



# *About the training*

## **Start your own Business**

The course is intended for people who have recently started or are seriously thinking of going into self-employment. This is a comprehensive course at the end of which the participant should be able to:-

- Prepare a mini business plan – template is provided and participants are encouraged to prepare their own business plan during and between training sessions.
- Plan and conduct basic market research
- Register the business with the appropriate places e.g. CRO
- Choose an appropriate business structure for their own business
- Understand the difference between company and sole trader
- Evaluate, cost and price and product/service
- Cashflow forecasting
- Cash management and debt collection
- Use simple, practical promotion and advertising techniques
- Understand tax obligations, deductible expenses, allowances and reliefs
- Be aware of safety legislation and minimum requirements
- Be aware of employment legislation
- Time management
- Waste management
- Franchising

To find out more details or to book a place please contact Longford County Enterprise Board on 043 3342757

### **QAP – Quality Awareness Programme**

This is a 10 hours course for childminders and those considering childminding, to look at what is involved. The 4 week evening course looks at:

- Choosing childminding
- Child development
- Hygiene, health and safety
- The well-being of the children
- Importance of play
- Supports for childminders

### **Workplace Safety & Hygiene - FETAC Level 5**

The purpose of this module is designed to provide learners with knowledge of food safety and hygiene required in a food business.

Unit 1: Food Hygiene

Unit 2: Food Delivery

Unit 3: Food Storage

Unit 4: Food Preparation, Cooking & Hot Holding

Unit 5: Personal Hygiene

Unit 6: Pest Control

Unit 7: Cleaning

Unit 8: H.A.C.C.P.

To book a place please contact Longford Women's Link on 043 3341511

### **Disability Awareness**

The aim of Disability Awareness is to increase the participant's knowledge in the area of positive and correct language we use and why. We will see disability from the child's perspective through practical exercises. We will also explore the importance of communicating with parents and professionals involved with the child.

Areas discussed on this training are:

- Models of Disability
- Language & Etiquette
- Barriers to Inclusion
- Disability & the Media
- Approaches we use
- Practical Exercises
- Creating a plan
- Questions

### **Play and the developing child**

The aim of this course is to explore from a practical perspective, the value of play in the lives of children from birth to 6yrs and the ways adults can support this play. In exploring play, participants will engage in a range of workshops. This course is for parents, childminders, those considering working with young children and all those interested in play and the developing child.

### **Recession Busting your Childcare Business**

This three hour talk by Canavan and Byrne – Childcare Consultant, will provide advice on how to effectively manage your business during the current recession. Topics covered include:

- Budgeting and managing cash flow
- Creative ways to cut costs
- Re-thinking space/rooms/rosters
- Managing sick leave more effectively

Handouts included.

*In conjunction with Longford County Enterprise Board*

### **Aistear Curriculum Series Part 1 (communicating) - Stimulating speech & language skills in preschool**

This workshop will link into the Aistear theme of communicating. The workshop will cover aspects such as: Bilingualism in preschool & childminding services, approaching parents about their child's speech and language development, oral motor activities and using books and storytelling to help children's speech and language development.

### **Occupational First Aid – H.S.A. approved.**

Materials and manuals supplied

#### **Course Contents include:**

Lesson 1 – Accident Scene Management, Personal Safety, Infection Control, Critical Incident Stress, Duties of employer, Content of First Aid

Box

Lesson 2 - Patient Assessment

Lesson 3 – Respiratory Emergencies, Asthma Foreign body Airway Obstruction.

Lesson 4 – Cardiac First Response (CPR and A.E.D. training, Adult, Child, Infant.)

Lesson 5 – Bleeding wounds and bandages

Lesson 6 – Altered Levels of consciousness, Epilepsy, Shock, Meningitis, Febrile Convulsions

Lesson 7- Fractures, Sprains, Strains.

Lesson 8- Burns, Scalds, Poisons and electrical Shock

### **Aistear Curriculum Series Part 2 (Exploring & thinking) – Early Maths & Science for preschool**

A practical workshop aimed at childcare workers and childminders. This workshop will link into the Aistear theme of Exploring and Thinking. Learn a fun and imaginative way to introduce early maths and science to your preschool children.

### **Triple P Parenting Training**

The Triple P-Positive Parenting Program<sup>®</sup> is a multi-level, parenting and family support strategy. Triple P aims to prevent behavioural, emotional and developmental problems in children by enhancing the knowledge, skills and confidence of parents.

### **Buntús Start**

Buntús Start is a comprehensive physical activity programme for children aged 2-5 years old. It has been designed for use in pre-school settings so that pre-school and playgroup leaders can provide a wide range of learning opportunities for young children to develop their fundamental motor skills, manipulative skills, co-ordination and balancing skills and develop a positive attitude to physical activity.

The Buntús start programme offers:

- A large resource pack of equipment
- Resource cards that offer a range of skill developmental and fun activities
- Training to assist childcare practitioners implement the programme

### **Committee Skills Training**

Training provided to voluntary management committees. The topics covered will include:

- Childcare policies & procedures
- Roles & responsibilities of staff
- Roles & responsibilities of the management committee
- Importance of involving parents & ways to involve them
- Child development, play and the importance of early years
- Importance of developmentally appropriate facilities and equipment



**Please return completed booking forms to Eimear at:**  
Longford County Childcare Committee, Ltd.  
Community & Enterprise Centre,  
Templemichael, Longford

Any queries please contact Eimear  
(Mon-Thurs 9am-5pm)  
T: 043 3343175 F: 043 3342504  
Email: [support3@longfordchildcare.ie](mailto:support3@longfordchildcare.ie)

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Transforming Ireland

