



## Workshop Training Calendar - February to October 2011

Affordable Child Care Professional Development Workshops

### Our training rooms:

- ◆ Level 1, 500 Hunter Street, Newcastle (above Snap Printing)
- ◆ Level 1, 354 High Street, Maitland
- ◆ Or at your own centre (ask us how)

Ph: (02) 4926-1092 Fax: (02) 4926-1091

[admin@atkinsontraining.com.au](mailto:admin@atkinsontraining.com.au), [www.atkinsontraining.com.au](http://www.atkinsontraining.com.au)

**BOOK AND PAY IN FULL BY February 21st 2011 TO  
RECEIVE EARLY BIRD DISCOUNT**

### All workshops include:

- ◆ Workshop notes
- ◆ Links to NQF, NQS, National Packages, Regulations & Early Years Framework where applicable
- ◆ Parent resource page related to the topic where appropriate (to use in your newsletters)
- ◆ Attendance Certificate (and Statement of Attainment for Accredited Training)
- ◆ Tea and coffee

**Training at your centre:** Training is tailored specifically to your needs when we come to you. A small travel fee may apply to some areas. Food and beverages not included when training at your centre unless otherwise arranged.

***Please pay attention to the location of the workshops as we are facilitate workshops from our Newcastle and Maitland colleges.***

***\* Remember as one of our course participants***

***You can attend our workshops for free!***

***PLEASE NOTE: All centres and individuals eligible for free workshop training must complete a registration form. Failure to attend the workshop will result in full payment of fee.***

## Training Calendar 2011 — NEWCASTLE

February	March				April	May		
Tue 22	Tue 1	Tue 22	Thurs 24	Thu 7	Tue 3	Tue 3	Thu 5	
Early Childhood Network Meeting for sharing ideas on: EYLF  6.30-8pm <b>Cost: Free</b>  Host: Karen Atkinson	Creating Art Spaces and Techniques 6.30-8.30pm Limit 15 places \$60.00 (EBD \$55.00) Lyndall Delmarco <b>GLENDALE Studio</b>	Prepare nutritionally balanced food (incl. safe food handling) <b>Accredited unit CHCCN303A</b> 5.00-8.30pm \$90.00 Jenny Ward Note: Cooks require a different unit	Safe Food Handling Non- Accredited  6.30pm- 8.30 pm \$45.00  Jenny Ward	Yoga through storytelling with young children  6.30-8.30pm \$44.00 (EBD \$39.00)  Ngaire	Effective leadership & creating positive professional culture – NQS 7.1 <i>Time: 630-830pm</i> <b>Cost: \$44</b> EBD: \$39 Karen Atkinson	Child Protection Identify and respond to children and young people at risk <b>CHCCHILD401A</b> (Accredited) 4.30-8.30pm \$90.00 Tracy Manning	Child Protection Identify and respond to children at risk <b>(CHCCHILD401A GAP Assessment)</b> 6.30-8.30pm \$60.00 Tracy Manning	EYLF Workshop 5.30-8.30pm  \$55.00 (EBD - \$49.00)  Karen Atkinson

May		June					July		
Mon 16	Tue 17	Tue 7	Thu 9	Tue 21	Tue 28	Thu 30	Mon 18	Tue 19	Tue 26
Early Childhood Network Meeting for sharing ideas on: TBA  6.30pm-8pm <b>Cost: Free</b>  Host: Karen Atkinson	Speech and Language disorders  6.30-8.30pm \$44.00 (EBD \$39.00)  Donna Hill	EYLF—Outcome 1 Children have a strong sense of identity  6.30 – 8.30 pm \$44.00 (EBD- \$39.00)  Rebecca Boland	Collaborative partnership with families—NQS  6.30 – 8.30 pm \$44.00 (EBD- \$39.00)  Rebecca Boland	Autism & Aspergers—Autism Spectrum Australia  6.30-8.30pm \$69.00  Mark Durie	Developing Math & Science Concepts  6.30 – 8.30pm \$44.00 (EBD- \$39.00)  Rebecca Boland	OH&S, Lockdown And Evacuation Procedures  6.30-8.30pm \$44.00 (EBD - \$39.00)  Tracy Manning	Early Childhood Network Meeting for sharing ideas on: TBA  6.30pm-8pm <b>Cost: Free</b>  Host: Karen Atkinson	Yoga through storytelling with young children  6.30-8.30pm Cost: \$44.00 (EBD \$39.00)  Ngaire	Sensory Integration  6.30-8.30pm \$44.00 (EBD- \$39.00)  Karen Temme

August			September		October				
Tue 16	Mon 22	Mon 29	Tue 13	Mon 19	Tue 11	Thu 20	Mon 24		
Prepare nutritionally balanced food (incl. safe food handling) <b>Accredited unit CHCCN303A</b> 5.00-8.30pm \$90.00 Jenny Ward Note: Cooks require a different unit	Safe Food Handling Non- Accredited  6.30pm- 8.30 pm \$45.00  Jenny Ward	Managing difficult staff & performance  6.30pm- 8.30 pm \$44.00 (EBD- \$39.00)  Karen Atkinson	EYLF—Outcome 3—Children have a strong sense of wellbeing  6.30-8.30pm \$44.00 (EBD - \$39.00)  Rebecca Boland	Indoor Environment Creating Indoor Spaces  6.30 – 8.30 pm \$44.00 (EBD- \$39.00)  Rebecca Boland	Pedagogical Leadership—NQF  6.30-8.30pm \$44.00 (EBD - \$39.00)  Karen Atkinson	Child Protection Identify and respond to children and young people at risk <b>CHCCHILD401A</b> (Accredited) 4.30-8.30pm \$90.00 Tracy Manning	Child Protection Identify and respond to children at risk <b>(CHCCHILD401A GAP Assessment)</b> 6.30-8.30pm \$60.00 Tracy Manning	Recruit, select and induct staff  6.30-8.30pm \$44.00 (EBD \$39.00) Tony Atkinson	Early Childhood Network Meeting for sharing ideas on: TBA  6.30pm-8pm <b>Cost: Free</b>  Host: Karen Atkinson

*Level 1—500 Hunter Street, 2300 Newcastle Phone: 02 4926 1092 Fax: 02 49261091 email: admin@atkinsontraining.com*

# Training Calendar 2011 — MAITLAND




March			May			June		
Tue 1	Wed 23	Tue 29	Tue 10	Wed 11	Wed 1	Wed 15	Wed 15	Wed 15
Creating Art Spaces and Techniques  6.30pm-8.30pm <b>Limit 15 places</b> \$60.00 (EBD \$55.00)  Lyndall Delmarco <b>GLENDAL Studio</b>	Interactive outdoor environment  6.30- 8.30 pm \$44.00 (EBD- \$39.00)  Rebecca Boland	EYLF Outcome 4— Children are confident and involved learners  6.30- 8.30 pm \$44.00 (EBD- \$39.00)  Karen Atkinson	Prepare nutritionally balanced food (incl. safe food handling) <b>Accredited unit CHCCN303A</b> 5.00-8.30pm \$90.00 Jenny Ward Note: Cooks require a different unit	Safe Food Handling Non- Accredited  6.30pm- 8.30 pm \$45.00  Jenny Ward	Creating Great Group Times  6.30-8.30pm \$44.00 (EBD - \$39.00)  Rebecca Boland	Music with a difference II  6.30-8.30pm \$44.00 (EBD - \$39.00)  Rebecca Boland	Child Protection Identify and respond to children and young people at risk <b>CHCCHILD401A</b> (Accredited) 4.30-8.30pm \$90.00 Tracy Manning	Child Protection Identify and respond to children at risk <b>(CHCCHILD401A GAP Assessment)</b> 6.30-8.30pm \$60.00 Tracy Manning


July		August			
Wed 20	Wed 27	Wed 3	Tue 9	Thu 11	Wed 17
Creative Arts Workshop 6.30- 8.30 pm \$44.00 (EBD- \$39.00)  Rebecca Boland	EYLF Outcome 5 Children are effective communicators— Literacy 6.30- 8.30 pm \$44.00 (EBD- \$39.00) Rebecca Boland	Integrating cultural diversity (NQF-EYLF) 6.30-8.30pm \$44.00 (EBD- \$39.00) Rebecca Boland	NQF— Understanding the new quality areas and rating systems 6.30- 8.30 pm \$44.00 (EBD- \$39.00) Tracy Manning	EYLF Workshop 5.30-8.30pm  \$55.00 (EBD - \$49.00) Karen Atkinson	Ideas for creating resources and mini projects with children 6.30-8.30pm \$44.00 (EBD - \$39.00) Rebecca Boland


September	
Wed 7	Tue 13
EYLF Outcome 2 Children are connected with and contribute to their world 6.30- 8.30 pm \$44.00 (EBD- \$39.00) Rebecca Boland	Positive Guidance Techniques 6.30- 8.30 pm \$44.00 (EBD- \$39.00) Karen Atkinson

If you require more information on the workshops above, please find more information in the table below.

All Prices include GST

Date & Time	Location	Cost	Topic
Tuesday 22/02/2011 6.30-8pm	Newcastle	Free	<p><b>Early Childhood Network Meeting</b></p> <p>These requested meetings are open to directors and staff working in the field wanting to share thoughts and approaches relevant to recent changes in our profession. These meetings are free and the topic of each meeting determined by us as a group. Please register for catering purposes. We look forward to seeing you there. <b>First meeting: Topic: EYLF- Bring programming and documentation formats to share and discuss. Host: Karen Atkinson.</b></p>
Tuesday 1/3/2011 6.30-8.30pm	Glendale Studio	\$60 EBD: \$55	<p><b>Creating Art Space</b></p> <p>Want to extend children's art appreciation. This hands on workshop introduces you to a range of new art experience and techniques suitable for under 5's. Learn how to develop a mini art studio and the correct terminology to use with children.</p> <p><b>Presenter: Lyndall Delmarco</b> <b>Note: Workshop held at Delmarco Art Studio: 263 Lake Road Glendale</b></p>
Tuesday 22/03/2011 6.30-8.30pm	Newcastle	\$45	<p><b>Safe Food Handling – Non accredited</b></p> <p>Covers safe food handling aspects of the NSW Children's Service's Regulations 2004 Section 68. This workshop provides training in aspects of Section 68 of the regulations and links to QIAS Principle Area 6. It includes safe food handling, essential for all staff that handle food in the Children's Services Profession.</p> <p><i>Links to: NSW Children's Service's Regulations 2004, QIAS Area 6, 1 and 2 NSW Occupational Health and Safety Act, 2000; Food Act 2003 and NSW Occupational Health and Safety Regulations, 2001.</i></p> <p><b>Presenter Jenny Ward -Chef, Food Safety Auditor</b></p>
Tuesday 22/03/2011 5-8.30pm	Newcastle	\$90 	<p><b>Prepare nutritionally balanced food – Accredited CHCCN303A</b> - Contribute to provision of nutritionally balanced food in a safe and hygienic manner -</p> <p>Covers NSW Children's Service's Regulations 2004 Section 68. This workshop provides training in <b>all aspects</b> of Section 68 of the Regulations and links to QIAS Principle Area 6. It includes safe food handling, nutritional requirements, children's cultural and developmental eating habits, and policy development. Appropriate for all staff that handle food or communicate with families about nutrition.</p> <p><i>Links to: NQS Quality Area 2, NSW Occupational Health and Safety Act, 2000; Food Act 2003 and NSW Occupational Health and Safety Regulations, 2001.</i></p> <p><b>Presenter Jenny Ward Chef, Food Safety Auditor</b></p>
Wednesday 23/3/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<p><b>Interactive Outdoor Program</b></p> <p>A great outdoor environment is more than an obstacle course. Discover ways to expand the great outdoors using easy and practical ideas. Let the children discover the environment around them.</p> <p><i>Links to: QIAS: 3-4</i> <b>Presenter: Bec Boland</b></p>

Date & Time	Location	Cost	Topic
Tuesday 29/3/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<b>EYLF – Outcome 4: Children are Confident &amp; Involved Learners</b>  This workshop will focus on creating a supportive and active learning environment. Workshop covers encouraging children’s curiosity, cooperation, confidence, experimentation and critical thinking, dispositions and understandings.  <b>Presented By: Karen Atkinson</b>
Thursday 24/3/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<b>Yoga through storytelling with young children</b>  Learn safe and creative ways to bring yoga to young children in a fun and interactive 2 hour Workshop. Learn about the benefits of yoga including stress reduction and how to encourage children’s imagination and creativity through yoga and storytelling. Bring a towel or mat and comfortable clothes.  <i>EYLF Outcome 3</i>  <b>Presenter: Ngairé Southwell</b>
Thursday 7/4/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<b>Effective Leadership and creating positive professional culture</b>  Practical workshop to increase your leadership skills. Includes strategies to develop a positive happy, harmonious organisation. Learn how to develop your team, increase staff morale, decrease absences. We will discuss positive approaches to appraising staff and developing their individual skills and building a professional learning community.  <i>Links: QIAS: 7</i>  <b>Presenter: Karen Atkinson</b>
Tuesday 3/5/2011 4.30-8.30pm	Newcastle	\$90 	<b>Child Protection Workshop – Accredited</b>  <b>CHCCHILD401A Identify and respond to children and young people at risk</b>  This is an Accredited Unit. A requirement for authorised supervisors under NSW Children’s Services Regulations 2004. Covers signs of abuse and <i>new</i> mandatory reporting. Statement of Attainment issued with this.  <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i>  <b>Presenter: Tracy Manning</b>
Tuesday 3/5/2011 6.30-8.30pm	Newcastle	\$60	<b>Child Protection Workshop – Accredited Gap Assessment</b>  <b>CHCCHILD401A Identify and respond to children and young people at risk</b>  Trainer will be covering the new mandatory guidelines during this time. If you already have CHCCHILD1C you are eligible to undertake a gap assessment outlining the new performance criteria to receive the new unit.  <b>Accredited Training:</b>  <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i>  <b>Presenter: Tracy Manning</b>

Date & Time	Location	Cost	Topic
Thursday 5/5/2011 5.30-8.30pm	Newcastle	\$55 EBD: \$49	<p><b>EYLF Workshop</b></p> <p>This 3 hour workshop explains the EYLF covering the elements, principals, practices and learning outcomes. It provides <b>practical strategies, documentation formats and systems</b> for implementing the framework in your centre. This workshop is about making the curriculum work for you! Its hands on, practical and relevant.</p> <p><b>Presenter: Karen Atkinson</b></p>
Tuesday 10/05/2011 6.30-8.30pm	Maitland	\$45	<p><b>Safe Food Handling – Non accredited</b></p> <p>Covers safe food handling aspects of the NSW Children’s Service’s Regulations 2004 Section 68. This workshop provides training in aspects of Section 68 of the regulations and links to QIAS Principle Area 6. It includes safe food handling, essential for all staff that handle food in the Children’s Services Profession.</p> <p><i>Links to: NSW Children’s Service’s Regulations 2004, QIAS Area 6, 2 and 6.3 NSW Occupational Health and Safety Act, 2000; Food Act 2003 and NSW Occupational Health and Safety Regulations, 2001</i></p> <p><b>Presenter Jenny Ward -Chef, Food Safety Auditor</b></p>
Tuesday 10/05/2011 5-8.30pm	Maitland	\$90 	<p><b>Prepare nutritionally balanced food – Accredited CHCCN303A</b> - Contribute to provision of nutritionally balanced food in a safe and hygienic manner -</p> <p>Covers NSW Children’s Service’s Regulations 2004 Section 68. This workshop provides training in <b>all aspects</b> of Section 68 of the Regulations and links to QIAS Principle Area 6. It includes safe food handling, nutritional requirements, children’s cultural and developmental eating habits, and policy development. Appropriate for all staff that handle food or communicate with families about nutrition.</p> <p><i>Links to: NSW Children’s Service’s Regulations 2004, QIAS Area 6, 2 and 6.3 NSW Occupational Health and Safety Act, 2000; Food Act 2003 and NSW Occupational Health and Safety Regulations, 2001</i></p> <p><b>Presenter Jenny Ward Chef, Food Safety Auditor</b></p>
Wednesday 11/5/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<p><b>Creating Great Group Times</b></p> <p>This workshop will inspire you to create interactive group times! We will have hands-on experiences using a variety of resources and develop practical ideas for reconnecting with children in group times</p> <p><i>Links: QIAS: 3-4</i></p> <p><b>Presented By: Bec Boland</b></p>
Monday 16/05/2011 6.30-8pm	Newcastle	Free	<p><b>Early Childhood Network Meeting</b></p> <p>These requested meetings are open to directors and staff working in the field wanting to share thoughts and approaches relevant to recent changes in our profession. These meetings are free and the topic of each meeting determined by us as a group. Please register for catering purposes. We look forward to seeing you there.</p> <p><b>Topic: To be Advised    Host: Karen Atkinson.</b></p>

Date & Time	Location	Cost	Topic
Tuesday 17/5/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<b>Speech and Language Disorders</b> Donna Hill, Speech Pathologist, answers your questions regarding a variety of speech and language disorders. Including, stuttering, lisps, language delay, dyspraxia and general speech omissions. Please send through your ideas with your registration. <i>QIAS areas 1, 3 &amp; 4</i> <b>Presenter: Donna Hill</b>
Wednesday 1/6/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<b>Music with a Difference II</b> Guaranteed you will think outside the square! Practical ideas to extend your current music program beyond the trusty CD player! This is a new workshop so more ideas for those who have also attended Music with a Difference I last year. <i>QIAS Area 4 and 2</i> <b>Presenter: Bec Boland</b>
Tuesday 7/6/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<b>EYLF – Outcome 1 - Children have a strong sense of identity</b> This workshop covers the research and strategies to support resilience in our children and a strong sense of self. In includes documenting children’s learning outcomes in this area. <i>Links: Outcome 1 Early Years Learning Framework</i> <b>Presented By: Bec Boland</b>
Thursday 9/6/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<b>Collaborative partnership with families</b> During this workshop you will be encouraged to look at the relationship you have with parents at your service. You will come away with practical ideas for moving from parent involvement to parent partnerships. <i>Links: QIAS: 2</i> <b>Presenter: Bec Boland</b>
Wednesday 15/06/2011 4.30-8.30pm	Maitland	\$90 	<b>Child Protection Workshop – Accredited</b> <b>CHCCHILD401A Identify and respond to children and young people at risk</b> This is an Accredited Unit. A requirement for authorised supervisors under NSW Children’s Services Regulations 2004. Covers signs of abuse and <i>new</i> mandatory reporting. Statement of Attainment issued with this. <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i> <b>Presenter: Tracy Manning</b>
Wednesday 15/06/2011 6.30-8.30pm	Maitland	\$60 	<b>Child Protection Workshop – Accredited Gap Assessment</b> <b>CHCCHILD401A Identify and respond to children and young people at risk</b> Trainer will be covering the new mandatory guidelines during this time. If you already have CHCCHILD1C you are eligible to undertake a gap assessment outlining the new performance criteria to receive the new unit. <b>Accredited Training:</b> <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i> <b>Presenter: Tracy Manning</b>

Date & Time	Location	Cost	Topic
<p><b>Tuesday</b> 21/6/2011 6.30-8.30pm</p>	<p>Newcastle</p>	<p>\$69</p>	<p><b>Autism &amp; Aspergers</b></p> <p>This much requested workshop identifies the early signs of Autism and Aspergers. Strategies suitable for child care centre and pre-school staff to implement with both 2 to 3 year olds and pre-school children and provides ideas for referral. <i>Links to: QIAS 3-4</i></p> <p><b>Presenter: Mark Durie – Autism Spectrum Australia</b></p>
<p><b>Tuesday</b> 28/6/2011 6.30-8.30pm</p>	<p>Newcastle</p>	<p>\$44 EBD: \$39</p>	<p><b>Developing Math &amp; Science Concepts</b></p> <p>This workshop discusses a variety of math's and science concepts and how to implement them naturalistically within your centre encouraging children's problem solving, hypothesizing, experimenting, researching, investigating. <i>Links: Outcome 4 Early Years Learning Framework; QIAS Area 2, 3 and 4</i></p> <p><b>Presented By: Bec Boland</b></p>
<p><b>Thursday</b> 30/6/2011 6.30-8.30pm</p>	<p>Newcastle</p>	<p>\$44 EBD: \$39</p>	<p><b>OH&amp;S -Lock down and Evacuation Procedures</b></p> <p>Occupational Health and Safety Legislation places a significant duty of care upon us to provide a safe workplace for staff and clients. This workshop has been designed specifically for the child care profession.</p> <ul style="list-style-type: none"> <li>➤ <b>Formulation of "Lockdown"</b> procedures designed to provide safety and security for staff and children in the event of an external threat (armed or drug affected trespasser, aggressive offender within the perimeter of the centre).</li> <li>➤ <b>Using Risk Assessment Procedures</b> to develop appropriate and realistic safety control measures.</li> <li>➤ <b>Emergency Evacuation Procedures:</b> examining individual Evacuation plans and examining contingency planning in relation to transporting staff and children from the Evacuation Assembly Area to a suitable Evacuation Centre and informing parents.</li> <li>➤ <b>Missing child protocols</b></li> </ul> <p>Feel free to bring along your current policies and procedures - in particular evacuation, missing child, and lock down, etc. <i>Links: QIAS: 5-7</i></p> <p><b>Presenter: Tracy Manning</b></p>
<p><b>Monday</b> 18/07/2011 6.30-8pm</p>	<p>Newcastle</p>	<p>Free</p>	<p><b>Early Childhood Network Meeting</b></p> <p>These requested meetings are open to directors and staff working in the field wanting to share thoughts and approaches relevant to recent changes in our profession. These meetings are free and the topic of each meeting determined by us as a group. Please register for catering purposes. We look forward to seeing you there.</p> <p><b>Topic: To be Advised    Host: Karen Atkinson.</b></p>

Date & Time	Location	Cost	Topic
Tuesday 19/7/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<p><b>Yoga through storytelling with young children</b></p> <p>Learn safe and creative ways to bring yoga to young children in a fun and interactive 2 hour Workshop. Learn about the benefits of yoga including stress reduction and how to encourage children's imagination and creativity through yoga and storytelling. Bring a towel or mat and comfortable clothes.</p> <p><i>EYLF Outcome 3</i></p> <p><b>Presenter: Ngaire Southwell</b></p>
Wednesday 20/7/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<p><b>Creative Arts Workshop</b></p> <p>Perfect for all staff and those new to child care. It covers a range of Visual Arts ideas including, drawing, painting, sculpture, architecture, and printmaking, and modern visual arts, such as photography. Documenting art.</p> <p><i>Links to: QIAS Quality Area 4</i>    <b>Presented By: Bec Boland</b></p>
Tuesday 26/7/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<p><b>Sensory Integration Workshop</b></p> <p>Do you know children who can't sit still, seem to tune out in noisy environments, are extremely fussy eaters, hate getting dressed or walk on their toes? There are sensory strategies you can use to help children improve their body awareness and regulate their level of alertness, so they can happily interact with their world. Sensory integration is explained and practical ideas are discussed to help children who seem to be in 'sensory overload!</p> <p><b>Presented By: Karen Temme - Physiotherapist</b></p>
Wednesday 27/7/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<p><b>EYLF – Outcome 5 – Children are effective communicators – Literacy</b></p> <p>This workshop covers assessment for learning and programming related to outcome 5. Includes literacy and language development.</p> <p><b>Presented By: Bec Boland</b></p>
Wednesday 3/8/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<p><b>Integrating cultural diversity</b></p> <p>This workshop covers cultural competency and creating a culturally safe environment for children and families. It includes reflecting diversity in the environment and our practices this includes the valuing of Australia's Aboriginal and Torres Strait Islander cultures.</p> <p>Links to: EYLF    <b>Presented By: Bec Boland</b></p>
Thursday 11/8/2011 5.30-8.30pm	Maitland	\$55 EBD: \$49	<p><b>EYLF Workshop</b></p> <p>This 3 hour workshop explains the EYLF covering the elements, principals, practices and learning outcomes. It provides <b>practical strategies, documentation formats and systems</b> for implementing the framework in your centre. This workshop is about making the curriculum work for you! Its hands on, practical and relevant.</p> <p><b>Presenter: Karen Atkinson</b></p>

Date & Time	Location	Cost	Topic
Tuesday 16/08/2011 6.30-8.30pm	Newcastle	\$45	<p><b>Safe Food Handling – Non accredited</b></p> <p>Covers safe food handling aspects of the NSW Children’s Service’s Regulations 2004 Section 68. This workshop provides training in aspects of Section 68 of the regulations and links to QIAS Principle Area 6. It includes safe food handling, essential for all staff that handle food in the Children’s Services Profession.</p> <p><i>Links to: NSW Children’s Service’s Regulations 2004, QIAS Area 6, 2 and 6.3 NSW Occupational Health and Safety Act, 2000; Food Act 2003 and NSW Occupational Health and Safety Regulations, 2001</i></p> <p><b>Presenter Jenny Ward -Chef, Food Safety Auditor</b></p>
Tuesday 16/08/2011 5-8.30pm	Newcastle	\$90	<p><b>Prepare nutritionally balanced food – Accredited</b> <b>CHCCN303A</b> - Contribute to provision of nutritionally balanced food in a safe and hygienic manner -</p> <p>Covers NSW Children’s Service’s Regulations 2004 Section 68. This workshop provides training in <b>all aspects</b> of Section 68 of the Regulations and links to QIAS Principle Area 6. It includes safe food handling, nutritional requirements, children’s cultural and developmental eating habits, and policy development. Appropriate for all staff that handle food or communicate with families about nutrition.</p> <p><i>Links to: NSW Children’s Service’s Regulations 2004, QIAS Area 6, 2 and 6.3 NSW Occupational Health and Safety Act, 2000; Food Act 2003 and NSW Occupational Health and Safety Regulations, 2001</i></p> <p><b>Presenter Jenny Ward -Chef, Food Safety Auditor</b></p>
Wednesday 17/8/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<p><b>Ideas for creating resources and mini projects with children</b></p> <p>This workshop covers creating meaningful resources and how to undertake and document projects with young children.</p> <p><i>Links to: EYLF</i></p> <p><b>Presenter: Bec Boland</b></p>
Monday 22/8/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<p><b>Managing difficult staff &amp; performance</b></p> <p>This workshops covers how to manage difficult staff members includes communication, codes of conduct, systems for improving performance and termination of employment.</p> <p><i>Links: QIAS 7</i></p> <p><b>Presented By: Karen Atkinson</b></p>
Monday 29/8/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<p><b>EYLF – Outcome 3 Children are connected and have a sense of wellbeing</b></p> <p>This workshop will encourage educators to reflect on how to help children to connect with and contribute to their world. We will also focus on how to assist children to become strong in their social and emotional wellbeing and to take increasing responsibility for their own health and physical wellbeing.</p> <p><b>Presented By: Bec Boland</b></p>

Date & Time	Location	Cost	Topic
Wednesday 7/9/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<b>EYLF – Outcome 2 – Children are connected with and contribute to their world</b> This workshop explores outcome 2 including the theories behind this outcome, practical strategies for empowering children and encouraging morality and social responsibility and respect for the environment and others. Includes documenting and observing evidence of children’s understandings and participation. <b>Presenter: Bec Boland</b>
Tuesday 13/9/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<b>Indoor Environment</b> This workshop encourages you to look at the way you use your indoor space. We look at the effect of the environment on children and practical ways to create aesthetic and practical indoor spaces that children – and staff – will be inspired by. <i>Links: QIAS: 3-4</i> <b>Presenter: Bec Boland</b>
Tuesday 13/9/2011 6.30-8.30pm	Maitland	\$44 EBD: \$39	<b>Positive Guidance Techniques</b> This workshop covers practical strategies to work with the individual needs of children. It looks at the types of behaviour children display and practical strategies to reconnect with the child. <i>Links to: QIAS Area 1</i> <b>Presenter: Karen Atkinson</b>
Monday 19/9/2011 6.30-8.30pm	Newcastle	\$44 EBD: \$39	<b>Pedagogical Leadership</b> <b>This workshop covers what is a Pedagogical Leader? How to implement this role in your centre and practical strategies to extend staff’s awareness of latest research and teaching practices.</b> <i>Links to: EYLF</i> <b>Presenter: Karen Atkinson</b>
Tuesday 11/10/2011 4.30-8.30pm	Newcastle	\$90 	<b>Child Protection Workshop – Accredited</b> <b>CHCCHILD401A Identify and respond to children and young people at risk</b> This is an Accredited Unit. A requirement for authorised supervisors under NSW Children’s Services Regulations 2004. Covers signs of abuse and <i>new</i> mandatory reporting. Statement of Attainment issued with this. <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i> <b>Presenter: Tracy Manning</b>
Tuesday 11/10/2011 6.30-8.30pm	Newcastle	\$60 	<b>Child Protection Workshop – Accredited Gap Assessment</b> <b>CHCCHILD401A Identify and respond to children and young people at risk</b> Trainer will be covering the new mandatory guidelines during this time. If you already have CHCCHILD1C you are eligible to undertake a gap assessment outlining the new performance criteria to receive the new unit. <b>Accredited Training:</b> <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i> <b>Presenter: Tracy Manning</b>

Date & Time	Location	Cost	Topic
<p>Thursday 20/10/2011 6.30-8.30pm</p>	<p>Newcastle</p>	<p>\$44 EBD: \$39</p>	<p><b>Recruit, select and induct staff</b></p> <p>No more wasting time interviewing 15 people for the position! This course will give you practical strategies in your business to successfully attract, interview and induct staff. It includes templates and procedures to follow.</p> <p><b>Presenter: Tony Atkinson</b></p>
<p>Monday 24/10/2011 6.30-8pm</p>	<p>Newcastle</p>	<p>Free</p>	<p><b>Early Childhood Network Meeting</b></p> <p>These requested meetings are open to directors and staff working in the field wanting to share thoughts and approaches relevant to recent changes in our profession. These meetings are free and the topic of each meeting determined by us as a group. Please register for catering purposes. We look forward to seeing you there.</p> <p><b>Topic: To be Advised    Host: Karen Atkinson.</b></p>

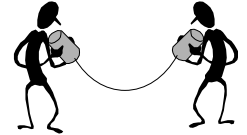
# Training Calendar

## February to October 2011

All Prices include GST

If you would like us to come to your centre, please call 49261 092 so we can tailor training specifically to your requirements. We have a range of other topics available.

Please talk to us.



### How to register for training

1. Complete Registration Form below. Remember to put your mobile number for SMS reminder
2. Post or fax Registration to **Atkinson Training and Development**

P.O Box 1817  
Newcastle NSW 2300

Fax: 49261 091

or

3. Payment options:

- ◆ Direct deposit payment over the internet or at a Greater Building Society to:

**Atkinson Training and Development**  
**BSB: 637-000 Account: 713155322**

- ◆ Cheque payments to be made out to Atkinson Training and Development
- ◆ Cash in person – to our Newcastle office level 1, 500 Hunter St, Newcastle NSW 2300

**Note: Please ensure you write your name and workshop date when making a direct deposit, so we know who it belongs to. You will receive a receipt and confirmation in the post.**

*Due to limited places and minimum numbers required to present workshops **no refunds** are given for cancellations by participants. A credit for training will be given in exceptional circumstances such as death or serious injury involving hospitalisation of the workshop participant. Atkinson Training and Development reserves the right to cancel workshops in which case a full refund or credit for training as chosen by the participant will apply.*

## Who Are Our Workshop Presenters?

### **Karen Atkinson (Early Childhood Specialist)**

*Karen has had 20 years experience working with children in a variety of children's services and has been tutoring adults for the past 18 years. For the past 7 years Karen has worked as a University Lecturer and Course Co-ordinator at the University of Western Sydney and Newcastle University in Early Childhood Education. Karen also was involved in setting up the first disability SUPS program in NSW and specialises in child development, Music and literacy (Literacies, communities and under 5's project, 2000). Karen Atkinson holds a Bachelor of Education (Honours Class 1), a Bachelor of Teaching (Early Childhood), Certificate in Child Care Studies and Certificate IV in Workplace Assessment and Training.*

### **Jenny Ward (Food Safety Auditor)**

*Jenny has had 19 years experience as a Qualified Chef. She has been a catering manager for two of Newcastle's private hospitals. Jenny is accredited in Food Safety Training. She also holds a Certificate IV in Training & Assessment and Certificate in Nutrition.*

### **Tracy Manning (Early Childhood Educator)**

*With an original qualification of Associate Diploma, Tracy has had 13 years experience working with children in a variety of children's services. Tracy holds a Bachelor of Teaching (Early Childhood) and is a competent Quality Improvement and Accreditation System (QIAS) Validator. Tracy also holds a Certificate IV in Training & Assessment.*

### **Becc Boland (Early Childhood Educator)**

*Rebecca has had 13 years experience working with children in pre-school, occasional care and long day care settings. Rebecca's experience has included teaching and working as a centre director. Her early childhood interests include anti-bias and culturally inclusive programming, mathematical development and self-esteem development in young children. Rebecca holds a Bachelor of Education (Early Childhood) and Certificate IV in Training and Assessment.*

### **Karen Temme Physiotherapist**

*Karen works full time with children with special needs and has over 10 years experience working as a as a physiotherapist*

### **Ngarie Southwell (Qualified Yoga instructor).**

*Qualified Yoga Instructor. Ngarie practices yoga with children in primary schools in the hunter and has designed extended this practice to Early Childhood.*

### **Tony Atkinson (Business Development Trainer and Manager)**

*Tony has over 25 years experience in running and assisting small businesses to grow and develop. Having mentored over 120 businesses to success, his methods of team development and expanding sales growth ensure happy and productive work environments. Tony is a qualified Trainer & Assessor and also holds a Certificate IV in Small Business Management and a Bachelor of Training and Development.*

### **Donna Hill (Speech Pathologist)**

*Donna is a qualified speech pathologist specialising in children. Donna has supported the hunter for over 25 years.*

### **Lyndall Delmarco (Local Professional Artist)**

*Lyndall specialises in children's art classes. Her workshops are great for anyone who needs to build confidence with art and learning how to share art with young children*

# Atkinson Training Professional Development Workshop Registration Form

Fax: 4926-1091      Ph: 49261092      P.O Box 1817 Newcastle, 2300.

**BOOK AND PAY IN FULL BY MARCH 12 2010 TO RECEIVE EARLY BIRD DISCOUNT**

*Date:* \_\_\_\_\_ **\*Please Note: All centres and individuals eligible for free workshop training must complete a registration form. To ensure everyone has access to training Failure to attend the workshop will result in full payment of fee.**

PLEASE PRINT CLEARLY				
Name of Workshop	Workshop Date	Name of person attending	Mobile	I agree to pay the full workshop fee if I fail to attend. Please sign

*Payer's Name for issue of invoice:* \_\_\_\_\_ *Address:* \_\_\_\_\_  
 \_\_\_\_\_ *Postcode* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Fax* \_\_\_\_\_ *Workplace:* \_\_\_\_\_

**Reason for attending:**  Children's Services Staff member     Parent     Student

*For a courtesy reminder text to be sent please provide your mobile phone number. Please note: this text is courtesy only and no responsibility is taken should the text not be received. It is the workshop participant's responsibility to attend workshops in which they have registered, no refund or transfer is provided for workshops missed.*

*Thank you for choosing Atkinson Training & Development*

Office use	EMT	MYOB	Reg Book	SMS
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