



# 2024 TRAINING CALENDAR



Supporting approved providers and leaders in early childhood governance and management

FULL YEAR PACKAGE - ALL 8 WEBINARS - \$685 MEMBER \$935 NON-MEMBER REGISTER BY 22 DEC



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## FEBRUARY



### Contingency Planning

*Managing staffing absences while maintaining quality practices*

In early childhood services, having a plan in place to manage expected and unexpected staffing absences is essential.

How do you ensure staffing roles and responsibilities are implemented in the absence of key staff?

Explore processes and documents that can support managers for effective contingency planning.

**Date:** Thursday 15 February  
**Time:** 10.30am - 11.30am  
**Cost:** Mem \$95 | Non-Mem \$135

QA4 QA7

## MARCH



### Reporting in the Financial Cycle

*Roles and responsibilities*

The financial cycle includes budgeting, monitoring, analysing and reporting data.

Knowing timelines, tasks and responsibilities is important for effective financial management.

Explore responsibilities of the administration officer, the director and the management committee for each stage of the cycle.

**Date:** Thursday 7 March  
**Time:** 10.30am - 11.30am  
**Cost:** Mem \$99 | Non-Mem \$155

QA7

## MAY



### Managing Projects for your Service

*Planning for success*

Fundraising, special events, and building improvements are some projects you might be involved in.

How do you manage timelines, budgets, risks, and resources to meet project objectives?

Acquire knowledge for fundamental skills and resources to successfully manage a project from start to finish.

**Date:** Thursday 9 May  
**Time:** 10.30am - 11.30am  
**Cost:** Mem \$95 | Non-Mem \$135

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## JUNE



### Self-Assessment & Quality Improvement Planning

*Engaging the committee*

Engaging the committee in the Self-Assessment and Quality Improvement is essential when striving for high quality.

How do you ensure your committee is included and understands the process?

Explore how the Nominated Supervisor can authentically involve the committee in Self-Assessment and Quality Improvement.

**Date:** Thursday 13 June  
**Time:** 10.30am - 11.30am  
**Cost:** Mem \$95 | Non-Mem \$135

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## AUGUST



### Engaging with the Constitution

*For effective decision making, governance and management*

The constitution sets out the terms of the contract between the association and its members. Members agree to comply with the terms of the constitution.

Are you unsure how to resolve a committee disagreement? What do you do when an association member makes requests?

A committee that engages with the constitution will support effective decision making.

**Date:** Thursday 15 August  
**Time:** 10.30am - 11.30am  
**Cost:** Mem \$95 | Non-Mem \$135

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## SEPTEMBER



### Fundamentals of Financial Risk Management

*Identifying risk controls*

Sound financial management includes understanding risks and managing their effects.

How are errors monitored, reported, and managed? Do you have effective systems and processes to manage risks?

Financial risks can be managed with clear segregation of roles and responsibilities.

**Date:** Thursday 12 September  
**Time:** 10.30am - 11.30am  
**Cost:** Mem \$99 | Non-Mem \$155

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## OCTOBER



### Developing a Board Charter

*A framework for meeting obligations*

Whilst the management committee may delegate some of tasks to the director, they must be able to identify and record that these obligations are being met.

The board charter is a framework for the Management Committee to identify areas of compliance including the Constitution, Financial, HR & IR obligations, the NQF & Operational matters.

**Date:** Thursday 17 October  
**Time:** 10.30am - 11.30am  
**Cost:** Mem \$95 | Non-Mem \$135

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## NOVEMBER



### Employment Contracts

*Reducing the risk of misinterpretation & misunderstanding*

The rights and obligations of employers and employees can be clearly understood through clear contract terms that comply with legislation.

Do you and your current employees fully understand employment contracts? Are new employees questioning the wording of certain clauses?

Employment contracts provide clarity and certainty about employment relationships.

**Date:** Thursday 14 November  
**Time:** 10.30am - 11.30am  
**Cost:** Mem \$95 | Non-Mem \$135

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