



COMMUNITY EARLY  
LEARNING AUSTRALIA

# LEARNING AND DEVELOPMENT

JUL - DEC 2019  
• CALENDAR •



## 2019 CALENDAR

Meaningful professional development supports staff retention, individual and team growth, and promotes forward thinking. It addresses the strengths and weaknesses of your service and provides an opportunity to fill gaps. Ultimately, the aim is to make children's early education sparkle through meaningful growth in every educator's practice.

CELA offers training in any metropolitan, regional and remote area, any time across Australia. If our training calendar options don't suit you or your team, call our Learning and Development experts on 1800 157 818 to arrange a customised session. No matter where you are located, we can come to you or connect via video conference.

### Three ways to learn with CELA

#### 1. Calendar Training

Join one of our popular calendar sessions at our Marrickville training room. Enjoy meeting other educators as you develop new skills and inspire each other with ideas, techniques and strategies to improve quality outcomes for children.

#### 2. Individual Mentoring

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

#### 3. Customised Learning & Development - CELA comes 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. Face to Face or via video conference, you can access training wherever you are located.

### We're here to help! Contact us:

Phone 1800 157 818, email: [info@cela.org.au](mailto:info@cela.org.au) or visit our website: [cela.org.au](http://cela.org.au)

### Teacher Accreditation

Community Early Learning Australia (CELA) is endorsed to provide NSW Education Standards Authority (NESA) Registered Professional Development for teachers accredited at Proficient Teacher Level. Refer to NESA on the training calendar to choose sessions that will contribute towards your training hours.

More information regarding content of these courses is available on our website: [cela.org.au](http://cela.org.au)





## LEARNING & DEVELOPMENT

CELA has been delivering professional development to the early and middle childhood sector for almost 40 years. With programs designed by sector experts to support the NQF outcomes, the EYLF, MTOP and meet the requirements of nationally accredited qualifications, we provide a practical, hands-on approach to training that changes educators' practice and improves outcomes for children. If you don't see what you need on our calendar, just ask and we will design a program specifically for your service.

### THE CHILD

- ▶ Born to Be Wild - Creating adventure experiences with babies **NESA Registered PD**
- ▶ **NEW!** Children's Rights, Children's Voices **NESA Registered PD**
- ▶ Do You See What They See? Exploring the world through the eyes of the child **NESA Registered PD**
- ▶ How Children's Brains Grow and Develop **NESA Registered PD**
- ▶ **NEW!** Going to Big School Next Year - Helping Families and Children Prepare **NESA Registered PD**
- ▶ Young Gifted Children in ECE Settings **NESA Registered PD**
- ▶ Understanding Autism **NESA Registered PD**
- ▶ Understanding Autism in OOSH
- ▶ Vulnerable and Valuable – Understanding and working with children from disadvantaged backgrounds **NESA Registered PD**

### THE EDUCATOR

- ▶ CHCPRT001 Identify and Respond to Children and Young People at Risk **NESA Registered PD**
- ▶ The Behaviour Toolkit for Educators – Neuroscience and yoga **NESA Registered PD**
- ▶ The Behaviour Toolkit for Educators - *Action Learning Series* **NESA Registered PD**
- ▶ Critical Reflection & Assessing Children's Learning **NESA Registered PD**
- ▶ The Co-creative Leader Webinar Series
- ▶ Demystifying Critical Reflection **NESA Registered PD**
- ▶ **NEW!** Educator Wellbeing: Filling an Empty Bucket **NESA Registered PD**
- ▶ Family Inclusion in Children's Learning **NESA Registered PD**
- ▶ Harmonious Teams **NESA Registered PD**
- ▶ Introduction to Play Theory - Understanding play theory and using play interventions when working with children's behaviour **NESA Registered PD**
- ▶ Leap into Leadership – Learn how to unlock and identify your leadership potential **NESA Registered PD**
- ▶ Little Scientists Workshops
- ▶ Under the Volcano - Understanding children's emotions and behaviours, knowing how to respond, not react **NESA Registered PD**
- ▶ OOSH Don't Forget to Play
- ▶ OOSH Under the Volcano

### THE PROGRAM

- ▶ Acknowledging and Celebrating Aboriginal Australia - A starting point **NESA Registered PD**
- ▶ Practical Approaches to Programming and Documentation **NESA Registered PD**
- ▶ Taking Literacy Outdoors **NESA Registered PD**
- ▶ The OOSH Approach to Programming and Documentation

### MANAGEMENT

- ▶ Becoming an Approved Provider – Roles and responsibilities under the National Quality Framework
- ▶ Director's Toolkit – Connect to all the resources you need at your fingertips **NESA Registered PD**
- ▶ Measuring Quality and articulating quality practices from our QIP **NESA Registered PD**

### HOW TO BOOK

[www.cela.org.au](http://www.cela.org.au) | 1800 157 818 | [info@cela.org.au](mailto:info@cela.org.au)



## MEET OUR FACILITATORS

CELA's Learning and Development facilitators come from a wide range of early education backgrounds, equipping them with practical sector based experience which is second to none. All our facilitators have a common passion for meaningful growth in every educators practice, resulting in better outcomes for children.

### Kerrie Maguire



Kerrie Maguire has been working in children's services for over 20 years. During this time, she has fostered a passionate belief in the significance educators have in the lives of the children they work with. She is a resourceful problem-solver with a broad skill base across early childhood learning and development.

### Louise Black



With a background in local government as a teacher director, and as a validator and trainer with the National Child Care Accreditation Council, Louise Black brings many years of sector experience. She has been an integral part of the Learning and Development team at CELA and specialises in quality assurance and training needs analysis, across all service types.

### Catherine Fraser



Catherine Fraser has been a teacher and director in early childhood services for 25 years, working across the sector in Long Day Care, Preschool and Primary School. Her experience and subsequent strengths as a director have led to a passionate focus on delivering training in areas of team building, change management, communication and leadership.

### Karen Roberts



Karen has been an early childhood professional for 42 years. She holds a Bachelor of Education (Early Childhood) and Master of Early Childhood (Special Education). Karen has worked as a teacher, director, special educator, TAFE teacher, trainer, as well as being a guest university lecturer and tutor.

### Jenny Hind



Jenny has been working as an early childhood teacher and director for 30 years in long day care, private school and preschool. She's also worked as a trainer for Registered Training Organisations (RTOs) and CELA. She has a Bachelor of Education in Early Childhood, an Advanced Diploma in Community Sector Management and Cert IV in Training and Assessment.

### Helen Thornton



Helen is a highly motivated individual with a broad background and training as a teacher, director, coordinator, lecturer, consultant, mentor, trainer and presenter. Helen has more than 30 years' experience working in education, in Australia and the UK.

### Penny Birdsall



Penny is an Early Childhood Professional with over twenty-five years experience in a variety of Early Childhood settings in both New South Wales and Queensland. She has been an Early Childhood Teacher, Director, Manager, Tutor and Adult Education Assessor and Trainer within the TAFE system. She has worked for community-based, council, private and large non-profit organisations.

### Debra Williams



Debra has a background in local government, community based and private sector organisations as a Teacher, Director and Manager. She brings extensive sector experience having worked as a validator and trainer with the National Accreditation Council and in an advisory role with DETE.



# July

## Measuring Quality and articulating quality practices from your QIP **NESA Registered PD**

TUE 02 JUL, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## Taking Literacy Outdoors **NESA Registered PD**

WED 03 JUL, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools* | Location: Marrickville

## The OOSH Approach to Programming and Documentation

THU 04 JUL, 10.00AM-2.00PM

Member \$180 | Non-Member \$200

*OOSH* | Location: Marrickville

## Harmonious Teams - The keys to building and maintaining successful teams **NESA Registered PD**

FRI 12 JUL, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842 **NESA Registered PD**

FRI 19 JUL, 9.00AM-4.00PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework

TUE 23 JUL, 9.30AM-4.00PM

Member \$350 | Non-Member \$425

*New & existing service providers* | Location: Marrickville

## Critical Reflection and Assessing Children's Learning **NESA Registered PD**

WED 24 JUL, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC & Preschools* | Location: Marrickville

## Practical Approaches to Programming and Documentation **NESA Registered PD**

THU 25 JUL, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## How Children's Brains Grow and Develop **NESA Registered PD**

FRI 26 JUL, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools, Mobiles, Occasional Care*

Location: Marrickville

## CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842 **NESA Registered PD**

FRI 26 JUL, 9.00AM-4.00PM

*All service types* | Location: Nyngan

## CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842 **NESA Registered PD**

SAT 27 JUL, 9.00AM-4.00PM

*All service types* | Location: Cobar

## **NEW!** Children's Rights, Children's Voices **NESA Registered PD**

WED 31 JUL, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

### HOW TO BOOK

[www.cela.org.au](http://www.cela.org.au) | 1800 157 818 | [info@cela.org.au](mailto:info@cela.org.au)





# August

## Measuring Quality and articulating quality practices from your QIP **NESA Registered PD**

THU 01 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842 **NESA Registered PD**

SAT 03 AUG, 9.00AM-4.00PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## Little Scientists - Optics

TUE 06 AUG, 9.30AM-4.30PM

Price \$115 | Bookings: [littlescientists.org.au](http://littlescientists.org.au)

*All service types* | Location: Marrickville

## OOSH Under the Volcano - Understanding children's emotions and behaviours, knowing how to respond, not react

WED 07 AUG, 10.00AM-2.00PM

Member \$180 | Non-Member \$200

*OOSH* | Location: Marrickville

## Demystifying Critical Reflection - Assumptions, possibilities and practice **NESA Registered PD**

THU 08 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## Directors Toolkit - Connect to all the resources you need at your fingertips **NESA Registered PD**

MON 12 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools, Mobiles* | Location: Marrickville

## Born to be Wild - Creating adventure experiences with babies **NESA Registered PD**

WED 14 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Mobiles & Occasional Care* | Location: Marrickville

## CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842

### Webinar 3 part series **NESA Registered PD**

THU 15, 22 & 29 AUG, 10.00AM-12.00PM

Member \$200 | Non-Member \$225

*All service types* | Location: Webinar

## **NEW!** Educator Wellbeing: Filling an Empty Bucket **NESA Registered PD**

FRI 16 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## **NEW!** Going to Big School Next Year - Helping Families and Children Prepare **NESA Registered PD**

MON 19 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools, Occasional Care, Mobiles* |

Location: Marrickville

## Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework

WED 21 AUG, 9.30AM-4.00PM

Member \$350 | Non-Member \$425

*New & existing service providers* | Location: Marrickville

## Introduction to Play Theory - Understanding play theory and using play interventions when working with children's behaviour **NESA Registered PD**

FRI 23 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## The Educator Behaviour Toolkit - Neuroscience and yoga **NESA Registered PD**

MON 26 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC & Preschools* | Location: Marrickville

## Understanding Autism **NESA Registered PD**

TUE 27 AUG, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville



**Young Gifted Children in ECE Settings**  
**NESA Registered PD**

WED 28 AUG, 9.30AM-4.00PM  
Member \$250 | Non-Member \$275  
*All service types* | Location: Marrickville

## September

**Practical Approaches to Programming and Documentation** ACTION LEARNING SERIES  
**NESA Registered PD**

WEBINAR: MON 02 SEP, 4.00PM-6.00PM  
FACE TO FACE: MON 23 SEP, 9.30AM-12.30PM  
Member \$250 | Non-Member \$275  
*All service types* | Location: Marrickville

**Under the Volcano - Understanding children's emotions and behaviours, knowing how to respond, not react** **NESA Registered PD**

TUE 03 SEP, 9.30AM-3.30PM  
Member \$250 | Non-Member \$275  
*LDC, Preschools, Occasional Care, Mobiles*  
Location: Marrickville

**Acknowledging and Celebrating Aboriginal Australia - A starting point** **NESA Registered PD**

THU 05 SEP, 9.30AM-3.30PM  
Member \$250 | Non-Member \$275  
*All service types* | Location: Marrickville

**OOSH Don't Forget to Play - Understanding play theory and using play interventions when working with children's behaviour**

TUE 10 SEP, 10.00AM-2.00PM  
Member \$180 | Non-Member \$200  
*OOSH* | Location: Marrickville

**Measuring Quality and articulating quality practices from your QIP** **NESA Registered PD**

WED 11 SEP, 9.30AM-3.30PM  
Member \$250 | Non-Member \$275  
*All service types* | Location: Marrickville

**Do You See What They See? Considering the child's perspective when engaging and observing play** **NESA Registered PD**

FRI 13 SEP, 9.30AM-3.30PM  
Member \$250 | Non-Member \$275  
*LDC, Preschools, Mobiles* | Location: Marrickville

**The Educator Behaviour Toolkit - Neuroscience and yoga** **NESA Registered PD**

WED 18 SEP, 9.30AM-3.30PM  
Member \$250 | Non-Member \$275  
*LDC & Preschools* | Location: Marrickville

**Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework**

FRI 20 SEP, 9.30AM-4.00PM  
Member \$350 | Non-Member \$425  
*New & existing service providers* | Location: Marrickville

**CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842** **NESA Registered PD**

TUE 24 SEP, 9.00AM-4.00PM  
Member \$250 | Non-Member \$275  
*All service types* | Location: Marrickville

## October

**Little Scientists - Air**

FRI 04 OCT, 9.30AM-4.30PM  
Price \$115 | Bookings: [littlescientists.org.au](http://littlescientists.org.au)  
*All service types* | Location: Marrickville

**Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework**

FRI 11 OCT, 9.30AM-4.00PM  
Member \$350 | Non-Member \$425  
*New & existing service providers* | Location: Marrickville

### HOW TO BOOK

[www.cela.org.au](http://www.cela.org.au) | 1800 157 818 | [info@cela.org.au](mailto:info@cela.org.au)





**The Behaviour Toolkit for Educators** – applying current theory and research to children’s behaviour

**ACTION LEARNING SERIES** **NESA Registered PD**

WEBINAR: WED 16 OCT, 4.00PM-6.00PM

FACE TO FACE: WED 30 OCT, 9.30AM-12.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Webinar & Marrickville

**Demystifying Critical Reflection -**  
Assumptions, possibilities and practice

**NESA Registered PD**

THU 17 OCT, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**Directors Toolkit** - Connect to all the resources you need at your fingertips **NESA Registered PD**

FRI 18 OCT, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools, Mobiles* | Location: Marrickville

**NEW! Going to Big School Next Year -** Helping Families and Children Prepare **NESA Registered PD**

MON 21 OCT, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools, Occasional Care, Mobiles* |

Location: Marrickville

**Introduction to Play Theory** - Understanding play theory and using play interventions when working with children’s behaviour **NESA Registered PD**

TUE 22 OCT, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**Young Gifted Children in ECE Settings**  
**NESA Registered PD**

THU 24 OCT, 9.30AM-4.00PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**Understanding Autism in OOSH**

FRI 25 OCT, 10.00AM-2.00PM

Member \$180 | Non-Member \$200

*OOSH* | Location: Marrickville

**CHCPRT001 - Identify & Respond to Children and Young People at Risk** - RTO ID: 90842

**NESA Registered PD**

SAT 26 OCT, 9.00AM-4.00PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**Vulnerable and Valuable** - Understanding and working with children from disadvantaged backgrounds **NESA Registered PD**

TUE 29 OCT, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools, Occasional Care, Mobiles*

Location: Marrickville

## November

**Critical Reflection and Assessing Children’s Learning**

**NESA Registered PD**

FRI 01 NOV, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC & Preschools* | Location: Marrickville

**CHCPRT001 - Identify & Respond to Children and Young People at Risk** - RTO ID: 90842

**NESA Registered PD**

WED 06 NOV, 9.00AM-4.00PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**Leap into Leadership** - Learn how to unlock and identify your leadership potential

**NESA Registered PD**

THU 07 NOV, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**The OOSH Approach to Programming and Documentation**

FRI 08 NOV, 10.00AM-2.00PM

Member \$180 | Non-Member \$200

*OOSH* | Location: Marrickville





**Under the Volcano** - Understanding children's emotions and behaviours, knowing how to respond, not react **NESA Registered PD**

MON 11 NOV, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools, Occasional Care, Mobiles*

Location: Marrickville

**CHCPRT001 - Identify & Respond to Children and Young People at Risk** - RTO ID: 90842  
**Webinar 3 part series NESA Registered PD**

TUE 12, 19 & 26 NOV, 3.00PM-5.00PM

Member \$200 | Non-Member \$225

*All service types* | Location: Webinar

**The Co Creative Leader webinar series** - Developing the capacity of your team through mentoring and coaching strategies

THU 14, 21 & 28 NOV, 10.00AM-12.00PM

Member \$200 | Non-Member \$225

*All service types* | Location: Webinar

**Becoming an Approved Provider** - Roles and responsibilities under the National Quality Framework

MON 18 NOV, 9.30AM-4.00PM

Member \$350 | Non-Member \$425

*New & existing service providers* | Location: Marrickville

**NEW! Children's Rights, Children's Voices**  
**NESA Registered PD**

WED 20 NOV, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**The Educator Behaviour Toolkit – Neuroscience and yoga NESA Registered PD**

FRI 22 NOV, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC & Preschools* | Location: Marrickville

**NEW! Educator Wellbeing: Filling an Empty Bucket**  
**NESA Registered PD**

MON 25 NOV, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**Measuring Quality and articulating quality practices from your QIP NESA Registered PD**

WED 27 NOV, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

## December

**OOSH Under the Volcano** -

Understanding children's emotions and behaviours, knowing how to respond, not react

MON 02 DEC, 10.00AM-2.00PM

Member \$180 | Non-Member \$200

*OOSH* | Location: Marrickville

**Little Scientists - Human Body**

TUE 03 DEC, 9.30AM-4.30PM

Price \$115 | Bookings: [littlescientists.org.au](http://littlescientists.org.au)

*All service types* | Location: Marrickville

**Family Inclusion in Children's Learning**  
**NESA Registered PD**

WED 04 DEC, 9.30AM-3.30PM

Member \$250 | Non-Member \$275

*LDC, Preschools, Mobiles, Occasional Care*

Location: Marrickville

**CHCPRT001 - Identify & Respond to Children and Young People at Risk** - RTO ID: 90842  
**NESA Registered PD**

THU 05 DEC, 9.00AM-4.00PM

Member \$250 | Non-Member \$275

*All service types* | Location: Marrickville

**Becoming an Approved Provider** - Roles and responsibilities under the National Quality Framework

FRI 06 DEC, 9.30AM-4.00PM

Member \$350 | Non-Member \$425

*New & existing service providers* | Location: Marrickville

### HOW TO BOOK

[www.cela.org.au](http://www.cela.org.au) | 1800 157 818 | [info@cela.org.au](mailto:info@cela.org.au)





## Developing a Professional Development Plan for 2019

Not sure where to start with your Professional Development (PD) Plan? Here's a step by step approach to preparing an effective PD plan for your team or yourself in 2019.

# Week 1

## Evaluating 2018

Have a conversation with your educators about the professional development they have participated in over the past year and identify what worked and what didn't and why. Be open to all kinds of professional development in this discussion including informal peer-to-peer learning that might be an area to pursue in formal training in 2019.

# Week 2

## Pulling the Guiding Tools Together

With your philosophy at the front of your mind, review your Quality Improvement Plan to determine areas that you have identified as a team where you need external support to meet your goals. Did your 2018 budget adequately meet your learning and development needs? Will you need help to tailor your training to meet your 2019 budget? Include your bookkeeper, admin staff or committee treasurer in this discussion – don't just assume you can't afford to do what you need.

# Week 3

## Collaborative Contribution

Provide a space where all educators can contribute to the process by writing their learning and development wish list on a whiteboard or butchers paper. There should be no judgment at this stage – the refinement process comes later. Provide another space (it could just be a notebook) where everyone can share the barriers they perceive to their training. These can go beyond being time-poor or the cost of training and include questions of confidence or role statements: does your cook want to train as an educator? Does your office manager wish they could run a session for the committee members?

# Week 4

## What's Changing in 2019?

Does the New Year mean different educators in different rooms? Try this ... gather your team leaders and brainstorm the skills and competencies required of educators who are transitioning into different rooms. Consider the profile of your enrolments and the particular needs of children that require additional support. Review staff appraisals – what requests or identified gaps need to be acted on? From this list, identify any coaching or mentoring requirements as well as determining face to face, group learning and development needs for your educators.

# Week 5

## Who's Supervising the Supervisor?

Turn the team around and ask what skills can the director focus on in 2019. If you have a management committee or board, could they benefit from some development too?

# Week 6

## Competency Audit

Brainstorm potential gaps in practice, management or governance that could be improved by engaging in learning and development. Identify if anyone needs their qualifications upgraded. What's your succession planning look like? Do you need to schedule or enrol in Identify and Respond; First Aid; Anaphylaxis; Cert III and Diploma; Bachelor of Teaching (Early Childhood).

# Week 7

## Prioritising?

As a team, refine the list to priority areas (group or cluster, cull and refine) and determine what mode of delivery suits the PD you've all decided upon. Some examples are joining in face to face training with other services; having trainers customise and deliver at your service; join lunchtime or recorded webinars; one-on-one mentoring or coaching; conference and seminar sessions.

# Week 8

## Celebrate your Professional Development Plan for 2019!

Book it and share it! This is the real commitment to all the planning: make sure each person who has to enrol in a course has the information they need, and work with a credible PD provider who can manage all your bookings in one place. Once you've committed to the agreed training, display the plan so everyone (including parents) knows what they can look forward to in 2019. Remember that if you work with a not-for-profit provider you know you are getting the best possible value for your PD budget.

## BOOKS

### THE HIT LIST

There are thousands of management books to help you plan professional development for yourself or in a team, but not many with a focus on the early and middle years education sector. This year we completely overhauled the much-loved *Directors Manual*, renaming it the *Essential Guide* and publishing issues for both NSW and Australia. Check out these shortcuts to the relevant sections. Get your updated edition from our online shop, for either NSW-specific or Australia-wide advice.

To get your copy of the guide visit: [cela.org.au/shop](http://cela.org.au/shop)

#### Chapter 5 – Managing Staff p133

- A. Recruiting and retaining good staff p136
- B. Ethics p154
- C. Industrial relations and employers' responsibilities p158
- D. Managing for good performance p168
- E. Professional development for directors and staff p172

#### Chapter 11

Leadership p 309

Effective Leadership p 312



## Looking for more help?

Get in touch for advice and access to a self-assessment tool or find out how we can work with you or your whole service to develop cost effective PD that puts a sparkle in children's early education.

P: 1800 157 818

E: [info@cela.org.au](mailto:info@cela.org.au)

W: [cela.org.au](http://cela.org.au)