



**Atkinson Training and Development**  
**Training Calendar**

**March to September 2009**

**Affordable Child Care  
Professional Development Workshops**

**In our training rooms at  
Level 1, 500 Hunter St Newcastle (above Snap Printing)**

**or**

**At your centre**

**Ph: (02) 4926-1092**

**BOOK AND PAY IN FULL BY March 20<sup>th</sup> 2009 TO RECEIVE EARLY BIRD DISCOUNT**

# Professional Development Workshops Calendar

## All workshops include:

- Workshop notes
- Links to QIAS, National Packages & Regulations 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.

## Training workshops held at:

**Atkinson Training and Development Training Rooms  
Level 1, 500 Hunter St., Newcastle  
Ph: 4926-1092  
Unless specified**

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

**BOOK AND PAY IN FULL BY March 20th 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 September 2009

March		
24	25	
Environmental Sustainability  6.30-8.30pm \$45.00 (EBD-\$39.00)	Safe Food Handling & Food & Nutrition Accredited unit 5.00-8.30pm \$55.00 (EBD-\$49.00) Note: Cooks require a different unit	Safe Food Handling  6.30 - 8.30pm Non- Accredited \$39.00 (EBD- \$35.00)
		Hints and Tips for Accreditation  6.30-8.30pm \$39.00 (EBD- \$35.00)

April		
7	21	29
Speech & language disorders  Donna Hill (Speech Pathologist)	Child Protection Identify and respond to children at risk of harm (Accredited) 4.30-8.30pm \$76.00	How to recession proof your child care centre  6.30-8.30pm \$39.00 (EBD- \$35.00)

May				
2	5	12	19	26
Art Creating Space and Techniques 9am-11am Limit 12 places \$55.00 (EBD \$49.00) Sorry no free places!	OH&S, Lockdown & Evacuation Procedures  6.30-8.30pm \$39.00 (EBD- \$35.00)	Indoor Environment Creating indoor spaces  6.30-8.30pm \$39.00 (EBD- \$35.00)	Catering for children with special needs  6.30-8.30pm \$39.00 (EBD- \$35.00)	Creating great group times  6.30-8.30pm \$39.00 (EBD- \$35.00)

June		
2	9	13
Parent Partnerships  6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Developing leadership skills  6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Manage an Accreditation Process (Accredited)  10am-2.00pm \$97.00 Sorry no free places!

June	
16	23
Designing an interactive outdoor environment  6.30-8.30pm \$39.00 (EBD- \$35.00)	Understanding indigenous Families  6.30-8.30 pm \$39.00 (EBD- \$35.00) Kim Katon


July		
4	7	
How to implement an emergent curriculum  10am -2.00pm \$59.00 (EBD 52.00)	Safe Food Handling & Food & Nutrition Accredited unit 5.00-8.30pm \$55.00 (EBD-\$49.00) Note: Cooks require a different	Safe Food Handling Non- Accredited 6.30pm- 8.30 pm \$39.00 (EBD- \$35.00)


August		
4	11	18
Positive guidance Techniques  6.30 – 8.30 pm \$39.00 (EBD- \$35.00)	Child Protection Identify and respond to children at risk of harm (Accredited) 4.30-8.30pm	Music with a difference  6.30 – 8.30 pm \$39.00 (EBD- \$35.00)


September
1
Team Communication & Managing Staff Conflicts  6.30 – 8.30 pm \$39.00 (EBD- \$35.00)

**All Prices include GST**

Date & Time	Cost	Topic
<p>Saturday 2<sup>nd</sup> May</p> <p>9am-11am 3Hrs. <b>Only 12 places</b></p>	<p>\$55.00 <b>Early Bird \$49.00</b></p> <p>Sorry no free places!</p>	<p><b>Art Creating Space and Techniques</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. <i>QIAS: Area 4</i> <b>Presenter: Lyndal Delmarco Art Specialist.</b> Note: <b>Workshop held at art studio: 263 Lake Rd, Glendale</b></p>
<p>Tuesday 24<sup>th</sup> March</p> <p>6.30-8.30 pm 2 Hrs</p>	<p>\$45.00 Early Bird - \$39.00)</p>	<p><b>Environmental Sustainability</b></p> <p>Early childhood educators and author of Greening services - practical sustainability, provide a range of practical low cost ways to green your centre starting today. <i>QIAS Areas; 1,3 &amp; 4</i> <b>Presenter: Lisa Mearns &amp; Rachael Kinsella</b></p>
<p><b>Wednesday 25 Mar 09</b></p> <p><b>6.30 – 8.30pm 2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Safe Food Handling</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. <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> <b>Presenter Jenny Ward -Chef, Food Safety Manager</b></p>
<p><b>Wednesday 25 Mar 09</b></p> <p><b>5.00 – 8.30pm 3.5 Hrs</b></p>	<p><b>\$57.00</b></p> <p><b>Early Bird \$54.00</b></p>	<p><b>Safe Food Handling – Food and Nutrition Workshop</b></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. <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> <b>Presenter Jenny Ward Chef, Food Safety Manager</b></p>
<p><b>Tuesday 31 Mar 09</b></p> <p><b>6.30 – 8.30pm 2 hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Hints &amp; Tips for Accreditation</b></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 <b>Presenter: Tracy Manning</b></p>
<p><b>Tuesday 7 Apr 09</b></p> <p><b>6.30 – 8.30pm 2 hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Speech Pathologist</b></p> <p>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></p>

<p><b>Tuesday 21 April 09</b></p> <p><b>4.30 - 8.30pm 4 Hrs</b></p>	<p><b>\$76.00</b></p>  <p><b>Early Bird \$71.00</b></p>	<p><b>Child Protection Workshop</b></p> <p>This is an Accredited Unit. A requirement for authorised supervisors under NSW Children’s Services Regulations 2004. Covers signs of abuse and mandatory reporting. Statement of Attainment issued with this.</p> <p><b>Accredited Training:</b> <b>CHCCHILD1C Identify and respond to children and young people at risk of harm</b> <i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i></p> <p><b>Presenter: Tracy Manning</b></p>
<p><b>Wednesday 29 Apr 09</b></p> <p><b>6.30 – 8.30pm 2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>How to recession proof your child care centre</b></p> <p>Why will some businesses thrive in a “recession”? Learn the skills and mindset of those who create great marketing opportunities to ensure their centre will grow in 2009.</p> <p><b>Presenter: Tony Atkinson</b></p>
<p><b>Tuesday 5<sup>th</sup> May 2009</b></p> <p><b>6.30 - 8.30pm 2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></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..</p> <p><i>Links: QIAS: 5-7</i></p> <p>Presenter: Tracy Manning</p>
<p><b>Tuesday 12th May 09</b></p> <p><b>6.30 – 8.30pm 2 hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Indoor Environment – Creating Indoor Spaces</b></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><b>Presenter: Rebecca Boland</b></p>
<p><b>Tuesday 19th May 09</b></p> <p><b>6.30 – 8.30pm 2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Catering for Children with Special Needs: Ideas to Make Inclusion Easy</b></p> <p>An inclusive environment may be the objective, but are we doing enough to ensure all children have full access to learning? Mat time, meal time, sleep time, table time and outdoor play will be analysed through inclusive eyes. Come share what works at your centre and learn some new tips on how you and your environment can really make a difference to children with additional needs.</p> <p><i>Links: QIAS: 1-6</i></p> <p><b>Presented by: Karen Temme - Physiotherapist</b></p>

<p><b>Tuesday</b> <b>26th May 09</b></p> <p><b>6.30 – 8.30pm</b> <b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird</b> <b>\$35.00</b></p>	<p><b>Creating Great Group Times</b></p> <p><b>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</b></p> <p><i>Links: QIAS: 3-4</i></p> <p><b>Presented By: Bec Boland</b></p>
<p><b>Tuesday</b> <b>2<sup>nd</sup> June 09</b></p> <p><b>6.30 – 8.30pm</b> <b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird</b> <b>\$35.00</b></p>	<p><b>Developing Parent Partnership</b></p> <p><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.</b></p> <p><i>Links: QIAS: 2</i></p> <p><b>Presented By: Bec Boland</b></p>
<p><b>Tuesday</b> <b>9th Jun 09</b></p> <p><b>6.30 – 8.30pm</b> <b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird</b> <b>\$35.00</b></p>	<p><b>Developing Leadership Skills</b></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><b>Presenter: Tony Atkinson</b></p>
<p><b>Saturday</b> <b>13<sup>th</sup> June 2009</b></p> <p><b>10am-2.30pm</b> <b>4.5 Hrs</b></p>	<p><b>\$97.00</b></p>  <p><b>Accredited unit</b></p>	<p><b>Manage an Accreditation Process</b></p> <p>Covers the steps in successfully managing an accreditation process. Including registration, validation, self study, evidence, notification and communication with stakeholders.</p> <p><i>Links: QIAS: 1-7</i></p> <p><b>Presenter: Tracy Manning</b></p>
<p><b>Tuesday</b> <b>16th June 09</b></p> <p><b>6.30-8.30 pm</b> <b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Designing an interactive Outdoor Environment</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: NSW Curriculum QIAS Area 4</i></p> <p><b>Presenter: Rebecca Boland</b></p>
<p><b>Tuesday</b> <b>23<sup>rd</sup> June</b></p> <p><b>6.30-8.30pm</b> <b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Understanding Indigenous Families</b></p> <p>This workshop will provide an historical awareness of the aboriginal people of New South Wales. Kim will discuss the implications and benefits of this information for staff working in Children's services. There will be ample time for questions and discussion.</p> <p><i>Links: QIAS: 1-2</i></p> <p><b>Presented By: Kim Katon</b></p>
<p><b>Saturday</b> <b>4<sup>th</sup> July</b></p> <p><b>10am - 2pm</b> <b>4 Hrs</b></p>	<p><b>\$59.00</b></p> <p><b>Early Bird \$52.00</b></p>	<p><b>How to implement an Emergent Curriculum</b></p> <p>This practical one day workshop looks at understanding emergent curriculum including NSW curriculum. It provides <b>practical strategies, documentation formats and systems</b> 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: NSW Curriculum; QIAS Quality Area 3 &amp; 4</i></p> <p><b>Presented By: Karen Atkinson</b></p>

<p><b>Tuesday 7 July 09</b></p> <p><b>6.30 – 8.30pm</b></p> <p><b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Safe Food Handling</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 Manager</b></p>
<p><b>Tuesday 7 July 09</b></p> <p><b>5.00 – 8.30pm</b></p> <p><b>3.5 Hrs</b></p>	<p><b>\$57.00</b></p> <p><b>Early Bird \$54.00</b></p>	<p><b>Safe Food Handling – Food and Nutrition Workshop</b></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, 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 Manager</b></p>
<p><b>Tuesday 4<sup>th</sup> August 09</b></p> <p><b>6.30 – 8.30pm</b></p> <p><b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Positive Guidance Techniques</b></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><b>Presenter: Karen Atkinson</b></p>
<p><b>Tuesday 11<sup>th</sup> August 2009</b></p> <p><b>4.30-8.30pm</b></p> <p><b>4 Hrs</b></p>	<p><b>\$76.00</b></p>  <p><b>Early Bird \$71.00</b></p>	<p><b>Child Protection Workshop</b></p> <p>This is an Accredited Unit. A requirement for authorised supervisors under NSW Children’s Services Regulations 2004. Covers signs of abuse and mandatory reporting. Statement of Attainment issued with this.</p> <p><b>Accredited Training:</b> <b>CHCCHILD1C Identify and respond to children and young people at risk of harm</b></p> <p><i>Links: NSW Children’s Service’s Regulations 2004; QIAS Principle 5.1</i></p> <p><b>Presenter: Tracy Manning</b></p>
<p><b>Tuesday 18<sup>th</sup> August 09</b></p> <p><b>6.30 – 8.30pm</b></p> <p><b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Music with a Difference for Under 5’s</b></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><b>Presenter: Karen Atkinson</b></p>
<p><b>Tuesday September 1<sup>st</sup> 2009</b></p> <p><b>6.30-8.30pm</b></p> <p><b>2 Hrs</b></p>	<p><b>\$39.00</b></p> <p><b>Early Bird \$35.00</b></p>	<p><b>Team Communication and Managing Staff Conflicts</b></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><b>Presented By: Karen Atkinson</b></p>

# Training Calendar

## March to September 2009

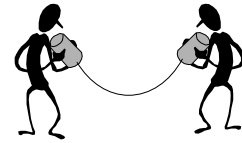
All Prices include GST

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](mailto: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**

*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 Teacher)**

*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**

*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.*

# 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 20<sup>TH</sup> 2009 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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