The Childcare Partnerships’ Training Team and Early Years – the organisation for young children and the are now offering some FREE training for Management Committee members and should be grateful if you could share this email with the members of your Management Committee.  Details of the training are given below.

**Please note that all applications should be submitted via the online booking system on our website:** [http://childcarepartnerships.hscni.net/training-quality/.](http://childcarepartnerships.hscni.net/training-quality/)

**Management Committee Roles and Responsibilities Training**

**Course Duration:**

3 hours (1 x 3 hour session)

**Target Audience:**

**These training sessions are open to all registered community based committee run early years’ provisions – Playgroups, Naiscoils, Crèches, Out of Schools and Day Nurseries. The sessions are aimed at the Honorary Officers and the Leader/Manager.**

**Course Outline:**

Roles and responsibilities training for management committee members aims to help committees be more effective through understanding

* governance,
* roles of office bearers and
* responsibilities of the committee.

As well as overall roles and responsibilities the session will take a particular focus on the committee’s specific role in managing and employing staff.

Each setting that attends the training will receive a copy of the following manuals for reference:

* Governance Manuel 1: Management Policies and Procedures
* Effective Management – A good practice guide for early childhood based services
* Recruitment and Selection: Guidelines for the Recruitment and Selection of Early Years Staff

Please see table below for details of dates, times and venues.

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| --- | --- | --- | --- |
| **Course Title** | **Date** | **Time** | **Venue** |
| Management Committee Roles and Responsibilities Training | Tuesday, 5th November 2019 | 6.30pm - 9.30pm | BELFAST: Exact venue to be confirmed |
| Management Committee Roles and Responsibilities Training | Thursday, 7th November 2019 | 6.45pm - 9.45pm | Boardroom, Armagh Community Hospital, Tower Hill, ARMAGH, BT61 9DW |
| Management Committee Roles and Responsibilities Training | Monday, 11th November 2019 | 6.30pm - 9.30pm | South Eastern area: Exact venue to be confirmed |
| Management Committee Roles and Responsibilities Training | Thursday, 21st November 2019 | 7.00pm – 10.00 pm | Omagh: Exact venue to be confirmed |

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| Tel: | (028) 9536 1042/(028) 9536 1033 – Western Office  (028) 9536 2572 – Northern Office Mondays (9.00 am – 5.30 pm)  Outside these hours, please phone the Western Office |  |
| Email:  Website: | [Childcare.Info@hscni.net](mailto:Childcare.Info@hscni.net)  <http://childcarepartnerships.hscni.net/training-quality/> |