



## Early Years Training & Development Workshops

£175 for up to 20 attendees - workshop can be delivered in your setting or at our Centre - we are happy to design the workshops to suit the specific needs of your setting and staff team as well as developing the workshops further to extend learning. We are happy for settings to combine for workshops to achieve up to 20 attendees and please talk to us about arranging sets of workshops with a reduced total package price.

### EARLY YEARS PRACTICE WORKSHOPS

*Appropriate for staff working at L2 upwards*

#### **An Introduction to the Early Years Foundation Stage** - Course EYP001

A helpful 2 hour workshop giving an overview of the Statutory Regulations and Early Years Curriculum for those are new to working in Early Years - ideal as part of your induction process or for new Committee members!!

#### **The Role of the Early Years Practitioner** - Course EYP002

This 2 hour workshop is ideal as part of the induction process to help new staff understand their role and responsibilities in the Early Years setting.

#### **Observation, Assessment and Planning in Practice** - Course EYP003

It is vital that your early years staff understand the value of OAP to support children's learning and development and how to implement these processes to suit your setting's systems. This 2 hour workshop will run through the theory and practice as used in your setting and can include a brief guide to schemas if desired.

#### **Understanding the Characteristics of Effective Learning** - Course EYP004

This 2 hour workshop will explain the 'how' of children's learning and development as promoted through the Early Years Foundation Stage and discuss how best to show these are taken into consideration for each child.

#### **Being an Effective Key Person** - Course EYP005

What is a 'key person' and why is this role so important to support children's learning? During this 2 hour workshop these questions will be explained as well as discussing how to implement a system to suit each child's needs in your setting.

#### **The Reflective Practitioner** - Course EYP006

What is reflection all about? In this 2 hour workshop we will focus on the value of good reflection and consider some tools and strategies to support this.

#### **Safeguarding Awareness** - Course EYP007

Everyone in Early Years must be aware of their safeguarding role in the setting. This 2 hour introductory workshop will look at this role and the procedures to protect the children and adults in the setting.

#### **Effective Risk Management in Early Years** - Course EYP008

This 2 hour workshop is for practitioners at all levels to raise awareness and promote effective risk assessment and risk management tools for the indoor and outdoor child care provision as well as promoting safe working practices for early years staff in working with children and families, including use of social media.

#### **Enhancing Practice in the Early Years** - Course EYP009

This 2 hour workshop will enhance your repertoire of pedagogical skills and interactions with children to support their holistic learning and development, as well as demystifying 'sustained-sharing thinking'!!

#### **Supporting Creativity Through Play** - Course EYP010

This 2 hour workshop will look at ways to develop a child's imagination through play, thus developing their ability to problem solve and providing a foundation not just for their intellectual skills but also social skills such as team working, cooperation, and self-expression in an individual way (child-centred). Further to this we will demonstrate how adults can facilitate/encourage children to be creative and problem solve and how it this links to early language, communication, maths, and science skills.

#### **Managing Behaviour** - Course EYP011

Any behaviour management strategies are only effective if applied consistently throughout the early years setting. This 2 hour workshop focusses on 'getting back to basics' and serves as a good platform from which to develop your setting's policies and procedures.

#### **Enabling Smooth Transitions** - Course EYP012

This 2 hour workshop will look at assisting children settle into your setting/moving on into other settings and how to deal with their anxieties.

*These 3 workshops complement each other well and would be ideal delivered as a set to enhance practice in the primary and specific areas of the EYFS curriculum*

#### **Supporting Early Language Development and Communication Through Play** - Course EYP013

This 2 hour workshop looks at creative ways to promote early language through play based activities which stimulate and encourage communication skills (verbal and non-verbal ways of expression) in a holistic manner by looking at the whole child and its learning and development.

#### **Supporting Early Literacy and Mathematics Through Play** - Course EYP014

This 2 hour workshop will focus on playful ways and activities to encourage early literacy and mathematical skills which can be setting based but also shared with parents/carers for every day situations. This workshop is an ideal combination with the early language and communication development workshop!

#### **Supporting Early ICT and Science Through Play** - Course EYP015

This 2 hour workshop will look at the wide range of Information and Communication Technology resources and activities which can enhance children's communication skills and mathematical skills using resources suitable for the indoor and outdoor use. Easy links to early sciences are encouraged through play.

## LEADERSHIP AND MANAGEMENT WORKSHOPS

*Appropriate for Supervisors and Managers*

<p><b>Monitoring Quality in the Early Years Setting</b> - Course LM001</p> <p>How do you know if you are providing a good quality care and learning experience in your setting? A good manager doesn't wait for their Ofsted inspection!! You should be monitoring the quality in your setting on a daily basis - this 2 hour workshop looks at ways of doing this effectively.</p>	<p><b>Leading a Team</b> - Course LM002</p> <p>Strong leadership and management is fundamental for effective teamwork. This 2 hour workshop considers the role of the leader and identifies some leadership strategies to suit your team.</p>
<p><b>Working Well as a Team</b> - Course LM003</p> <p>Your setting is only as good as it's staff team and that team must be working together well to be fully effective. This 2 hour workshop looks at team dynamics, what an effective team looks like and how to get the best from your staff.</p>	<p><b>Problem Solving and Decision Making in the Early Years Setting</b> - Course LM004</p> <p>This 2 hour workshop will look at some fundamental leadership skills - effective problem solving as a team based approach and models of decision making.</p>
<p><b>Effective Supervision and Mentoring of Staff in Early Years</b> - Course LM005</p> <p>Staff supervision, if done well, can motivate your staff and help them reach their full potential. This 2 hour workshop will enable you to set up a manageable system as well as delivering worthwhile and effective staff supervisions.</p>	<p><b>Managing Staff Performance in Early Years</b> - Course LM006</p> <p>This 2 hour workshop will enable you to manage staff performance proactively through appraisals and become confident in using disciplinary and grievance procedures effectively.</p>
<p><b>Adults' Communicating Effectively in the Early Years Setting</b> - Course LM007</p> <p>There is a wide range of adult roles in early years - from parents to portage - and it is vital they communicate well to undertake their roles effectively. In this 2 hour workshop, as well as looking at the basics of good communication and dealing with conflict. Further to this we will consider different methods of communication, including IT and social media, when best used and their advantages and disadvantages.</p>	<p><b>Getting the most from your Early Years Apprentice</b> - Course LM008</p> <p>Apprentices have a significant role in early years settings in providing cost effective child care in a valuable learning environment. It is however vital to put the right support in place to ensure the Apprentice knows their role and you understand your responsibilities for the arrangement to work well for all those involved. This 2 hour workshop will look at the role of the apprentice, employer/mentor and training provider and ensure that the placement is successful.</p>

*Our trainers have a vast amount of experience in early years & management - for more information about individual trainer experience please visit our website - [www.sidebysidetraining.co.uk](http://www.sidebysidetraining.co.uk) - Assessors page*

## Online Short Courses

*Online short courses for compliance/CPD - per person rate as listed or a group price can be agreed for 5 learners or more per setting.*

<p><b>Introduction to Health and Safety</b> - Course COM001</p> <p>This 40 minute course gives you a basic understanding of the relevant laws, and how they affect both employees and employers. It covers subjects like how to identify risks, manual handling, slips and trips, fire safety, using display screen equipment and what to do in the event of an accident. Ideal as part of an induction. £18</p>	<p><b>HABC Foundation Food Safety</b> - Course COM002</p> <p>There's a legal requirement for anyone handling food at work to be appropriately trained in food hygiene. This Level 2 online 6 hour course meets this requirement by providing fully-endorsed training and a certificate in Food Safety, as required by environmental health inspectors. £30</p>
<p><b>Manual Handling</b> - Course COM003</p> <p>Manual handling is one of the biggest causes of workplace accidents. Understanding how to lift correctly could help your employees avoid serious injury. This 30 minute course will provide your employees with guidance on the correct lifting procedure and some handy hints on the do's and don'ts of manual handling. £15</p>	<p><b>5 Steps to Risk Assessment</b> - Course COM004</p> <p>5 Steps to Risk Assessment in your Workplace, provides an interactive method of training your employees in the importance of risk assessments. This 30 minute course will show the viewer how risk assessments don't need be daunting and time-consuming tasks. An emphasis is placed on how they can easily become second nature during a working day. £15</p>
<p><b>COSHH</b> - Course COM005</p> <p>Hazardous substances can threaten short or long term health. There are thousands of accidents every year involving hazardous substances. This 35 minute course is designed to raise awareness of the key points in the safe handling and use of hazardous substances that could harm you or your workmates. The module also covers the changes in the labelling system and the most commonly used symbols. £18</p>	<p><b>Fire Safety</b> - Course COM006</p> <p>Fire is the single biggest danger facing people in the workplace, and almost all fires are avoidable. Understanding how to prevent fire, and how to tackle small fires, can help save lives and property. Fire Safety is a 30 minute, simple, easy-to-follow course. You'll understand some of the causes of fire in the workplace, and explains how to use the correct extinguisher for different types of fire. £18</p>
<p><b>Equality and Diversity (in the workplace)</b> - Course COM007</p> <p>Welcome to 'Equality and diversity'. Diversity isn't about ticking boxes or being politically correct. A 2008 report by the Department for Work and Pensions found businesses which embrace diversity enjoy both improved productivity and increased profit. That's because respecting the individual differences of employees, partners, suppliers and customers from all over the world leads to improved customer service, greater recruitment opportunities and an enhanced business image. This course is 1 hour. £20</p>	<p><b>Data Protection</b> - Course COM008</p> <p>Welcome to 'Data protection'. If you handle personal information about individuals, you have a number of legal obligations to protect that information under the Data Protection Act 1998. This course is 40 minutes. £18</p>
<p><b>IT User Fundamentals - Windows 7</b> - Course IT001</p> <p>This 8 hour course, IT User Fundamentals, is ideal for beginners and those who feel unsure about how to use IT, or what it can do for them. £35</p>	<p><b>Using Email and the Internet</b> - Course IT002</p> <p>This 9 hour course, Using Email and the Internet, is ideal for beginners and those who feel unsure about e-communication and what it can do for them. £35</p>

## Accredited Qualifications L2, 3, 4 & 5

*Fees on enquiry - you may be eligible for funding*

Early Years Educator  
Children and Young People's Workforce  
Play Work  
Supporting Teaching and Learning  
Team Leading and Management

Business and Administration  
Customer Service  
Functional Skills in Maths, English and ICT  
GCSE's in Maths and English