

*Manage with
excellence*

Early Childhood Australia
**Management
Fundamentals
Program**

Information booklet

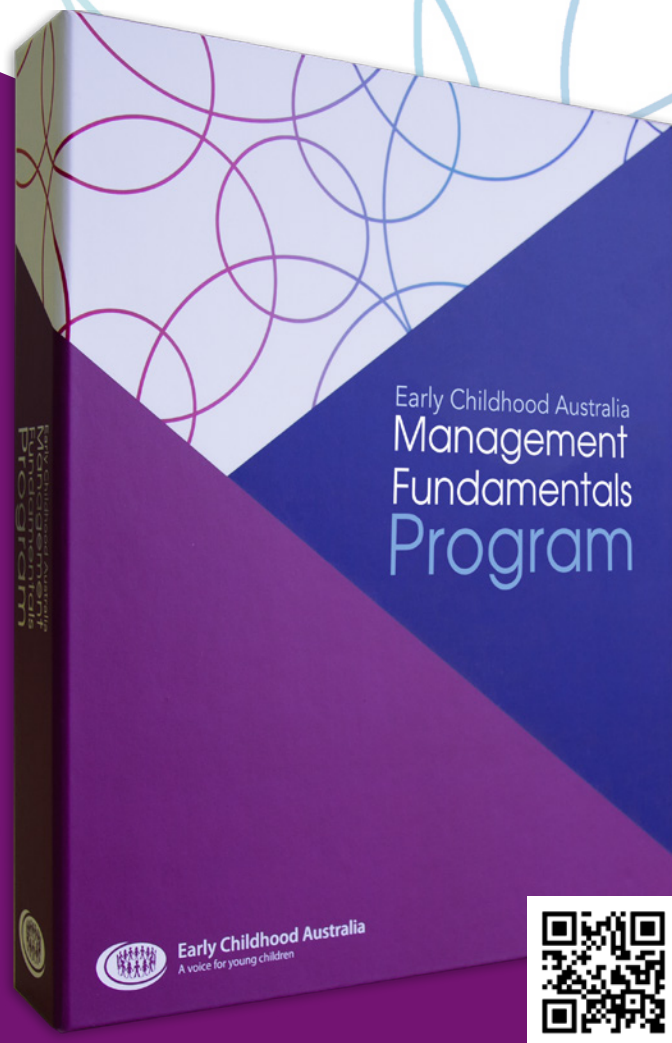


Early Childhood Australia
A voice for young children

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 education and care settings.



Flexible learning

The *ECA Management Fundamentals Program* was developed with an understanding that education and care managers, leaders and individuals aspiring to grow their business and management capabilities 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 6 months. It includes a combination of hard-copy and interactive online learning resources, with a folder including tools, checklists and custom resources.



Who should enrol?

- educational leaders
- team or room leaders
- experienced educators and teachers
- experienced and new service directors and managers
- early childhood consultants



Flexible learning

- over 25 hours of interactive content
- self-paced
- enrol at any time



What's included?

- 14 online professional learning courses
- additional elective courses
- program folder
- online tools and resources
- printed checklists and audit tools
- certificate of completion

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

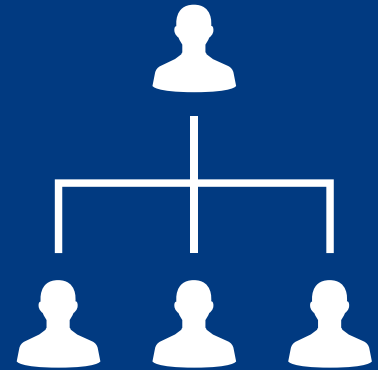
Participating in the Program will enhance your management skills, knowledge and abilities, and help you excel in a wide range of management and governance-related activities such as service planning; navigating legal frameworks; decision-making; effective communication; and financial, human resource,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



Program overview

In the education and care sector, people often find themselves stepping into management roles with little or no management training. It can be daunting and stressful, particularly for those who do not have a highly skilled and supportive governing body.

Recent research into new managers' perceptions of their own preparedness to manage/lead found that a large percentage of them did not feel well prepared in terms of managing/leading the service as an organisation, but felt well prepared to manage and lead elements related to pedagogy. Common challenges experienced by new managers were identified in the organisational leadership domain. Managing staff was ranked as the number one challenge by managers—three times more than any other aspect. In addition, 44% of managers surveyed indicated they would pursue a management/leadership qualification and 41% said perhaps they would.

Despite the apparent interest in upskilling, there is a lack of good quality, sector-specific management training for first-time managers. The *ECA Management Fundamentals Program* has been designed to prepare managers in foundational aspects of governance and leadership, specifically in the education and care context.

The *ECA Management Fundamentals Program* builds on the strengths that education and care professionals bring to their management role and ensures they are prepared to take on other roles across the breadth of the education and care sector.

The *ECA Management Fundamentals Program* complements the *ECA Leadership Program* in developing a complete range of capabilities across management and leadership.

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.

We know that new managers face unnecessary challenges as a result of little to no management-specific training. These concepts, theories and skills can bridge this gap and set participants up to thrive as empowered and confident managers.



Quality Area 7

Select the link and read 'Quality Area 7'



Consider any questions about management that you hope to have answered through engaging in the Program.

Your responses will be saved and available for review at the end of the course.

Type your response here.

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Effective management in education and care services isn't just about maintaining daily operations; it's about creating an adaptable environment that thrives within a continuous improvement system. With the ever-evolving challenges we face, it's crucial that our management approaches empower services to not only meet but exceed standards in a constantly changing landscape. This adaptability ensures that we can consistently provide high-quality care and education, no matter the circumstances.



Why Management Training is Essential

Quality management practices are crucial to delivering the best outcomes for children, families and services. Poor management can impact quality, lead to disrupted services, affect occupancy rates, increase turnover and recruitment costs, and risk service viability. The role of the education and care manager today includes not only providing pedagogical leadership but also satisfying compliance with legal obligations and ensuring the service is viable.

Many managers in education and care settings transition to management roles with strong pedagogical skills but lack formal management training. The *ECA Management Fundamentals Program* bridges this gap.



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: 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.



How do I enrol?

The *ECA Management Fundamentals Program* is available for individual enrolment, group enrolment or as part of a Community of Practice.

Discounts for ECA Members and ECA Learning Hub subscribers apply.

For purchases outside Australia, please contact ECA on **+61 2 6242 1800** as additional postage charges will apply for your *ECA Management Fundamentals Program* pack.

For individual enrolments please visit the ECA Shop at shop.earlychildhoodaustralia.org.au/eca-management-fundamentals/

To enrol multiple individuals, contact the ECA Customer Service team. ECA offers bulk-purchase pricing for 15 or more individuals.

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.





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