

## **Overview**

**This workshop is designed to help participants develop their management skills so that they will enhance the resources available to manage their setting efficiently. The workshop is held over three days and there will be lots of opportunities to practice the new skills learnt during the workshop, as well as to discuss challenges facing your setting with a view of finding invaluable solutions. If you are a manager or owner of a childcare setting, you could easily attend the workshop for free or at substantial discount. Find out more about how the Leadership and Management Train To Gain Grant can assist you in financing the fee for this workshop. We have included a flyer on our site to give you information about the TTG grants.**

## **Who should attend?**

**Owners, Managers, Team Leaders, Directors and Aspiring Managers/ Leaders**

## **What will be covered?**

### **1. Strategic Business Planning**

**How to prepare sound business plans, as well as develop systems to monitor performance against plans.** This session comes with a step by step guidance template that will be used as part of the training. The templates are designed specifically for the childcare sector.

### **2. Strategic Finance Management**

**How to manage fees due and collected from parents, using simple but sound financial management systems that are specifically designed to prevent financial losses ( that may arise due to late collection of fees or ineffective data recording and monitoring systems).** This course comes with financial policy templates that can be amended to fit specific childcare settings, as well as templates for recording deposits collected from parents, monies due and collected from parents and monies banked & spent by the organization

### **3. Strategic Marketing**

**How to market your services, generate sales and grow your business efficiently.** This coaching session will help managers and business owners to understand the unique selling point of their business, as well as efficiently manage the seven critical areas that influence the demand for their service.

### **4. Strategic Finance**

**How to evaluate financial statements of your business, identify weaknesses and take proactive steps for improvement.** This session comes with templates. The course empowers childcare managers and owners to take better control of their business, where there is support from an accounting service provider.

### **5. Strategic Team Building & Development**

Building a high performing team is critical to the success of your setting. This session is designed to provide you with tools for building and developing effective teams to accomplish your goals. You will learn about the different types of teams, how to motivate your team, team roles and personality types, team dynamics, dealing with conflicts and agreeing resolutions, management styles, team performance targets, reviews and support.

## **6. Supervisory and Management Skills**

**Defining the role of the supervisor/ manager is critical for the success of your childcare setting. As a manager, you need to understand the context of your setting's operations as well as your responsibilities to accomplish different team objectives congruent to the overall objectives of your unique setting.**

This session provides you with tools for role definition, as well as tools for planning, organizing and leading a small team of childcare workers. You will also learn, staff recruitment, selection, induction and retention skills, staff appraisal techniques, coaching skills as well as assertiveness and influencing skills to get the best possible outcomes from your team.

This is a unique opportunity to develop your management skills in a fun and safe environment. You will leave this programme with lots of ideas and a reference manual that will be useful in your future management of your setting.

If you choose to attend only one day, you will pay £500 including VAT.

**Fee: £1500 including VAT**

No of days: 3 Days