



NEW

Early Childhood Australia  
**Management  
Fundamentals  
Program**

Information booklet

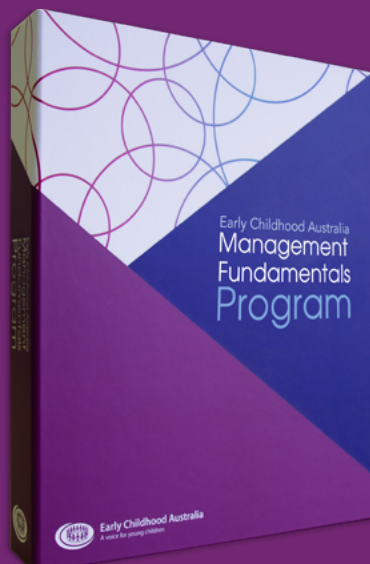


**Early Childhood Australia**  
A voice for young children

# The Early Childhood Australia *Management Fundamentals Program*

Early Childhood Australia (ECA) is committed to ensuring that education and care professionals everywhere have access to affordable, evidence-based skills and knowledge development that will strengthen the management capability of service managers.

Recognising the importance of supporting effective early childhood education and care management across Australia, ECA has developed a dynamic online program—the *ECA Management Fundamentals Program*. The Program has been created in consultation with leaders and experts from across the sector to meet the professional needs of managers in ECEC environments.



## Flexible learning

The *ECA Management Fundamentals Program* was developed with an understanding that early childhood managers, leaders and individuals aspiring to grow their business and management abilities face complex and often demanding workloads. The Program is self-directed and can be undertaken at a pace that suits you—over 16 weeks or up to 12 months. It includes a combination of hard-copy and interactive online learning resources, with a folder including tools, checklists and custom resources.

## The benefits

Management and leadership are companions in the delivery of high-quality education and care service provision. The Program has been designed to support managers in developing their skills, enhancing their knowledge and elevating their confidence in meeting the day-to-day management responsibilities in whatever service or organisation type they work in.

## Individual benefits

Participating in the program will enhance your management skills, knowledge and abilities, and help you excel in a wide range of management and governance-related activities such as service planning; navigating legal frameworks; decision-making; effective communication; and financial, human resource, risk mitigation and change management.

## Organisational benefits

Nurturing future leaders with targeted management professional learning through the *ECA Management Fundamentals Program* will support succession planning and enhance employee career pathways.

Improving management skills across the organisation can significantly enhance the effectiveness of work teams and, ultimately, the quality of education and care delivered to children and families. Capable, consistent management can also increase productivity, reduce staff turnover and support long term viability in a rapidly changing context.

### Topics

The *ECA Management Fundamentals Program* covers:

- an introduction to management in education and care
- philosophy, purpose and planning
- understanding governance and legal frameworks
- financial management systems
- human resource management
- risk mitigation and management
- decision-making and effective communication.



### What's included?

When you enrol in the *ECA Management Fundamentals Program*, you will receive access to:

- program folder
- fourteen core online courses
- elective online courses
- online tools and resources
- printed checklists and audit tools
- Certificate of Completion.



## Enrol and get started

Continue your education and care professional journey with the ECA *Management Fundamentals Program*. Visit the ECA Shop to enrol in the Program: <https://shop.earlychildhoodaustralia.org.au/eca-management-fundamentals/>

Once enrolled, you will receive access to the online Program and be mailed an ECA *Management Fundamentals Program* folder.

## Find out more

For more information or queries, please contact the ECA Customer Service Team on **(02) 6242 1800, 1800 356 900** (free call in Australia) or email [customerservice@earlychildhood.org.au](mailto:customerservice@earlychildhood.org.au).

