

RE: Starting Soon....

SDCCC Business, Management and HR Skills Seminars series: “Managing your childcare service in challenging Times”

Hello Everyone,

As part of our continuing commitment to support childcare providers to develop and manage their services in these very challenging times, South Dublin County Childcare committee are running a series of 8 Skills seminars.

The seminars will cover the essential areas involved in the sound management of a childcare service including – governance and compliance, financial management and sustainability, marketing and customer care, employer role, HR and managing staff.

Each seminar can be done as a stand- alone seminar, but some of the seminars are interrelated in particular those covering financial management and sustainability (seminars 1-4) and HR and staff management .(seminars 4-8). It is recommended that for maximum benefit that people attend the related seminar groupings.

Who should attend?

The seminars are only relevant for childcare managers, owner-managers and voluntary board of management members and those who have specific responsibilities in relation to the management of finances, HR/staff and developing the service including business and sustainability.

Full details of all the seminars will be available in the next week. In the meantime below are details of the first two seminars. These are:

Title	Topics covered	Date	Time	Venue
1. Financial sustainability (1)	<ul style="list-style-type: none"> • Financial forecasting and projections • Calculating your costs: FTE • Contingency and planning for challenges • Preparing a budget • Cash flow and budgeting • ECCE/CCS/CETS: Using the fee calculator toolkit • Managing debt 	Tuesday February 7 th	6.30pm – 9.30pm	Louis Fitzgerald Hotel , Naas Road (Joel's entrance)
2. Financial Sustainability (2)	<ul style="list-style-type: none"> • Book keeping practices • Financial controls and records • Administration systems • Revenue: Tax, paye, P45s, P30s P60s • Compliance: 	Tuesday March 6 th	6.30pm – 9.30pm	Louis Fitzgerald Hotel , Naas Road (Joel's entrance)

The topics may vary following evaluation and feedback from participants as the programme progresses. I would be very interested in getting input from providers about the content of the seminars so please email or ring me if there are particular topics that you would like included.

Each seminar will be led by Angela Canavan and/or Mary Byrne of Canavan & Byrne and their associates.

An information pack will be provided for each participant as a resource to support this programme. The pack will include the essential tools for practicing the content of the programme.

Certificates of attendance will also be given to participants for each of the seminars attended.

Booking a Place:

To book a place on a seminar you need to complete the booking form attached and return to me together with your fee to the address below.

The cost for each seminar is €20 per person payable in advance

Fees should be paid by cheque (rather than postal order if possible) and made payable to: **South Dublin County Childcare Committee**

Please note: Bookings will not be accepted without the required booking deposit.

It is advisable to book early to guarantee your place.

In the meantime if you have any further questions please do not hesitate to contact me.

With Kind Regards

Paula O Neill

Paula O Neill
South Dublin County Childcare Committee
C6 Clondalkin Civic Offices,
Clondalkin,
Dublin 22.
Phone: (01) 4571022 Fax: (01) 4570322
Email: Paulaoneill@southdublinchildcare.ie
Web: www.southdublinchildcare.ie

Working hours: I work part-time and am only available on Monday, Tuesday and Wednesday's