

Module 2: Establish Sustainable Centre Management

Course Reference No: CRS-N-0052143

COURSE OBJECTIVES

In anticipation of changes in the ECCE landscape, this course aims to equip the participants with skills and knowledge to build a culture of continuous learning and professional growth and development of staff. It also provides the skills and knowledge for centre leaders to set up data-driven strategic plans, initiatives, systems and processes; manage, review and evaluate systems and processes with a view towards enhancements; manage resource planning to meet new business requirements; build capacity of colleagues and centre through effective human resource management (HRM) and development; and guide team leaders in the development of business unit strategies, operational plans and corporate governance management to meet changes in the new learning environment.

At the end of the course, participants will be able to:

- Build a culture of continuous learning;
- Enhance professional growth and development;
- Drive their centre's initiatives, systems and processes and look into the coherence of plans;
- Lead team leaders to develop business strategies and governance management;
- Manage and review systems and processes;
- Manage resource planning that supports the sustainability of the centre; and
- Build the capacity of colleagues through effective human resource management and development.

OUTLINE

Day 1

- Driving ECCE Initiatives, Systems and Processes
- Management of ECCE Initiatives, Systems and Processes
- Reviewing ECCE Initiatives, Systems and Processes

Day 2

- Governance Management
- Develop Business Strategies

Day 3

- Manage Resource Planning – Finance
- Manage Resource Planning – Physical Space and Tangible Resources
- Manage Resource Planning – Staffing

Day 4

- Effective Human Resource Management and Development
- Job Analysis and Design for Effective Staff Deployment
- Performance Management and Communication
- Workplace Inquiry

Day 5

- Principles of Marketing
- Consumer (Client) Behaviour
- Introduction to Project Management: Plan and Organise Projects
- Scoping Projects for Successful Outcomes

PRE-REQUISITES

At least two years of working experience as a childcare teacher or manager. Proficient in Advanced Microsoft Excel; and WPLN level 5 in Reading, Listening, Speaking, Writing and Numeracy.

WHO SHOULD ATTEND

Lead Teachers, Senior Lead Teachers, Centre Leaders, Senior Centre Leaders, Curriculum Quality Managers, Childcare Centre Entrepreneurs

MODE OF TRAINING

Classroom

INDIVIDUAL MODULE FEE

	International Students	Singapore Citizen 39 years old or younger	Singapore Citizen 40 years or older eligible for MCES	Singapore PRs	Enhanced Training Support for SMEs
Full Programme Fee	S\$4,750.00	S\$4,750.00	S\$4,750.00	S\$4,750.00	S\$4,750.00
SkillsFuture Funding Eligible for Claim Period (18 Jun 2020 - 30 Sep 2020)	-	(S\$3,325.00)	(S\$3,325.00)	(S\$3,325.00)	(S\$3,325.00)
Nett Programme Fee	S\$4,750.00	S\$1,425.00	S\$1,425.00	S\$1,425.00	S\$1,425.00
7% GST on Nett Programme Fee	S\$332.50	S\$99.75	S\$99.75	S\$99.75	S\$99.75
Total Nett Programme Fee Payable, Incl. GST	S\$5,082.50	S\$1,524.75	S\$1,524.75	S\$1,524.75	S\$1,524.75
Less Additional Funding if Eligible Under Various Scheme	-	-	(S\$950.00)	-	(S\$950.00)
Total Nett Programme Fee, Incl. GST, after additional funding from the various funding schemes	S\$5,082.50	S\$1,524.75	S\$574.75	S\$1,524.75	S\$574.75

DATE	DURATION	VENUE
TBC	5 Days 9.00am to 5.30pm (Daily)	TBC



MS YIP KWAI HENG

Yip Kwai Heng, Lecturer, holds a Master of Arts in Early Childhood Studies from Roehampton University, a Bachelor of Science in Early Childhood Education with a Focus on Literacy from Wheelock College, a Degree in Bachelor of Business Administration from University of Singapore, and a Diploma in Early Childhood Studies from Singapore Institute of Management.

Kwai Heng has over 18 years of early childhood experience where she has held a professional portfolio spanning teaching and managing child care centres as well as mentoring pre- and in-service teachers. Prior to joining SEED Institute, Kwai Heng teaches the certificate and diploma programmes. She also conducts Continuing Professional Development (CPD) workshops for early childhood educators in the fields of teacher-child interaction, classroom management and observation and assessment.



MS GERALDINE SUSAY

Geraldine Susay comes with more than 25 years of experience in the ECCE field. Over the years her passion for ECCE has led her to guiding and mentoring teachers and partnering with parents.

She joined My First Skool as a principal, leading in a centre. Subsequently, she was transferred to NTUC First Campus (NFC) Headquarters in the Learning and Development unit. Geraldine played a vital role in co-facilitation and in mentoring in the Grow with Us Programme (GWU). Besides GWU, she has inspired and on boarded many cohorts of new early childhood educators. Since then her portfolio has expanded to designing various in-house programmes for principals and teachers. She continues to facilitate in various in-house programs.

As a strong believer of professional mastery, Geraldine completed her Master of Education (Early Childhood) with University of Monash in 2017. She also holds an Advance Certificate of Training and Assessment (ACTA), a professional workplace trainer certification from Workforce Development Agency.