

PROFESSIONAL DEVELOPMENT PROGRAMMES



LCC AUTUMN/WINTER TRAINING CALENDAR 2015

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BUSINESS SKILLS PROGRAMME FOR CHILDCARE PROVIDERS

Limerick Childcare Committee in collaboration with Limerick Enterprise Office, are pleased to offer this tailor made Business Skills Programme for Owner/Managers of childcare services, in both the private and community sector. Each of the 4 topic areas will be delivered as a stand-alone course, giving providers the option to select specific modules, depending on their needs. Participants can complete all 4 modules if they so wish. Venue and times are the same for all programmes.

Tutor: MDA Consult Learning Solutions Fee: €25 per module or €80 for all 4 modules Venue: Woodlands House Hotel, Adare

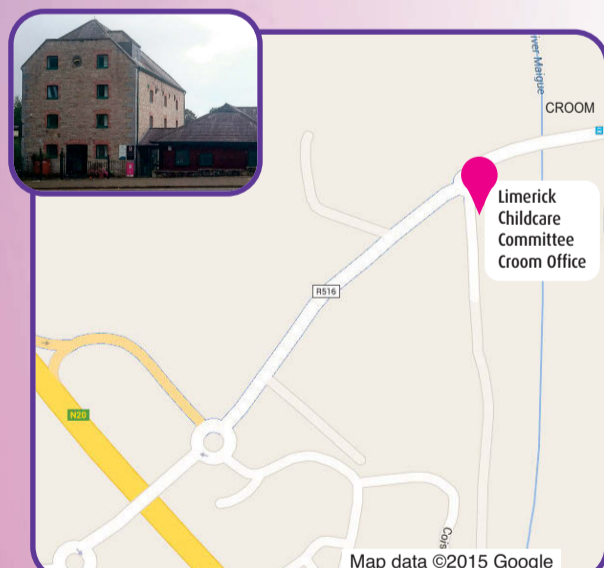
- TOPIC 1 FINANCIAL MANAGEMENT** (2 x 3 hour sessions, plus 1 mentor site visit)
Mon 19th Oct & Mon Nov 2nd - 7.00pm to 9.00pm Tutor: Marie Cooney
 - The objective is to strengthen areas of financial management i.e. enhance ability to plan and monitor cash flow, to work well with their accountant, utilising profit and loss statements and balance sheet and to plan for improvements in margin, cash flow management and longer term viability, to review Companies Registration Office requirements of company directors
 - Topics will include, introduction to accounting principles, primary books and routines, Profit and Loss and VIABILITY, cashflow planning and monitoring for the private and community providers, maximising Accountant and Owner/Manager roles, compliance with Companies Office, taxation for self-employed
 - Participant has the opportunity to meet confidentially in the childcare facility with the tutor for 3 hours, to plan for implementation.
- TOPIC 2 STAFF MOTIVATION & MANAGEMENT AND EMPLOYMENT LAW** (2 x 3 hour sessions, plus 1 mentor site visit)
Mon 9th Nov & Mon 16th Nov - 7.00pm to 9.00pm Tutor: Margaret McInerney
 - The objective is to be able to put systems in place as an employer, to comply with employment law, and to be fully ready for a NERA audit, thereby recruiting wisely, and utilising policies and procedures to manage staff. Recognising the key role of motivated and competent staff to the childcare business, to provide practice sessions and feedback on how best to brief staff. One to one developmental feedback to re-enforce standards and to re-direct as required, to support staff to embrace change as a career strength and a vital component of business competitiveness
 - Topics will include preparing for a NERA audit identifying potential areas of exposure, practice sessions using work aids provided to recruit wisely, good interview questions, recording at the interview, giving supportive feedback to motivate and give direction, giving feedback to deal with non-conformance and conflict as it arises, re-direct behaviours and explain consequences. Communicating the need for change and seeking 100% commitment for implementation
 - Participant has the opportunity to meet confidentially in the childcare facility with the tutor for 3 hours, to plan for implementation.
- TOPIC 3 MARKETING AND PROMOTION** (2 x 3 hour sessions, plus 1 mentor site visit)
Mon 23rd Nov & Mon 30th Nov - 7.00pm to 9.00pm Tutor: Niamh Keely
 - The objective is to maximise marketing opportunities, including print, social media and networking, in order to maintain a vibrant presence in the market and bring in new business in a proactive way
 - Topics will include researching the market, communicating your promotional message, introduction to Online Marketing and Social Media and some risks using Facebook and a website to promote the business and to maintain communication with clients
 - Participant has the opportunity to meet confidentially in the childcare facility with the tutor for 3 hours, to plan for implementation.
- TOPIC 4 OWNER MANAGER DEVELOPMENT** (2 x 3 hour sessions, plus 1 mentor site visit)
Mon 7th Dec & Mon 14th Dec - 7.00pm to 9.00pm Tutor: Margaret Daly
 - The objective is to assist the owner/manager to set realistic 12 month operational goals, and to review the most appropriate contribution to this, to improve management skills in their chosen area/s and hence enhance the running of the business
 - Topics will include Owner Manager roles, impact of personality differences, assertiveness and delegation, personal effectiveness, with a focus on prioritising time on key goals of the business
 - Participant has the opportunity to meet confidentially in the childcare facility, with the tutor in a mentor capacity for 3 hours, to plan for implementation.

Date/Time	Tutor	Fee	Venue
HEALTHY IRELAND SMART START HEALTH PROMOTION PROGRAMME FOR PRE-SCHOOL SERVICES - 8 NIGHTS			
Tues 6 th , 13 th , 20 th , 27 th Oct 3 rd , 10 th , 17 th , 24 th Nov 7.00pm to 9.30pm	Healthy Ireland	€25 per service	Limerick Education Centre, Marshal House, Dooradoyle
CHILDMINDING QUALITY AWARENESS PROGRAMME - 2 DAYS			
Sat 10 th Oct 10.00am to 5.00pm Mon 12 th Oct 7.00pm to 10.00pm	Edel Curtis	Free of Charge	Desmond Complex Newcastle West
SIMON AND FRIENDS - 1 NIGHT, CHOOSE ONE OF THE FOLLOWING OPTIONS A, B OR C			
OPTION A MON 12 th Oct 7.00pm to 9.00pm	OPTION B TUES 13 th Oct 7.00pm to 9.00pm	OPTION C WED 14 th Oct 7.00pm to 9.00pm	Road Safety Initiative to promote road safety to children in childcare settings. Resource pack for all participating services
Edel Curtis	€5 per person (max 2 per service)	A. LCC Office, Sexton St, Limerick B. Desmond Complex, NCW C. LCC Office, Croom	
SUPPORTING CHILDREN WHO HAVE SPECIAL EDUCATIONAL NEEDS (SEN) - 2 NIGHTS, CHOOSE ONE OF THE FOLLOWING OPTIONS A OR B			
OPTION A Thurs 15 th & 22 nd Oct 7.00pm to 9.30pm	OPTION B Thurs 5 th & 12 th Nov 7.00pm to 9.30pm	This workshop will define the term Special Educational Needs (SEN). It will provide an understanding of how to support a child who has special educational needs within the Early Years Setting.	Shirley Heaney and Jennifer O'Neill
€10 per person	A. LCC Office, Croom B. LCC Office, Sexton St. Limerick		
BUNTUS PLAY - 1 DAY			
Sat 17 th Oct 10.00am to 1.00pm	Buntus Play is an exciting programme developed to support teachers and Childcare Service Providers in introducing young people to sport and helping to develop their interests. Buntus Play was initially delivered by teachers in schools in support of the Physical Education curriculum. However, it was expanded to include Childcare Service Providers to further increase opportunities for participation in physical activity for after-schoolers! The three key components of the programme - training, resource cards and equipment - are designed to provide easy to understand, and accessible support to give children a fun, but high quality, introduction to sport.	Limerick Sports Partnership	Free of Charge (max 2 per service)
The Devon Inn Hotel, Templeglantine			
TRAIN THE TRAINER - FETAC LEVEL 6			
Sat 17 th & 24 th Oct, Sat 7 th & 21 st Nov and Sat 5 th 10.00am to 4.00pm	This is level 6 on the QQI framework and consists of 2 minor awards: 1. 6N3326 Training Delivery and Evaluation (15 credits) 2. 6N3325 Training Needs Identification and Design (15 credits) 5 Saturdays of classroom learning and also self-directed learning, research and evaluation. The combination of the two minor awards will give the participant a special purpose award. Special purpose awards are standalone and have a distinct identity which reflects their clearly defined purpose. There is no requirement that they be linked to a major award. A special purpose award by its nature deals with a narrow defined subject area. It is not a minor award. Participants will need a minimum of Level 5 to complete the course. We focus the course on the early years but the qualification is universal. 100% Attendance essential.	Canavan Byrne	The cost is €200* per person *Full course cost is €400. LCC will pay €200, therefore the cost to each participant is €200 per person.
LCC Office, Croom			
COMPUTER TRAINING - 2 NIGHTS, CHOOSE ONE OF THE FOLLOWING OPTIONS A, B OR C			
OPTION A Session 1: Tues 20 th Oct Session 2: Tues 3 rd Nov 6.30pm to 9.30pm	OPTION B Wed 21 st Oct Wed 4 th Nov 6.30pm to 9.30pm	OPTION C Mon 19 th Oct Mon 2 nd Nov 6.30pm to 9.30pm	LCC in association with Mobile IT, are offering the following computer classes, in order to improve the Computer/IT skills of childcare workers. Participants may choose to do 1 or both of the sessions in their preferred area. Session 1: PC Basics, Internet, Email and Facebook Session 2: PIP System, Spreadsheets, Word Processing and File Management. This workshop is aimed at Owner/Manager/Committee member
Geraldine Delee Dawn Finn	€5 per person (max 2 per service)	A. Deebert House Hotel, Kilmallock B. LCC Office, Sexton St. Limerick C. Desmond Complex, Newcastle West	
HEALTHY TOTS - 1 NIGHT, CHOOSE ONE OF THE FOLLOWING OPTIONS A OR B			
OPTION A Wed 4 th Nov 7.00pm to 9.30pm	OPTION B Wed 11 th Nov 7.00pm to 9.30pm	Healthy Tots is a Healthy Eating policy workshop, for pre-school, creche and childminding services. The aim of Healthy Tots is to support these services and parents in encouraging positive healthy eating with children aged 0-5 years.	Maria Barrett Health Promotion Unit
Free of charge (max 2 per service)	A. LCC Office, Croom B. LCC, Sexton St. Limerick		
CRITICAL INCIDENT PLANNING - 1 NIGHT			
Mon 9 th Nov 7.00pm to 9.00pm	Aim of training is to minimize the risks of a critical incident occurring and to have an effective approach in responding to critical incidents if they occur. Resource pack for all participating services and a sample CIP Policy & Procedure document. This workshop is aimed at Owner/Manager/Committee member.	Edel Curtis	Free of Charge
LCC Office, Croom			
ALWAYS CHILDREN FIRST (CHILD PROTECTION TRAINING) - 2 NIGHTS, CHOOSE ONE OF THE FOLLOWING OPTIONS A OR B			
OPTION A Tues 10 th Nov Wed 11 th Nov 6.30pm to 9.00pm	OPTION B Mon 16 th Nov Wed 18 th Nov 6.30pm to 9.00pm	This course is accredited by Tusla and looks at what constitutes child abuse, roles and responsibilities in reporting child protection and welfare concerns, child protection policy and safe work practices.	Catrina Sheehy
€5 per person	A. Community Hall Dromcollogher B. Millennium Centre, Catherconlish		
BUNTUS PLAY - 1 DAY			
Sat 14 th Nov 10.00am to 1.00pm	Buntus Play is an exciting programme developed to support teachers and Childcare Service Providers in introducing young people to sport and helping to develop their interests. Buntus Play was initially delivered by teachers in schools in support of the Physical Education curriculum. However, it was expanded to include Childcare Service Providers to further increase opportunities for participation in physical activity for after-schoolers! The three key components of the programme - training, resource cards and equipment - are designed to provide easy to understand, and accessible support to give children a fun, but high quality, introduction to sport.	Limerick Sports Partnership	Free of Charge (max 2 per service)
South Court Hotel, Limerick			
MONTESSORI NETWORK MEETING - EXPERIMENTAL SCIENCE			
Mon 16 th Nov 7.30pm - 9.30pm	For more information please contact Miriam - 087 6115259	Limerick Montessori Network	€5 per person
Woodlands House Hotel, Adare			
RISK ASSESSMENT - 1 NIGHT			
Thurs 19 th Nov 7.00pm to 10.00pm	A whole risk assessment based on requirements of inspections which includes Indoors, Outdoors, Outings and Risky Play. Risk assessment forms in soft copy will be provided on the night. This workshop is aimed at Owner/Manager/Committee member.	Canavan Byrne	€10 per service
Woodlands House Hotel, Adare			
EARLY YEARS-LEARNING THROUGH CREATIVITY WITH RECREATE - PRE-SCHOOL CHILDREN (AGE 0-5 YRS) - 1 DAY			
Mon 23 rd Nov, 6.30pm to 9.00pm	This 2.5 hour workshops, will explore the possibilities of creative activities through re-use, that are relevant to the principals and themes of Aistear, the Early Childhood Curriculum Framework. A visual presentation followed by a hands-on, practical session, will demonstrate how the creative process can be integrated into the learning environment and enhance the educators own teaching practice. Using items from ReCreate's 'Warehouse of Wonders', which are a delight to the senses such as wool, paper, plastics, fabric, tubing and foam. These materials enhance the visual experience, encourage the development of motor skills, as well as exploring the senses through verbal and non-verbal communication. Because of the diverse source of these materials, they spark invention and ingenuity when used creatively. This sets them above the usual range of art materials purchased when working with children or adults in some educational settings and also promotes a greener environment. Follow up day trip to RECREATE in Dublin on Sat 5th December, more details on the night of workshop.	Dairde Rogers Glass Artist/ Educator	€10 per person (max 3 per service)
LEDP Office, Roxboro Road, Limerick			
FIRE SAFETY TRAINING FOR A CHILDCARE SETTING			
Tues 1 st Dec 7.00pm to 9.30pm	A DVD and short lecture on the use of all types of extinguishers on different types of fires, followed by use of fire extinguishers on real fire outside. This workshop is aimed at Owner/Manager/Committee member.	Patrick O'Reilly	€5 per person (max 2 per service)
LCC Office, Croom			
CHRISTMAS NETWORKING MEETING			
Thurs 10 th Dec 7.00pm to 10.00pm	Details to be confirmed closer to date.		Free of Charge
Adare Manor Hotel, Adare			

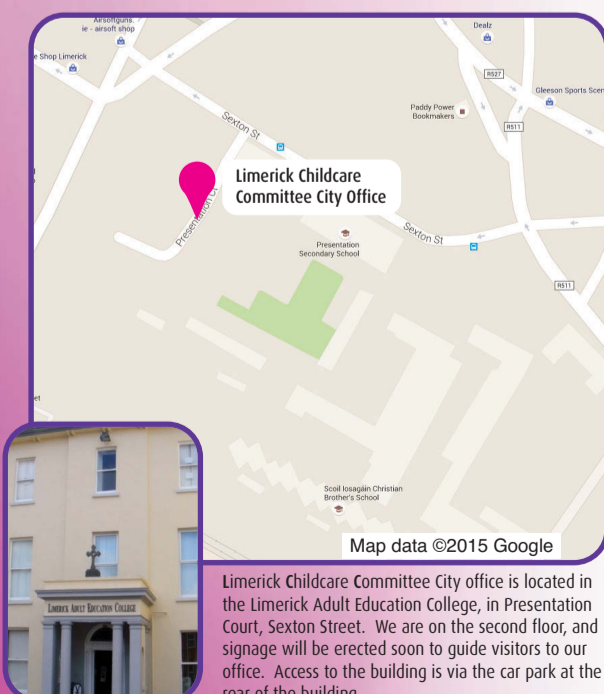
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Limerick Childcare Committee office is located in the Lower ground floor of Croom Mills Croom, Co. Limerick



Limerick Childcare Committee City office is located in the Limerick Adult Education College, in Presentation Court, Sexton Street. We are on the second floor, and signage will be erected soon to guide visitors to our office. Access to the building is via the car park at the rear of the building.



NOTES

ALL TRAINING PROVIDED BY LCC IS LINKED TO AISTEAR THE EARLY CHILDHOOD CURRICULUM FRAMEWORK, SIOLTA, THE NATIONAL QUALITY FRAMEWORK FOR EARLY CHILDHOOD EDUCATION AND THE AISTEAR SIOLTA PRACTICE GUIDE TO SUPPORT PRACTITIONERS IN USING AISTEAR & SIOLTA TOGETHER TO DEVELOP THE QUALITY OF THEIR CURRICULUM AND IN DOING SO, TO BETTER SUPPORT CHILDREN'S LEARNING AND DEVELOPMENT.