

JUN - DEC 2021
• CALENDAR •



JUN - DEC 2021 CALENDAR

CELA's learning and development program equips educators with the knowledge that changes practice and underpins quality early education. Over 7,000 early education and care professionals trained with CELA in 2020.

Our training calendar is developed on a bi-annual basis, in line with member feedback and the latest sector insights. Our sessions provide the tools and inspiration that your team need in order to deliver quality education and care.

All sessions are delivered via live webinar format by enthusiastic and experienced facilitators who provide opportunities to engage and ask questions.

In addition to your live webinar, our knowledgeable CELA Resource Specialists curate the latest resources of relevance to your session, enhancing your online and learning experience.

FOUR WAYS TO LEARN WITH CELA



1. CALENDAR TRAINING

Join one of our popular live webinars - many sessions are scheduled on multiple times and dates in order to maximise availability.



2. INDIVIDUAL MENTORING

We offer a unique mentoring program, completely tailored to your needs and specifications.



3. CUSTOMISED

Can't make the time or date of a calendar session or need something delivered specifically for your team? CELA can bring the training to you, no matter where you are. You choose the date, location and area and we will tailor the content for you and your team via live webinar or face to face format.



4. SELF PACED

Complete CHCPRT001 Identify and Respond to Young People at Risk in your own time and convenience with expert facilitator support.



WE EXIST TO SUPPORT YOU!

1800 157 818 | TRAINING@CELA.ORG.AU | CELA.ORG.AU

CELA has reviewed our course offerings against the Elective PD criteria and each of our courses has been aligned to the Australian Professional Standards for Teachers. Please see our website for specific information for each course offering.

MORE INFORMATION REGARDING CONTENT OF THESE COURSES IS AVAILABLE ON OUR WEBSITE: www.cela.org.au/learning-and-development/webinar

OUR COURSES

Below is a complete list of courses, to view the session dates please refer to the next page.

5 Ways To Better Conversations With Children	QA1 QA4 QA5
Acknowledging And Celebrating Aboriginal Australia: A Starting Point - 2 Part Series	QA1 QA3 QA4 QA5 QA6
An Introduction To The Circle Of Security® For Early Educators NEW	QA1 QA4 QA5
CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series	QA2 QA5 QA7
Children's Rights Children's Voices	QA1 QA5
Compliance in Everyday Practice	QA2 QA7
Dealing Effectively with Complaints	QA2 QA6 QA7
Do You See What They See	QA1 QA5
ECE Active Supervision	QA2 QA3 QA7
Educator Wellbeing: Filling An Empty Bucket	QA4 QA7
How The Exceeding Themes Influence Your Practices	QA4 QA7
Inquiry Based Learning	QA1 QA3 QA5
Learning Through The Senses: Making Spaces Learning Places NEW	QA3 QA5
Literacy In The Early Years NEW	QA1 QA5
Loose Parts Play	QA1 QA3 QA4 QA5
Music In The Early Years NEW	QA1 QA3 QA5
Neuroscience And Behaviour	QA1 QA5 QA7
Numeracy In The Early Years NEW	QA1 QA5
00SH Active Supervision	QA2 QA3 QA7
Play Theory And Behaviour	QA1 QA3 QA5
Practical Approaches To Programming For Educational Leaders	QA1 QA7
Practical Approaches To Programming For New And Inexperienced Educators	QA1 QA7
Prepare Your Team For Assessment And Rating	QA4 QA7
Research And Theory In Behaviour	QA1 QA4 QA5
Self Assessment 1: Supporting The Why, What And How Of Quality Practices	QA7
Self Assessment 2: Using The Self-Assessment Tool: Strategies To Turn QIP Strengths Into Visible And Evidence Based Practice	QA7

So Now You Are On The Committee	QA7
The Directors Toolkit: Administrative Responsibilities	QA2 QA7
The Directors Toolkit: Compliance & Quality	QA2 QA7
The Directors Toolkit: Family And Community Partnerships	QA6 QA7
The Directors Toolkit: Leadership & Advocacy	QA4 QA5 QA6 QA7
The Directors Toolkit: The Team: Staff Relationships	QA4 QA7
The Directors Toolkit: Working With Management: Planning & Policy	QA7
The How, What and Why of Effective School Transition: Setting Children up for Success NEW	QA1 QA5 QA6
The Law And Regs For Nominated Supervisors	QA2 QA7
The OOSH Approach To Programming And Documentation	QA1 QA4 QA7
Tick Tock: Managing Time Effectively In ECEC NEW	QA4 QA7
Understanding Play Theory	QA1 QA5
Vulnerable & Valuable: Understanding And Working With Children From Disadvantaged Backgrounds	QA4 QA5 QA6
You And The Third Teacher: Making Spaces Learning Places NEW	QA1 QA3

COURSE KEY

To help you to find a topic that suits your needs, we have aligned each session to the Quality Areas it relates to, using the below key.

QA1	Educational program and practice
	Children's health and safety
ΟV3	Physical environment

QA3	Physical environment
QA4	Staffina arrangements

QA5 Relationships with child

QA6	Collaborative partnerships
	with families and communities







MON 7 JUN 1PM-3PM

Compliance in Everyday Practice

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA2 QA7

TUE 15 JUN 10.00AM-12.30PM

Learning Through The Senses: Making **Spaces Learning Places**

MEMBER \$150 | NON-MEMBER \$180 **DELIVERY: WEBINAR**

QA3 QA5

TUE 1, 8 & 15 JUN 10AM-12PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

MEMBER \$200 | NON-MEMBER \$245 **DELIVERY: WEBINAR**

QA2 QA5 QA7

WED 2 JUN 1PM-3PM

Vulnerable & Valuable: Understanding And Working With Children From **Disadvantaged Backgrounds**

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA4 QA5 QA6

THU 3 JUN 10AM-12PM

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA5

TUE 8 JUN 2PM-4PM

Self Assessment 2: Using The Self-Assessment Tool: Strategies To Turn QIP Strengths Into Visible And Evidence Based **Practice**

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

Understanding Play Theory

MEMBER \$120 | NON-MEMBER \$145

QA1 QA5

WED 16 JUN 1PM-3PM

Play Theory And Behaviour

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA3 QA5

WED 9 JUN 1PM-3PM

DELIVERY: WEBINAR

THU 17 JUN 10.00AM-12.30PM

You And The Third Teacher: Making Spaces **Learning Places**

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QA1 QA3

Children's Rights Children's Voices

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QA4 QA7

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Dealing Effectively with Complaints

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QA2 QA6 QA7

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Acknowledging And Celebrating Aboriginal Australia: A Starting Point - 2 **Part Series**

MEMBER \$300 | NON-MEMBER \$360 **DELIVERY: WEBINAR**

QA1 QA3 QA4 QA5 QA6

THU 10 JUN 10AM-12PM

Neuroscience And Behaviour

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QA1 QA5 QA7

TUE 22 JUN 10AM-12:30PM

How The Exceeding Themes Influence Your Practices

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QA4 QA7

FRI 4 JUN 10AM-12PM

Self Assessment 1: Supporting The Why, **What And How Of Quality Practices**

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FRI 11 JUN 9.30AM-11.30AM

Practical Approaches To Programming For Educational Leaders

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA7

TUE 22, 23 & 24 JUN 2PM-4PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

MEMBER \$200 | NON-MEMBER \$245 **DELIVERY: WEBINAR**

QA2 QA5 QA7





THU 24 JUN 10AM-12PM

Inquiry Based Learning

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA3 QA5

TUE 6 JUL 10AM-12PM

ECE Active Supervision

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QA2 QA3 QA7

TUE 13 JUL 1PM-3PM

Self Assessment 2: Using The Self-Assessment Tool: Strategies To Turn QIP Strengths Into Visible And Evidence Based **Practice**

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QA2 QA3 QA7

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The Law And Regs For Nominated **Supervisors**

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QA7

WED 14 JUL 12.30PM-3PM

How The Exceeding Themes Influence **Your Practices**

MEMBER \$150 | NON-MEMBER \$180 **DELIVERY: WEBINAR**

QA4 QA7

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5 Ways To Better Conversations With Children

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QA1 QA3

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Prepare Your Team For Assessment And Rating

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QA4 QA7

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THU 15 JUL 10AM-12.30PM

Prepare Your Team For Assessment And Rating

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QA4 QA7

MON 5, 12 & 19 JUL 1PM-3PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

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QA2 QA5 QA7

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QA3 QA5

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The How, What and Why of Effective School Transition: Setting Children up for **Success**

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QA1 QA5 QA6





MON 19 JUL 10AM-12PM

Neuroscience And Behaviour

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA5 QA7

MON 26. TUE 27 & WED 28 JUL 10AM-12PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

MEMBER \$200 | NON-MEMBER \$245 DELIVERY: WEBINAR

QA2 QA5 QA7

TUE 20 JUL 2PM-4PM

Play Theory And Behaviour

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA3 QA5

MON 26 JUL 12.30PM-3PM

How The Exceeding Themes Influence Your Practices

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA4 QA7

AUGUST

MON 2 AUG 12.30PM-3PM

Prepare Your Team For Assessment And Rating

MEMBER \$150 | NON-MEMBER \$180 **DELIVERY: WEBINAR**

QA4 QA7

WED 21 JUL 11AM-1PM

Dealing Effectively with Complaints

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA2 QA6 QA7

TUE 27 JUL 12.30PM-3PM

Music In The Early Years

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QA1 QA3 QA5

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QA7

THU 22 JUL 10.30AM-12.30PM

Practical Approaches To Programming For New And Inexperienced Educators

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QA1 QA7

WED 28 JUL 10AM-12.30PM

Literacy In The Early Years

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QA1 QA5

TUE 3 AUG 1PM-3PM

Self Assessment 2: Using The Self-Assessment Tool: Strategies To Turn QIP Strengths Into Visible And Evidence Based **Practice**

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

THU 22 JUL 12PM-2PM

The Directors Toolkit: Compliance & Quality

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA7

THU 29 JUL 12PM-2PM

The Directors Toolkit: Leadership & Advocacy

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QA4 QA5 QA6 QA7

WED 4 AUG 10AM-12.30PM

Numeracy In The Early Years

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QA1 QA5

FRI 23 JUL 10AM-12PM

Research And Theory In Behaviour

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA4 QA5

FRI 30 JUL 11AM-1PM

Understanding Play Theory

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA5

WED 4 & 11 AUG 1PM-3.30PM

Acknowledging And Celebrating Aboriginal Australia: A Starting Point - 2 **Part Series**

MEMBER \$300 | NON-MEMBER \$360 **DELIVERY: WEBINAR**

QA1 QA3 QA4 QA5 QA6





THU 5 AUG 12PM-2PM

The Directors Toolkit: Working With Management: Planning & Policy

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QA7

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5 Ways To Better Conversations With Children

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QA1 QA4 QA5

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The Directors Toolkit: Administrative Responsibilities

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QA2 QA7

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QA4 QA7

MON 16 AUG 10AM-12PM

Compliance in Everyday Practice

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QA2 QA7

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Do You See What They See

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QA1 QA5

MON 9, TUE 10 & WED 11 AUG 10AM-12PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

MEMBER \$200 | NON-MEMBER \$245 DELIVERY: WEBINAR

QA2 QA5 QA7

MON 16 AUG 2PM-4PM

Dealing Effectively with Complaints

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA2 QA6 QA7

MON 23 AUG 12.30PM-3PM

How The Exceeding Themes Influence Your Practices

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QA4 QA7

MON 9 AUG 11AM-1PM

Educator Wellbeing: Filling An Empty Bucket

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA4 QA7

TUE 17 AUG 10AM-12PM

Loose Parts Play

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA3 QA4 QA5

MON 23 AUG 6.30PM-8.30PM

So Now You Are On The Committee

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA7

TUE 10 AUG 10AM-12PM

Vulnerable & Valuable: Understanding And Working With Children From Disadvantaged Backgrounds

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA4 QA5 QA6

TUE 17 AUG 3PM-5PM

Inquiry Based Learning

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA3 QA5

TUE 24 AUG 10AM-12PM

Children's Rights Children's Voices

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA5

THU 12 AUG 12PM-2PM

The Directors Toolkit: The Team: Staff Relationships

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA4 QA7

THU 19 AUG 10AM-12PM

The Law And Regs For Nominated Supervisors

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA2 QA7

WED 25 AUG 10AM-12PM

Research And Theory In Behaviour

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA4 QA5





THU 26 AUG 12PM-2PM

The Directors Toolkit: Family And Community Partnerships

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA6 QA7

THU 2 SEP 12.30PM-3PM

Music In The Early Years

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QA1 QA3 QA5

MON 13 SEP 2PM-4PM

Self Assessment 1: Supporting The Why, What And How Of Quality Practices

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA7

FRI 27 AUG 11AM-1PM

The OOSH Approach To Programming And Documentation

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QA1 QA4 QA7

TUE 7, 14 & 21 SEP 1PM-3PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

MEMBER \$200 | NON-MEMBER \$245 DELIVERY: WEBINAR

QA2 QA5 QA7

TUE 14 SEP 2PM-4PM

Self Assessment 2: Using The Self-Assessment Tool: Strategies To Turn QIP Strengths Into Visible And Evidence Based Practice

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA7

MON 30, TUES 31 AUG & WED 1 SEP 2PM-4PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

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QA2 QA5 QA7

WED 8 SEP 10AM-12.30PM

Literacy In The Early Years

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QA1 QA5

WED 15 SEP 1PM-3.30PM

How The Exceeding Themes Influence Your Practices

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA4 QA7

SEPTEMBER

THU 9 SEP 11AM-1PM

OOSH Active Supervision

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA2 QA3 QA7

THU 16 SEP 10AM-12.30PM

An Introduction To The Circle Of Security® For Early Educators

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QA1 QA4 QA5

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The Law And Regs For Nominated Supervisors

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QA2 QA7

FRI 10 SEP 10AM-12PM

Compliance in Everyday Practice

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QA2 QA7

FRI 17 SEP 10AM-12.30PM

Prepare Your Team For Assessment And Rating

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QA4 QA7

WED 1 SEP 1.00PM-3.00PM

The How, What and Why of Effective School Transition: Setting Children up for Success

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QA1 QA5 QA6

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QA1 QA5 QA7

TUE 21 SEP 2PM-4PM

Dealing Effectively with Complaints

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QA2 QA6 QA7





WED 22 SEP 10AM-12PM

Practical Approaches To Programming For Educational Leaders

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**

QA1 QA7

THU 23 SEP 10AM-12PM

ECE Active Supervision

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QA2 QA3 QA7

OCTOBER

FRI 1 OCT 10AM-12.30PM

Numeracy In The Early Years

MEMBER \$150 | NON-MEMBER \$180

QA1 QA5

THU 7 OCT 12.30PM-2.30PM

Practical Approaches To Programming For New And Inexperienced Educators

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QA1 QA7

DELIVERY: WEBINAR

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QA1 QA3 QA4 QA5 QA6

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Prepare Your Team For Assessment And Rating

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QA4 QA7

TUE 5 OCT 10AM-12PM

Loose Parts Play

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QA1 QA3 QA4 QA5

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CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

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QA2 QA5 QA7

MON 27, TUE 28, WED 29 SEP 1PM-3PM

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Educator Wellbeing: Filling An Empty Bucket

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QA4 QA7

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QA4 QA7

THU 7 OCT 10AM-12PM

The Directors Toolkit: Compliance & Quality

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QA2 QA7

THU 14 OCT 10AM-12PM

The Directors Toolkit: Leadership & **Advocacy**

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QA4 QA5 QA6 QA7





MON 18. 25 OCT & 1 NOV 10AM-12PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

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QA2 QA5 QA7

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QA4 QA7

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Rating

QA4 QA7

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DELIVERY: WEBINAR

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QA1 QA5 QA7

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NOVEMBER

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TUE 9 NOV 2PM-4PM

Self Assessment 2: Using The Self-Assessment Tool: Strategies To Turn QIP Strengths Into Visible And Evidence Based **Practice**

MEMBER \$120 | NON-MEMBER \$145 **DELIVERY: WEBINAR**





WED 10 NOV 12PM-2PM

The OOSH Approach To Programming And Documentation

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA4 QA7

THU 11 NOV 10AM-12PM

The Directors Toolkit: Family And Community Partnerships

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA6 QA7

THU 11 NOV 12.30PM-3PM

How The Exceeding Themes Influence Your Practices

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA4 QA7

FRI 12 NOV 10AM-12.30PM

Prepare Your Team For Assessment And Rating

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA4 QA7

MON 15 NOV 3PM-5PM

ECE Active Supervision

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA2 QA3 QA7

TUE 16 NOV 10AM-12PM

Neuroscience And Behaviour

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA5 QA7

WED 17 NOV 11AM-1PM

5 Ways To Better Conversations With Children

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA4 QA5

FRI 19 NOV 10AM-12.30PM

Numeracy In The Early Years

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA1 QA5

MON 22 NOV 10AM-12PM

The Law And Regs For Nominated Supervisors

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA2 QA7

TUE 23 NOV 11AM-1PM

Dealing Effectively with Complaints

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA2 QA6 QA7

WED 24 NOV 2PM-4PM

Children's Rights Children's Voices

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA5

FRI 26 NOV 10AM-12.30PM

Literacy In The Early Years

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA1 QA5

MON 29. TUES 30 NOV & WED 1 DEC 1PM-3PM

CHCPRT001: Identify & Respond To Children And Young People At Risk (RTO ID 90842) - 3 Part Series

MEMBER \$200 | NON-MEMBER \$245 DELIVERY: WEBINAR

QA2 QA5 QA7

DECEMBER

WED 1 DEC 10AM-12.30PM

Do You See What They See

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA1 QA5

THU 2 DEC 1.30PM-4PM

Prepare Your Team For Assessment And Rating

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA4 QA7

MON 6 DEC 11AM-1PM

OOSH Active Supervision

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA2 QA3 QA7

TUE 7 DEC 10AM-12.30PM

How The Exceeding Themes Influence Your Practices

MEMBER \$150 | NON-MEMBER \$180 DELIVERY: WEBINAR

QA4 QA7

WED 8 DEC 10AM-12PM

Play Theory And Behaviour

MEMBER \$120 | NON-MEMBER \$145 DELIVERY: WEBINAR

QA1 QA3 QA5





CELA WEBINAR TRAINING CHECK LIST

Providing enriching and rewarding online professional development is of the utmost importance to CELA. Our calendar is reviewed and refined on a quarterly basis by our expert training team, who draw from their own experience of working in and running a service to ensure that every session is inspirational and topical, with strategies and ideas that you can implement in your service today.

All sessions are delivered via an interactive and easy to use live webinar platform. Our exceptional team of facilitators invite questions and comments and aim to make every session highly engaging and rewarding.

The below checklist has been provided as a guide for participants to maximise and enhance the online learning experience. At the beginning of the session, one of CELA's moderators will be there to trouble shoot any problems you may encounter. Participants can contact our team on 1800 157 818 at any time before, during or after their session to ask a question or clarify any queries or concerns.



BEFORE YOUR SESSION

WHAT YOU WILL RECEIVE BEFORE YOUR SESSION

Upon booking your training with CELA, you will receive a billing confirmation email with the booked session details and a copy of your invoice/receipt.

The booked participant will also receive a confirmation email with their session details, webinar link and session resources.

THINGS TO PREPARE

Consider why you chose to undertake this professional development and how

the topic may help you in your role. If you are undertaking the training as a team, discuss your desired outcomes and any questions you may have around this topic.

It is important to plan and assess the space you will be carrying out your training - this careful planning can assist in avoiding any unexpected technical issues or disruptions that may occur on the day. Please work through the below list to maximise your online learning experience.



POST SESSION

After your training, we would love your feedback – you can complete a <u>quick evaluation survey</u> <u>here</u>, scan the QR code below, or email us if you had any comments at <u>training@cela.org.au</u>.



WHAT YOU WILL RECEIVE AFTER YOUR SESSION

Following the completion of your session, you will receive a digital certificate of attendance. Add this training to your self-assessment – you have made an important step towards strengthening your service!

Call the CELA team on 1800 157 818 to discuss the next step in your learning journey.

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THE DAY OF YOUR SESSION

CHECK YOUR TECH! MAKE SURE YOU HAVE:

- A strong and stable internet connection,
- A good-sized screen to watch preferably not a mobile phone, although this can be used if there is no alternative,
- Your computer or device will have inbuilt speakers that you will need to use during the training session. We suggest that you test that your speakers are working prior to the event. You can do this easily by playing a YouTube video or music file. Consider using headphones if there are others in the room.
- Your computer or device will have an inbuilt microphone. We suggest that you test it prior to the event to ensure that you are able to engage and ask questions if necessary,
- Your computer or device will have an inbuilt

- camera. We suggest that you test it prior to the event so that you can fully engage with the facilitator and other participants in the session,
- Have a pen and paper available to take notes of key takeaways,
- Be logged in and ready to start training 5-10 minutes before the scheduled start time. This way, if you come across any technical difficulties, you have time to get them sorted!

If you do experience any issues, you can contact our CELA Support Team on 1800 157 818 who will assist you with your query.

DURING THE SESSION

Be focused and present throughout, however feel free to move, stretch, and use the bathroom when needed. We encourage you to be actively engaged, ask questions, and share your reflective thoughts.

