

The Alliance offers a range of courses and workshops that help to prepare staff and volunteers in settings to carry out the 'behind the scenes' work needed to manage a setting. These range from courses about expanding services, to carrying out risk assessment and managing staff.

Our experienced and knowledgeable training team can provide for specific learning needs identified by local authority early years services, Children's Centres and Sure Starts. We can also help these bodies and others meet strategic needs by upskilling the workforce to meet the expansion challenges set in the Government's ten-year childcare strategy.

Behind the Scenes

This training series provides thirteen three-hour workshops that cover a wide range of business and management topics:

- Understanding the legal status of early years settings
- Understanding money matters - looking after the finances
- Understanding roles and responsibilities of parent management committees/support groups
- How written policies can help in the smooth running of early years settings
- How to run successful meetings
- How to appoint staff
- How to manage staff
- Maintaining health and safety in the parent and toddler group
- Creating a behaviour policy for the parent and toddler group
- Understanding who takes responsibility for what
- Understanding the role of the administrator

- Exploring insurance matters
- Creating an operational plan
- Creating an action plan for a setting (six hours)

RR Recommended reading:

- *The Complete Guide to Pre-school Policies* (Pre-school Learning Alliance)
- *Risk Management in Early Years Settings* (Pre-school Learning Alliance)
- *Running a Parent and Toddler Pre-school* (Pre-school Learning Alliance)
- *Pre-schools as Employers* (Pre-school Learning Alliance)
- *Pre-school Committees & Constitutions* (Pre-school Learning Alliance)
- *Expand Your Preschool: The Guide* (Pre-school Learning Alliance)

Next course? Why not try....

Growing Your Pre-school

Working with parents

When the Pre-school Learning Alliance was formed in 1961 (then the Pre-school Playgroups Association) one of its central foundations was a belief in the prime role of parents as their young children's first and most influential educators. Since then much research has gone on to explore this issue and the idea has become mainstream. The success of the Sure Start initiative is a testament to this work. If you are seeking training that will help your setting to develop a true and meaningful partnership with parents the Alliance, with over 40 years experience of this area of work, is the expert. Courses can include the following:

- Making links with parents and the community
- Facilitating family learning
- the meaning of partnership
- the benefits of working in partnership with parents

- the factors which influence how well settings work in partnership with parents
- the skills and attitudes needed to work in effective partnership with parents
- reviewing how well settings are working with parents
- drawing up and implementing action plans to improve the partnership with parents

RR Recommended reading:

- *Parental Stake in Pre-school Education* (Pre-school Learning Alliance)
- *The Contribution of Pre-schools to the Community* (Pre-school Learning Alliance)
- *The Impact of Pre-schools in the Community: A Follow-up Study* (Pre-school Learning Alliance)

What next? Why not try...

CACHE Level 3 Diploma in Pre-school Practice optional unit - Working in a parent- managed pre-school setting

'The course helps practitioners have the confidence to look at involving parents in the setting and the community from the parent's point of view rather than the pre-school's point of view.' - course tutor, Cumbria

