

2010 WORKSHOP CALENDAR

FREE FEBRUARY

Managing People - A Leadership program for Directors - Cheryl Reid - Melbourne Office

Today's managers are expected to create a corporate culture, demonstrate vision, be excellent communicators, manage staff effectively and build an environment that is invigorating and fun. The course provides the skills and techniques to be an effective people manager.

- Course Details:
- What is People Management? - Comfort Zone - What type of Manager are you?
 - Communication skills - Incorporating the 4 MAT model
 - On the Job Training and Coaching
 - Definition of training and coaching/Principles of Adult learning-6 step training and coaching model
 - Coaching planners using TACT and FOCUS model
 - Delegation
 - What is delegation?/Delegation Model/Completing the delegation worksheet
 - Action plan for personal development

Cost FREE Tuesday 16th 6-8pm

School Readiness - Kinder Teachers - Angela Ditchmen - Melbourne Office

When is the right time? Every year both kinder teachers and parents deal with the issues surrounding school readiness. For parents this can be a big decision that causes a lot of anxiety and the questions often start early in the year. This session will look at the following areas in relation to school readiness:

- How and when to address readiness with parents.
- Why do we delay school entry? Issues specific to Victorian education
- Identifying/assessing a child's readiness for school
- Applying for an extra funded year of four year old kinder
- Strategies for parents and caregivers to assess readiness
- Strategies for parents and caregivers to promote readiness

Cost FREE Wednesday 24th 6-8pm

MARCH

Understanding Boys - Angela Ditchmen - Footscray Library, 56 Paisley Street, Footscray

Providing appropriate and challenging curriculums that meet the needs and interests of both genders can sometimes present a few challenges. This workshop will provide the following strategies:

- Understanding the developmental needs of boys
- Managing rough& tumble /superhero play
- Engaging boys in literacy and other aspects of the curriculum
- Positive behaviour guidance for boys

Cost \$66 Tuesday 23rd 6-7.50pm



APRIL

Hum Strum Move and Drum - Heather Munro - Mount Waverley Community Centre, 47 Miller Crescent, Mount Waverley

Children learn best when they are having fun. Learn how to utilise their energy and use music as a tool to explore a variety of learning opportunities. Discover a new repertoire of original music and proven activities designed to encourage children's full involvement.

- Activities will nurture personal growth as well as musicality. This session will include instrument playing, group and partner dances as well as echo songs and action songs. Feel like some fun? Get involved in the singing, moving and instrument playing, in a supportive non-threatening environment.

Cost \$66 Tuesday 20th 6-8pm

Early Years Framework - Angela Ditchmen - Melbourne Office

The recent releases of the National Early Years Learning Framework and the Victorian Early Learning and Development Framework will require all childcare professionals to revisit and make changes to their curriculums and program planning domains. The workshop will look at the following areas: Understanding the purpose of the frameworks and how they work together Implementing the frameworks through your curriculums, environments and interactions explaining the framework to parents

Cost \$66 Tuesday 27th 6-8pm

First Aid Level 2 HLTFA301B - APPLY FIRST AID - Frances Bremner - Melbourne Office

This course meets the requirements of the Children's Services Regulations. The course is delivered in a 6 hour session with Theory homework to be completed, which is issued prior to the course date. The homework is very easy to complete and takes 2 1/2 hours to complete. A Manual will be issued which contains all the answers in it. On the day we cover all the practical components of the course.

- i.e. DRABCD CPR, DEFIBRILLATION DEMONSTRATION, CHOKING, ASTHMA EMERGENCY DEMONSTRATION, EPIPEN UPDATE & BANDAGING. Children and Infant Manikins are provided for CPR practice. Note: places are available for just the CPR component.

Cost \$143 (+ \$10 for resources) Wednesday 28th 9am-5pm

MAY

Positive Behaviour Guidance 3-5 year olds - Angela Ditchmen - Melbourne Office

This workshop focuses on identifying and understanding the behaviours and developmental characteristics of children aged between three and five. The aim of the session is to provide practical strategies that can be implemented across a variety of children's service settings to achieve the following goals:

- An increase in self regulating behaviours amongst this age group
- Practical ways of promoting positive long term outcomes in relation to peer sociability and general behaviour
- Strategies for talking to parents about both the behaviours of children and behaviour guidance strategies of the service
- Creating a calm, enjoyable environment for everyone (including grown ups!)
- Environments/activities that help to foster positive behaviour

Cost \$66 Wednesday 19th 6-8pm

Portfolios - Lydia Bustin - Mount Waverley Community Centre, 47 Miller Crescent, Mount Waverley

What is a portfolio? What are the benefits of a portfolio? Why and how do you use the portfolio as an assessment tool? What goes into a portfolio? Who is it for? Who contributes to it? This workshop will provide the answers to many questions. Portfolios are a valuable learning tool for children, educators and parents. Come along and discover why so many services use the Portfolio method.

Cost \$66 Wednesday 26th 6-8pm

JUNE

Communication with Families & Parents - Angela Ditchmen - Footscray Library, 56 Paisley Street, Footscray

Forming a positive and constructive bond with a child's family will assist the child in developing a sense of belonging within the service. The following strategies will be covered in this workshop:

- Developing a positive relationship with all parents
- Using reflective listening strategies
- Dealing with difficult issues
- Involving the parents in the planning process
- Accurate documentation

Cost \$66 Wednesday 16th 6-7.50pm

Team Building - Cheryl Reid - Melbourne Office

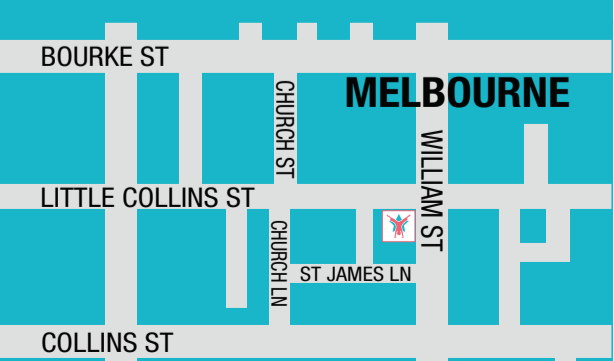
What is a team? A team is a group of people working towards a common goal. In this workshop we explore how we work together to achieve the common goal. We also explain the tools required to achieve this common goal. These tools are as follows:

- Effective communication skills
- Problem solving techniques
- Understanding how the dynamics in a team work
- Measurement of a successful team

We then go through participation in Team building activities to reinforce our learning, ones in which you can take back to your centres to assist your teams.

Cost \$66 Tuesday 22nd 6-8pm

MELBOURNE OFFICE



The majority of our workshops are conducted onsite at our training facilities:

Level 6, 91 William Street, Melbourne VIC 3000

www.expectastar.com.au

To reserve your place
book online at
www.stareducation.com.au or
call 1300 669 653



Expect A Star.
EDUCATION SERVICES

JULY

Program Flow - Lesley Forbes - Mount Waverley Community Centre, 47 Miller Crescent, Mount Waverley

Lesley has developed a programming document for the purpose of shifting the burden of meaningless planning onto a more relevant and purposeful document that records and celebrates the journeys of children. She is the creator of the PROGRAM FLOW, an exciting philosophy and program design that has its roots firmly planted in a true, child initiated play based program. This is supported by an aesthetic environment full of wonder and stimulation for the whole child that empowers children, and adults to view their worlds through different eyes.

Cost \$66 Wednesday 14th 6-8pm

Understanding and Implementing Emergent Curriculums - Angela Ditchmen - Melbourne Office

This session explores practical ways of planning and implementing a curriculum based on contemporary, child centered, approaches to program development. The workshop provides a range of time efficient methods, for both qualified staff and assistants to record and reflect the individual needs and interests of the children, and their families within in the program. The outcomes of the session are as follows:

- Understand the relevance of Emergent curriculum
- Develop strategies for efficient and meaningful record taking
- Use multi media as an observing/planning tool
- Create child centered programs that reflect the needs and interests of individual children and their families

Cost \$66 Tuesday 20th 6-8pm

AUGUST

Safety Awareness for Children's Services - Frances Bremner - Melbourne Office

The 2 hours program is an awareness of OH&S Act and the hazards in the children's services. We look at Risk Minimisation and Safe Manual Handling.

Cost \$66 Wednesday 11th 6-8pm

Observations - Recording the development of young children - Lydia Bustin - Melbourne Office

Observing and recording the development of young children provides the basis for program planning in the early childhood setting. Traditionally this has been the responsibility of the qualified educator however current practice supports and promotes a collaborative approach with all staff contributing to this process. Through active involvement in this workshop, participants will learn how and what to observe, how to document, interpret and make informed decisions by which to provide an educational play-based program to suit the individual and group needs of all children.

Cost \$66 Tuesday 17th 6-8pm

SEPTEMBER

Time Management - Cheryl Reid - Footscray Library, 56 Paisley Street, Footscray

The greatest single problem that people have today is "time poverty". The very act of taking a moment to think about your time before you spend it will begin to improve your personal time management. The course provides the skills and techniques to be an effective time manager.

- Increase self-awareness of your own time management
- Prioritise effectively, distinguishing between the urgent and the important
- 3 Strategies to Prioritise and Save Time
- Create a plan for your goals on a daily and weekly basis
- Minimise interruptions and deal with procrastination
- Create an action plan that you intend to implement in your workplace

Cost \$66 Wednesday 8th 6-7.50pm

Exploring Mathematics in Early Childhood - Lydia Bustin - Melbourne Office

Numeracy is much more than counting. Young children need meaningful hands-on ways to explore numbers and mathematical concepts. Learn how to provide a numeracy-rich learning environment that promotes the foundation for future mathematical success. Discover how to make mathematics fun!

Cost \$66 Tuesday 14th 6-8pm

OCTOBER

Music for the Very Young - Heather Munro - Melbourne Office

Some music for the really young ones. 0-4 years is the most critical learning time in a child's development. Have fun with original songs that will involve young children in bouncing, crawling, jumping, swinging, stamping, tickling, stretching, singing, playing instruments and relaxing for sleep. This workshop will help you make the most of this critical learning period. You will need your teddy bear for this session.

Cost \$66 Tuesday 19th 6-8pm

The Art of Storytelling - Lydia Bustin - Mount Waverley Community Centre, 47 Miller Crescent, Mount Waverley

Storytelling is an ancient and traditional form of communication and education embraced by all cultures. Important messages are expressed and conveyed through storytelling. This informative, practical hands-on workshop will leave you inspired by your own natural storytelling talents by which to captivate young children and create magic with the words, 'Once upon a time'.

Cost \$66 Wednesday 27th 6-8pm

NOVEMBER

Inviting Play Spaces - Angela Ditchmen - Melbourne Office

The opportunity to play provides a range of important outcomes and opportunities for children. It may also be possible, that successful provision of stimulating, open ended environments and activities may influence both individual behaviors and group dynamics within the room. This session covers the following topics, for all age groups:

- Responding to children's interests
- Setting up environments that promote positive Social and emotional development
- Creating calming spaces
- Small and large group spaces
- Encouraging inquiry skills and concentration
- Using time and materials efficiently, creatively and effectively.

Cost \$66 Wednesday 10th 6-8pm

Can't find what you're looking for? There are a number of additional courses that we can run onsite at your centre, including:

- Creating Calm Environments
- Planning for and writing effective transition reports
- Managing People
- First Aid Management of Anaphylaxis Course
- Asthma Emergency Course Code
- Teamwork
- Little Scientists

Professionally develop your staff

Time to hold a workshop at your centre for your staff?

Need Relief Staff - Why shouldn't you Expect A Star?