



Atkinson Training and Development
Training Calendar

March to November 2010

Affordable Child Care
Professional Development Workshops

In our training rooms at
Level 1, 500 Hunter Street, Newcastle (above Snap Printing)
Level 1, 354 High Street, Maitland
or
At your centre

Ph: (02) 4926-1092

BOOK AND PAY IN FULL BY March 12th 2010 TO RECEIVE EARLY BIRD DISCOUNT

Professional Development Workshops Calendar

All workshops include:

- Workshop notes
- Links to QIAS, 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
- Full day workshops include morning tea and light lunch

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

Please pay attention to the location of the workshops since this year we started running workshops from our Newcastle and Maitland colleges.

Training workshops held at:

Atkinson Training and Development Training Rooms
Level 1, 500 Hunter Street, Newcastle
and
Level 1, 354 High Street, Maitland
Ph: 4926-1092

Unless otherwise specified

***** Remember as one of our course participants
You can attend our workshops for free!**

BOOK AND PAY IN FULL BY March 12th TO RECEIVE EARLY BIRD DISCOUNT

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 March to November 2010 — NEWCASTLE

March		April			May			
Tue 16		Wed 21	Wed 28	Wed 28	Tue 4	Tue 18	Sat 22	Tue 25
Safe Food Handling & Food & Nutrition Accredited unit CHCCN303A 5.00-8.30pm \$55.00 (EBD-\$49.00) Note: Cooks require a different unit	Safe Food Handling Non- Accredited 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Art Creating Space and Techniques 7.30pm-9.30pm Limit 12 places \$55.00 (EBD \$49.00) GLENDALE Studio	Child Protection Identify and respond to children at risk CHCCCHILD401A (Accredited) 4.30-8.30pm \$82.00 (EBD - \$76.00)	Child Protection Identify and respond to children at risk (CHCCCHILD401A GAP Assessment) 6.30-8.30pm \$42.00 (EBD - \$38.00)	Speech & Language disorders Donna Hill (Speech Pathologist) 6.30-8.30pm \$45.00 (EBD-\$40.00)	Children's Yoga Penny McAlpine 6.30-8.30pm \$43.00 (EBD-\$38.00) WARABROOK Community Centre	Emergent Curriculum—Early Years Framework 10.00am-3.00pm \$66.00 (EBD 61.00)	Specialised Anaphylaxis Workshop Jan Belcher 6.30-8.30pm \$43.00 (EBD - \$38.00)
June				July	August			
Tue 8	Tue 15	Wed 23	Tue 29	Tue 20	Tue 3	Tue 17	Wed 18	
Music with a Difference 6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Hostage Situations and dealing with aggressive people Constable Jeff Milton 6.30-8.30pm \$39.00 (EBD- \$35.00)	Hints & Tips for Accreditation 6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Developing Math & Science Concepts 6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Sensory Integration Karen Temme 6.30-8.30pm \$39.00 (EBD- \$35.00)	Children are connected and have a sense of wellbeing 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Safe Food Handling & Food & Nutrition Accredited unit CHCCN303A 5.00-8.30pm \$55.00 (EBD-\$49.00) Note: Cooks require a different unit	Safe Food Handling Non- Accredited 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	OH&S, Lockdown And Evacuation Procedures 6.30-8.30pm \$39.00 (EBD - \$35.00)
August	September			October			November	
Tue 31	Tue 7	Wed 22	Wed 22	Tue 12	Tue 19	Tue 26	Tue 9	
Positive Guidance Techniques 6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Indoor Environment Creating Indoor Spaces 6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Child Protection Identify and respond to children at risk CHCCCHILD401A (Accredited) 4.30-8.30pm \$82.00 (EBD - \$76.00)	Child Protection Identify and respond to children at risk CHCCCHILD401A (GAP Assessment) 6.30-8.30pm \$42.00 (EBD - \$38.00)	Confident Learners EYLF Outcome 4 6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Resilience—A sense of identity EYLF Outcome 1 6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Creative Arts Workshop 6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Developing Language Workshop 6.30 – 8.30 pm \$39.00 (EBD- \$35.00) 3	

Atkinson Training and Development ph: 4926-1092 or Fax: 4926-1091

www.atkinsontraining.com.au

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

Training Calendar March to November 2010 — MAITLAND

March			April		May			
Wed 24	Tue 30	Tue 30	Wed 21	Wed 28	Wed 12	Tue 18	Wed 19	Wed 19
Designing an Interactive outdoor 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Child Protection Identify and respond to children at risk CHCCHILD401A (Accredited) 4.30-8.30pm \$82.00 (EBD - \$76.00)	Child Protection Identify and respond to children at risk CHCCHILD401A (GAP Assessment) 6.30-8.30pm \$42.00 (EBD - \$38.00)	Art Creating Space and Techniques 7.30pm-9.30pm Limit 12 places \$55.00 (EBD \$49.00) <u>Glendale Studio</u>	Specialised Anaphylaxis Workshop Jan Belcher 6.30-8.30pm \$43.00 (EBD \$38.00)	Creating Great Group Times 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Children's Yoga Penny McAlpine 6.30-8.30pm \$43.00 (EBD-\$38.00) <u>WARABROOK Community Centre</u>	Safe Food Handling & Food & Nutrition Accredited unit CHCCN303A 5.00-8.30pm \$55.00 (EBD-\$49.00) Note: Cooks require a different unit	Safe Food Handling Non- Accredited 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)

June				
Wed 2	Thu 3	Tue 15	Tue 15	Wed 16
Hostage Situations and dealing with aggressive people Senior Constable Brian Coffey 6.30-8.30pm \$39.00 (EBD- \$35.00)	Parent Partnerships 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Child Protection Identify and respond to children at risk CHCCHILD401A (Accredited) 4.30-8.30pm \$82.00 (EBD - \$76.00)	Child Protection Identify and respond to children at risk CHCCHILD401A (GAP Assessment) 6.30-8.30pm \$42.00 (EBD - \$38.00)	Autism & Aspergers 6.30-8.30pm \$49.00 (EBD \$44.00)

July	August	
Tue 27	Tue 10	Tue 24
Literacy Workshop 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Team Communication and Managing Staff Conflicts 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Developing Leadership Skills 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)

September	
Wed 1	Tue 14
Writing Observations for Beginners 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Music with a Difference 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)

October		
Tue 19	Tue 19	Sat 30
Child Protection Identify and respond to children at risk CHCCHILD401A (Accredited) 4.30-8.30pm \$82.00 (EBD - \$76.00)	Child Protection Identify and respond to children at risk CHCCHILD401A (GAP Assessment) 6.30-8.30pm \$42.00 (EBD - \$38.00)	Emergent Curriculum—Early Years Framework 10.00am-3.00pm \$66.00 (EBD 61.00)

November		
Wed 3	Wed 17	Wed 17
Children are connected and have a sense of wellbeing 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)	Safe Food Handling & Food & Nutrition Accredited unit CHCCN303A 5.00-8.30pm \$55.00 (EBD-\$49.00) Note: Cooks require a different unit	Safe Food Handling Non- Accredited 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)



Atkinson Training and Development Ltd: 4926-1092 or Fax: 4926-1091
 www.atkinsontraining.com.au

All Prices include GST

Date & Time	Location	Cost	Topic
<p>Tuesday 16 Mar 10</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Safe Food Handling</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>Presenter Jenny Ward -Chef, Food Safety Auditor</p>
<p>Tuesday 16 Mar 10</p> <p>5.00 – 8.30pm</p> <p>3.5 Hrs</p>	Newcastle	<p>\$57.00</p>  <p>Early Bird \$54.00</p>	<p>Safe Food Handling – Food and Nutrition Workshop</p> <p>Contribute to provision of nutritionally balanced food in a safe and hygienic manner - CHCCN303A</p> <p>Covers NSW Children's Service's Regulations 2004 Section 68. This workshop provides training in all aspects 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>Cooks require a different unit.</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>Presenter Jenny Ward Chef, Food Safety Auditor</p>
<p>Wednesday 24 Mar 10</p> <p>6.30 – 8.30pm</p> <p>2 Hrs</p>	Maitland	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Designing an interactive Outdoor Environment</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 Area 4</i></p> <p>Presenter: Rebecca Boland</p>
<p>Tuesday 30 Mar 2010</p> <p>4.30-8.30pm</p> <p>4 hrs</p>	Maitland	<p>\$82.00</p>  <p>Early Bird \$76.00</p>	<p>Child Protection Workshop – Full Accredited New Course</p> <p>This is an Accredited Unit. A requirement for authorised supervisors under NSW Children's Services Regulations 2004. Covers signs of abuse and new mandatory reporting. Statement of Attainment issued with this.</p> <p>Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk</p> <p><i>Links: NSW Children's Service's Regulations 2004; QIAS Principle 5.1</i></p> <p>Presenter: Tracy Manning</p>
<p>Tuesday 30 Mar 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Maitland	<p>\$42.00</p>  <p>\$38.00</p>	<p>Child Protection Workshop – Accredited Gap Assessment</p> <p>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.</p> <p>Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk</p> <p><i>Links: NSW Children's Service's Regulations 2004; QIAS Principle 5.1</i></p> <p>Presenter: Tracy Manning</p>

Date & Time	Location	Cost	Topic
Wednesday 21 Apr 2010 7.30-9.30pm 2 hrs	Glendale	\$55.00 Early Bird \$49.00 Sorry no free places!	Art Creating Space and Techniques 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. <i>QIAS: Area 4</i> Presenter: Lyndal Delmarco Art Specialist. Note: Workshop held at art studio: 263 Lake Rd, Glendale
Wednesday 28 Apr 2010 6.30-8.30pm 2 hrs	Maitland	\$43.00 Early Bird \$38.00	Specialised Anaphylaxis Training This workshop refers to the additional specialist* training that must be arranged by schools where students are diagnosed as being at risk of anaphylaxis. Such training includes allergies, signs, symptoms and precaution, as well as training in the use of an EpiPen. Approved by DET and NSW Health – Links to: QIAS Area 6 Presented By: Jan Belcher – Paediatric Allergy Nurse
Wednesday 28 Apr 2010 4.30-8.30pm 4 hrs	Newcastle	\$82.00  Early Bird \$76.00	Child Protection Workshop – Full Accredited New Course This is an Accredited Unit. A requirement for authorised supervisors under NSW Children's Services Regulations 2004. Covers signs of abuse and new mandatory reporting. Statement of Attainment issued with this. Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk <i>Links: NSW Children's Service's Regulations 2004; QIAS Principle 5.1</i> Presenter: Tracy Manning
Wednesday 28 Apr 2010 6.30-8.30pm 2 hrs	Newcastle	\$42.00  \$38.00	Child Protection Workshop – Accredited Gap Assessment 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. Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk <i>Links: NSW Children's Service's Regulations 2004; QIAS Principle 5.1</i> Presenter: Tracy Manning
Tuesday 4 May 2010 6.30-8.30pm 2 hrs	Newcastle	\$39.00 Early Bird \$35.00	Speech and Language Disorders 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 & 4</i> Presenter: Donna Hill
Wednesday 12 May 2010 6.30-8.30pm 2 hrs	Maitland	\$39.00 Early Bird \$35.00	Creating Great Group Times 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 <i>Links: QIAS: 3-4</i> Presented By: Becc Boland





Date & Time	Location	Cost	Topic
<p>Tuesday 18 May 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	<p>Warabrook Community Centre</p>	<p>\$43.00</p> <p>Early Bird \$38.00</p>	<p>Children's Yoga</p> <p>An interactive and experiential introduction to Children's Yoga – participate in a typical Children's Yoga class, including meditation and guided relaxation, learn how to 'keep it yoga', discover the broad range of benefits of yoga for children and their teachers, all while having fun.</p> <p>Links to: EYLF Outcome 3</p> <p>Presenter: Penny McAlpine</p>
<p>Wednesday 19 May 10</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	<p>Maitland</p>	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Safe Food Handling</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>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</p> <p>Presenter Jenny Ward -Chef, Food Safety Manager</p>
<p>Wednesday 19 May 10</p> <p>5.00 – 8.30pm</p> <p>3.5 Hrs</p>	<p>Maitland</p>	<p>\$57.00</p>  <p>Early Bird \$54.00</p>	<p>Safe Food Handling – Food and Nutrition Workshop</p> <p>Contribute to provision of nutritionally balanced food in a safe and hygienic manner - CHCCN303A</p> <p>Covers NSW Children's Service's Regulations 2004 Section 68. This workshop provides training in all aspects 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>Cooks require a different unit.</p> <p>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.</p> <p>Presenter Jenny Ward Chef, Food Safety Auditor</p>
<p>Saturday 22 May 2010</p> <p>10.00am-3.00pm</p> <p>5 hrs</p>	<p>Newcastle</p>	<p>\$66.00</p> <p>Early Bird \$61.00</p>	<p>How to implement an Emergent Curriculum</p> <p>This practical one day workshop looks at understanding emergent curriculum including the Early Years Learning Framework. It provides practical strategies, documentation formats and systems for implementing the curriculum in your centre. This workshop is about making the curriculum work for you! It's hands on, practical and relevant.</p> <p>Links to: EYLF; QIAS Quality Area 3 & 4</p> <p>Presented By: Karen Atkinson</p>
<p>Tuesday 25 May 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	<p>Newcastle</p>	<p>\$43.00</p> <p>Early Bird \$38.00</p>	<p>Specialised Anaphylaxis Training</p> <p>This workshop refers to the additional specialist* training that must be arranged by schools where students are diagnosed as being at risk of anaphylaxis. Such training includes allergies, signs, symptoms and precaution, as well as training in the use of an EpiPen.</p> <p>Approved by DET – Links to: QIAS Area 6</p> <p>Presented By: Jan Belcher – Paediatric Allergy Nurse</p>

Date & Time	Location	Cost	Topic
Wednesday 2 Jun 2010 6.30-8.30pm 2hrs	Maitland	\$39.00 Early Bird \$35.00	Hostage Situations and dealing with aggressive people By request this workshop with Senior Constable Brian Coffey (Maitland) will answer your questions on lockdown procedures, staying safe in hostage situations, Police Response to Critical incidents, techniques for handling aggressive people in the workplace. This is an interactive workshop so bring along all your questions. <i>Links to: NSW Regulations 2004, QIAS 5-7.</i> Presented By: Senior Constable Brian Coffey
Thursday 3 Jun 10 6.30 – 8.30pm 2 Hrs	Maitland	\$39.00 Early Bird \$35.00	Developing Parent Partnership 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> Presented By: Bec Boland
Tuesday 8 Jun 2010 6.30-8.30pm 2 hrs	Newcastle	\$39.00 Early Bird \$35.00	Music with a Difference for Under 5's Guaranteed you will think outside the square! Practical ideas to extend your current music program beyond the trusty CD player! <i>QIAS Area 4 and 2</i> Presenter: Karen Atkinson
Tuesday 15 Jun 2010 6.30-8.30pm 2hrs	Newcastle	\$39.00 Early Bird \$35.00	Hostage Situations and dealing with aggressive people By request this workshop with Constable Jeff Milton (Waratah) will answer your questions on lockdown procedures, staying safe in hostage situations, Police Response to Critical incidents, techniques for handling aggressive people in the workplace. This is an interactive workshop so bring along all your questions. <i>Links to: NSW Regulations 2004, QIAS 5-7.</i> Presented By: Senior Constable Brian Coffey
Tuesday 15 Jun 2010 4.30-8.30pm 4 hrs	Maitland	\$82.00  Early Bird \$76.00	Child Protection Workshop – Full Accredited New Course This is an Accredited Unit. A requirement for authorised supervisors under NSW Children's Services Regulations 2004. Covers signs of abuse and new mandatory reporting. Statement of Attainment issued with this. Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk <i>Links: NSW Children's Service's Regulations 2004; QIAS Principle 5.1</i> Presenter: Tracy Manning
Tuesday 15 Jun 2010 6.30-8.30pm 2 hrs	Maitland	\$42.00  \$38.00	Child Protection Workshop – Accredited Gap Assessment 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. Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk <i>Links: NSW Children's Service's Regulations 2004; QIAS Principle 5.1</i> Presenter: Tracy Manning


Date & Time	Location	Cost	Topic
<p>Wednesday 16 Jun 2010</p> <p>6.30-8.30pm</p> <p>2hrs</p>	Maitland	<p>\$49.00</p> <p>Early Bird \$44.00</p>	<p>Autism & Aspergers</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.</p> <p><i>Links to: QIAS 3-4</i></p> <p>Presenter: Mark Durie – Autism Spectrum Australia</p>
<p>Wednesday 23 Jun 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Hints & Tips for Accreditation</p> <p>Increase your confidence in preparing for and undertaking accreditation. This workshop includes strategies for involving staff, conducting the self study report and gathering evidence. All quality areas of QIAS</p> <p>Presenter: Tracy Manning</p>
<p>Tuesday 29 Jun 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Developing Math & Science Concepts</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.</p> <p><i>Links: Outcome 4 Early Years Learning Framework; QIAS Area 2, 3 and 4</i></p> <p>Presented By: Becc Boland</p>
<p>Tuesday 20 Jul 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Sensory Integration Workshop</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><i>Links: QIAS:</i></p> <p>Presented By: Karen Temme - Physiotherapist</p>
<p>Tuesday 27 Jul 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Maitland	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Literacy Workshop</p> <p>Literacy starts at birth and is a part of our everyday life. This workshop identifies practical ways to incorporate literacy throughout the day in your centre's regular programming in line with the new Early Years Learning Framework and to assist parents to extend literacy in the home.</p> <p><i>Links: Outcome 5 Early Years Learning Framework</i></p> <p>Presented By: Karen Atkinson</p>
<p>Tuesday 3 Aug 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Children are connected and have a sense of wellbeing</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>

Date & Time	Location	Cost	Topic
			<p><i>Links: Outcome 2&3 Early Years Learning Framework</i></p> <p>Presented By: Becc Boland</p>
<p>Tuesday 10 Aug 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Maitland	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Team Communication and Managing Staff Conflicts</p> <p>This workshop introduces a Neuro-linguistic programming approach to maintaining positive harmonious communication. It includes sending clear messages, team understandings and managing conflicts. Great for staff and managers.</p> <p><i>Links: QIAS: 7</i></p> <p>Presented By: Karen Atkinson</p>
<p>Tuesday 17 Aug 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Safe Food Handling</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>Presenter Jenny Ward -Chef, Food Safety Auditor</p>
<p>Tuesday 17 Aug 2010</p> <p>5.00-8.30pm</p> <p>3.5 hrs</p>	Newcastle	<p>\$57.00</p>  <p>Early Bird \$54.00</p>	<p>Safe Food Handling – Food and Nutrition Workshop</p> <p>Contribute to provision of nutritionally balanced food in a safe and hygienic manner - CHCCN303A</p> <p>Covers NSW Children's Service's Regulations 2004 Section 68. This workshop provides training in all aspects 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>Cooks require a different unit.</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>Presenter Jenny Ward Chef, Food Safety Auditor</p>
<p>Wednesday 18 Aug 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>OH&S -Lock down and Evacuation Procedures</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"> ➤ Formulation of "Lockdown" 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). ➤ Using Risk Assessment Procedures to develop appropriate and realistic safety control measures. ➤ Emergency Evacuation Procedures: 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.

Date & Time	Location	Cost	Topic
			<p>➤ Missing child protocols</p> <p>Feel free to bring along your current policies and procedures - in particular evacuation, missing child, and lock down, etc.</p> <p><i>Links: QIAS: 5-7</i></p> <p>Presenter: Tracy Manning</p>
<p>Tuesday 24 Aug 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Maitland	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Developing Leadership Skills</p> <p>Is there always clear communication in your Centre? Is the workplace happy and harmonious place? Learn how to develop your team, increase staff morale, decrease absences and create succession plans for your organisation's staffing requirements. We will discuss a positive approach to appraising staff and developing their individual skills.</p> <p><i>Links: QIAS: 7</i></p> <p>Presenter: Tony Atkinson</p>
<p>Tuesday 31 Aug 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Positive Guidance Techniques</p> <p>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.</p> <p><i>Links to: QIAS Area 1</i></p> <p>Presenter: Karen Atkinson</p>
<p>Wednesday 1 Sep 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Maitland	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Writing observations and documenting children's work – Beginners only</p> <p>Perfect for staff that have not yet obtained formal qualifications in early childhood but would like to further their understanding of documenting children's behaviour. Writing quality observations and documenting children's work provides us with an insight into the child's development, learning and interests. This workshop will introduce concepts of authentic observation and provide examples of methods of documentation.</p> <p><i>Links: QIAS Area 3</i></p> <p>Presenter: Becc Boland</p>
<p>Tuesday 7 Sep 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Indoor Environment – Creating Indoor Spaces</p> <p>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.</p> <p><i>Links: QIAS: 3-4</i></p> <p>Presenter: Rebecca Boland</p>
<p>Tuesday 14 Sep 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Maitland	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Music with a Difference for Under 5's</p> <p>Guaranteed you will think outside the square! Practical ideas to extend your current music program beyond the trusty CD player!</p> <p><i>QIAS Area 4 and 2</i></p> <p>Presenter: Karen Atkinson</p>

Date & Time	Location	Cost	Topic
<p>Wednesday 22 Sep 2010</p> <p>4.30-8.30pm</p> <p>4 hrs</p>	Newcastle	<p>\$82.00</p>  <p>Early Bird \$76.00</p>	<p>Child Protection Workshop – Full Accredited New Course</p> <p>This is an Accredited Unit. A requirement for authorised supervisors under NSW Children’s Services Regulations 2004. Covers signs of abuse and new mandatory reporting. Statement of Attainment issued with this.</p> <p>Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i></p> <p>Presenter: Tracy Manning</p>
<p>Wednesday 22 Sep 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$42.00</p>  <p>\$38.00</p>	<p>Child Protection Workshop – Accredited Gap Assessment</p> <p>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.</p> <p>Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i></p> <p>Presenter: Tracy Manning</p>
<p>Tuesday 12 Oct 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Confident Learners</p> <p>This workshop will focus on creating a supportive and active learning environment encouraging children’s curiosity, cooperation, confidence, experimentation and critical thinking.</p> <p><i>Links: Outcome 4 Early Years Learning Framework</i></p> <p>Presented By: Karen Atkinson</p>
<p>Tuesday 19 Oct 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Newcastle	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Resilience and A sense of identity</p> <p>This workshops covers the research and strategies to support resilience in our children and a strong sense of self.</p> <p><i>Links: Outcome 1 Early Years Learning Framework, QIAS 1, 3-4.</i></p> <p>Presented By: Karen Atkinson</p>
<p>Tuesday 19 Oct 2010</p> <p>4.30-8.30pm</p> <p>4 hrs</p>	Maitland	<p>\$82.00</p>  <p>Early Bird \$76.00</p>	<p>Child Protection Workshop – Full Accredited New Course</p> <p>This is an Accredited Unit. A requirement for authorised supervisors under NSW Children’s Services Regulations 2004. Covers signs of abuse and new mandatory reporting. Statement of Attainment issued with this.</p> <p>Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i></p> <p>Presenter: Tracy Manning</p>
<p>Tuesday 19 Oct 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	Maitland	<p>\$42.00</p>  <p>\$38.00</p>	<p>Child Protection Workshop – Accredited Gap Assessment</p> <p>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.</p> <p>Accredited Training: CHCCHILD401A Identify and respond to children and young people at risk</p>

Date & Time	Location	Cost	Topic
			<p><i>Links: NSW Children's Service's Regulations 2004; QIAS Principle 5.1</i></p> <p>Presenter: Tracy Manning</p>
<p>Tuesday 26 Oct 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	<p>Newcastle</p>	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Visual Arts Workshop</p> <p>Perfect for Cert III 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>Links to: QIAS Area 4, Outcome 4 EYLF</p> <p>Presented By: Rebecca Boland</p>
<p>Saturday 30 Oct 2010</p> <p>10.00am-3.00pm</p> <p>5 hrs</p>	<p>Maitland</p>	<p>\$66.00</p> <p>Early Bird \$61.00</p>	<p>How to implement an Emergent Curriculum</p> <p>This practical one day workshop looks at understanding emergent curriculum including the Early Years Learning Framework. It provides practical strategies, documentation formats and systems for implementing the curriculum in your centre. This workshop is about making the curriculum work for you! It's hands on, practical and relevant.</p> <p><i>Links to: EYLF; QIAS Quality Area 3 & 4</i></p> <p>Presented By: Karen Atkinson</p>
<p>Wednesday 3 Nov 2010</p> <p>6.30pm-8.30pm</p> <p>2 hrs</p>	<p>Maitland</p>	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Children are connected and have a sense of wellbeing</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><i>Links: Outcome 2&3 Early Years Learning Framework</i></p> <p>Presented By: Becc Boland</p>
<p>Tuesday 9 Nov 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	<p>Newcastle</p>	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Developing Language Workshop</p> <p>Perfect for Cert III staff and those new to child care. It covers language development 0- 6 years, with particular focus on <u>0-3 years</u> and identifies strategies and activities to encourage language and build vocabulary.</p> <p><i>Links: Outcome 5 Early Years Learning Framework</i></p> <p>Presented By: Karen Atkinson</p>
<p>Wednesday 17 Nov 2010</p> <p>6.30-8.30pm</p> <p>2 hrs</p>	<p>Maitland</p>	<p>\$39.00</p> <p>Early Bird \$35.00</p>	<p>Safe Food Handling</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>Presenter Jenny Ward -Chef, Food Safety Auditor</p>

Date & Time	Location	Cost	Topic
<p>Wednesday 17 Nov 2010</p> <p>5.00-8.30pm</p> <p>3.5 hrs</p>	<p>Maitland</p>	<p>\$57.00</p>  <p>Early Bird \$54.00</p>	<p>Safe Food Handling – Food and Nutrition Workshop Contribute to provision of nutritionally balanced food in a safe and hygienic manner - CHCCN303A</p> <p>Covers NSW Children’s Service’s Regulations 2004 Section 68. This workshop provides training in all aspects 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>Cooks require a different unit.</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>Presenter Jenny Ward Chef, Food Safety Auditor</p>

Training Calendar

March to November 2010

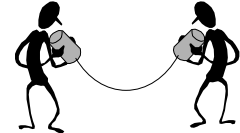
All Prices include GST

If you would like us to come to your centre, please call us 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. Phone **4926 1092** or email admin@atkinsontraining.com.au first to ensure availability.
2. Complete Registration Form below. Remember to put your mobile number for SMS reminder
3. Post Registration with cheque payment to:



**Atkinson Training and Development
P.O Box 1817
Newcastle NSW 2300**

or

4. Alternately post or fax Registration as above and make a direct deposit payment over the internet or at a Greater Building Society to:

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

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

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.

Rebecca 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.

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.

Karen Temme Physiotherapist

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

Jan Belcher Pediatric Allergy Nurse

Jan is a Registered Nurse and qualified specialist Anaphylaxis Trainer at John Hunter Hospital.

Senior Constable Brian Coffey and Senior Constable Jeff Milton

Both officers work in the crime prevention unit at Maitland and Newcastle.

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
------------	-----	------	----------	-----