee is vital in effective management of an early childhood service. CCSA experts will provide an overview of what the roles of the director and management committee look like to support successful service delivery.

**Date:** Thursday 10 March  
**Time:** 10.30am - 11.15am  
**Duration:** 45mins  
**Cost:** Mem \$88 | Non-Mem \$120

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## MAY

### Budgeting in Early Childhood What Should be in Your Budget?



Budgets are the backbone of every early childhood service's financial success. But who should be developing the budget, how often should it be reviewed and what should be included in your budget? CCSA experts have years of experience and expertise in budgeting in the early childhood setting and will provide you with practical information in this session.

**Date:** Thursday 12 May  
**Time:** 10.30am - 11.15am  
**Duration:** 45mins  
**Cost:** Mem \$95 | Non-Mem \$135

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## JUN

### An Introduction to Financial Foundations



Understanding the elements of the financial process is an important aspect of good financial management. Our CCSA team of experts will outline the elements of the key components of financial management.

**Date:** Thursday 16 June  
**Time:** 10.30am - 11.15am  
**Duration:** 45mins  
**Cost:** Mem \$95 | Non-Mem \$135

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## AUGUST

### Self-Assessment An Introduction to the Process



To have a meaningful and active Quality Improvement Plan, services must engage in reflection and self-assessment across the seven-quality areas. CCSA specialists will provide you with an introduction to the components of the self-assessment process to support you in understanding your self-assessment journey.

**Date:** Thursday 11 August  
**Time:** 10.30am - 11.15am  
**Duration:** 45mins  
**Cost:** Mem \$88 | Non-Mem \$120

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## SEPTEMBER

### An Introduction to the Child Safe Standards



The Child Safe Standards recommended by the Royal Commission provide a framework for making organisations safer for children. The CCSA team will unpack child safe culture and explore how early childhood services can improve the safety of children.

**Date:** Thursday 15 September  
**Time:** 10.30am - 11.15am  
**Duration:** 45mins  
**Cost:** Mem \$88 | Non-Mem \$120

QA2

## OCTOBER

### Overview of How to Employ Staff



Everyday CCSA's Member Support team answers calls from early childhood services about how to employ staff. Now you can benefit from our sector specific experience and get the information you need to employ staff confidently through this overview, including essential criteria, interview tips and employment contracts.

**Date:** Thursday 13 October  
**Time:** 10.30am - 11.15am  
**Duration:** 45mins  
**Cost:** Mem \$88 | Non-Mem \$120

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## NOVEMBER

### An Introduction to Strategic Business Planning



Having a strong vision and long-term goals and focus for your early childhood service supports teams to work collaboratively to thrive. The CCSA team of specialists will provide an introduction to what you must consider when developing a Business Strategic Plan.

**Date:** Thursday 10 November  
**Time:** 10.30am - 11.15am  
**Duration:** 45mins  
**Cost:** Mem \$88 | Non-Mem \$120

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