



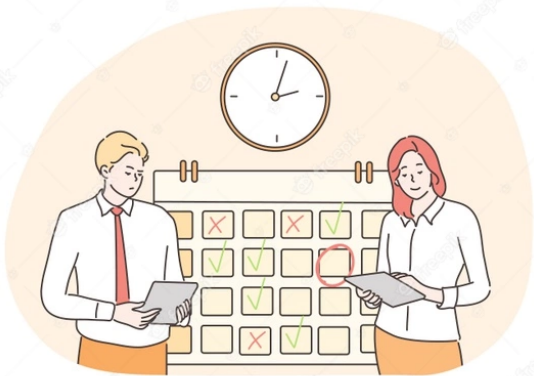
# Centre Manager Course

Designed specifically for owners, and managers of ECE Centres

Are you a new Centre Manager, Team Leader looking to step up or a Centre manager or an owner who wants to learn more about expectations from MOE and ERO and day to day operations.

Presented by  
ECE Management

- A professional ECE consulting company
- With over 20 years’ experience in NZ
- Support multiple centres
- A team of experienced manager mentors



## Course Program

Overview of some of the topics we will discuss

1

### Managers Role and Supporting Documents

- Job description
- Licensing criteria for centre based ECE services
- Recommended ERO docs

2

### Health and Safety

- Unpacking HS1 – HS34
- Practical advice and suggestions
- Emergency management

3

### Governance and Management

- Unpacking GMA 1-12
- Philosophy and values
- MOE bulletins

4

### Staffing and Effective Communication 1

- Appointment processes and contracts
- Code of professional responsibility
- Standards for the teaching profession
- Induction
- Hiring and firing and when to call a lawyer (External Speaker)

5

### Staffing and Effective Communication 2

- Wellbeing workshop (External Speaker)
- Staff motivative
- Professional growth cycle
- Professional development

6

### Marketing & Finance

- Understanding the market
- Tips and tricks for Parent showings and securing enrolment
- Online and Offline Marketing
- Invoicing
- Ratio

7

### Curriculum 1

- Assessment, planning and evaluation
- Observation
- Culture and Identity
- Behavior Management
- Parent aspirations

8

### Curriculum 2

- Equity
- Local Curriculum
- Internal evaluation
- NELP

#### PRICE

\$300 Per Lesson

\$2000 Whole Course

#### WHERE

279 Remuera Road,  
Remuera, Auckland

Monthly Class, from 9:30am--14:30pm  
Morning tea and Lunch will be provided

Register now

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