

Evidence of Leadership PD

Staff Meeting 08/06/23 Commenced: 6pm Completed:	
Attendee's: Danae, Taliyah, Jemma, Shazzy, Mel, Tiana, Laura, Aisso, Nidhi, Jordana, Tabitha, Ruth, Michaelo, Becky, Chloe, Alina, Khanh Apologies: Marissa, Tehia (A), Shelby	
Discussion Points	Comments
Koalas cooked for everyone for the staff meeting	Nidhi cooked a beautiful butter chicken, rice and puff pastry naans.
Professional Development with Bugs and Bare Feet (Narelle) Topics covered were: * Professionalism * interacting with others	<ul style="list-style-type: none"> * Professionalism- what is it? * interacting with families and children * <u>Above the line</u> ↑ Below the line ↓ * interacting with educators & staff. <ul style="list-style-type: none"> ✓ communication, appropriate tone, discussions, following grievance policy, accountability x talking down, gossiping * Role playing/discussing different scenarios <ul style="list-style-type: none"> → how to approach educators in difficult situations → How to give feedback and making sure we address problems. * Working with other personalities. <ul style="list-style-type: none"> → personality test @ next staff meeting * Communicating effectively <ul style="list-style-type: none"> - body language, listening, understanding, communicate clearly, empathy * Avoiding Gossip & inappropriate Talk. <ul style="list-style-type: none"> ↳ human approach first. * <u>Creating a culture of feedback</u> <ul style="list-style-type: none"> ↳ honesty, trust, respect, welcoming feedback, willing to listen & understand, feedbacks helps us grow when given appropriately * <u>Difficult Conversations</u> <ul style="list-style-type: none"> → common ground is the children → No assumptions/judgements - stick to the facts. → handling conflict effectively → personal accountability

Michaela Educator Goals on growth handling difficult conversations

<p>17/03/2023</p> <p>I have a strong ability to develop strong relationships and families in the room.</p> <p>I have gained a solid understanding of using StoryPark and feel I can mentor and support fellow educators on the programming cycle.</p>	<p>To further develop my leadership skills in handling difficult conversations with parents and fellow educators and not second guessing decisions I make at times.</p> <p>BB Becky Bell 30 Mar ...</p> <p>Great goal to work on I can already see your working on your goal.</p>	<p>7.2.1- Continuous improvement</p> <p>Standard 7.2 Leadership</p> <p>Concept 7.2.2 Development of professionals</p> <p>Concept 7.2.1 Continuous improvement</p> <p>Concept 7.1.3 Roles and responsibilities</p>	<p>End of term two</p>	<p>-Look for fellow leadership opportunities that explore positive communication.</p> <p>-Grad diploma through Swanbourne University? Might further develop the above leadership skills?</p> <p>-Going to look into PDS, child Australia offers a leadership PD.</p> <p>-Receive feedback from educators regarding conversations, see how they felt it went and if there is any improvements needed to solidify this.</p> <p>BB Becky Bell 30 Mar ...</p> <p>What else could you do? Could you shadow others and engage in conversation about helpful tips. Any leadership workshops you would like to do?</p>	<p>-Obtaining feedback from staff and director on how I am handling conversations.</p> <p>-Further developed my knowledge in (handling difficult conversations and leadership skills.</p> <p>-Researching further words that I can use during difficult conversations.</p>	<p>-Becky came around and asked about possible discussion points that can be put into a leadership PD. I asked if points such as being more assertive and direct and role play scenarios could be used.</p> <p>-Have been having regular discussions with Becky and fellow room leaders on discussions around staff and the store room and dealing with a difficult parent conversations. Received positive feedback!</p> <p>-After having a difficult conversation regarding the room or conflict I have been reflecting on how I could have better communicated or handled the situation. There was one instance where I felt I was too blunt or direct so I needed to reflect on better communication ways and have discussions with Becky or Tiana on how I could've better handled the situation.</p> <p>-June PD on leadership is coming up, this will be a fabulous opportunity to upskill through this avenue.</p> <p>M_Farrow2.pdf 164.3 KB</p>	<p>20/04/2023</p> <p>Had to have a difficult room conversation/conflict that had to be taken further to management. I explained the process that I went through and my conversation and Becky assured me that I handled the conversation professionally and in an appropriate manner while following all policies and procedures.</p> <p>May 2023</p> <p>I feel I have improved in this area I feel I have further developed my skills in this area. I have more confidence to face these conversations without stumbling over my words or getting flustered.</p> <p>June 2023</p> <p>Professional PD completed recently gave great insight on how to be more assertive and directive with giving tasks and providing feedback. Bugs and Bare Feet provided wonderful strategies, tips, and advice on how to better communicate with diverse staff and catering to their needs.</p> <p>BB Becky Bell 22 Jun</p> <p>Great to see you working on achieving your goal Michaela! I can see that you are much more confident delegating tasks with educators and having to have those difficult conversations.</p>
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Informing families of staff entering new leadership roles

Community post in Malvern Springs Early Learning

Dear Families,

I hope everyone has had a great start to 2023 so far.

Just to keep you all informed, my final day at the centre before going on maternity leave will be the 24th of February.

Our amazing Becky, will be stepping up as acting Coordinator on Monday, Tuesdays and alternate Fridays. Becky is currently the centre's 2IC and you would have seen her stepping up in the office already in my absence.

We also have Tiana coming from our sister service, Ellenbrook School of Early Learning, who will be the acting coordinator on Wednesday, Thursdays and alternate Fridays. Tiana will be coming to the centre on a weekly basis to transition her in to the role. You may see Becky and Tiana in the office more often, leading up to my maternity leave.

We would like to welcome Tiana to the Malvern Springs Team, and I look forward to having Tiana and Becky take on this joint role.

Feel free to let me know if you have any questions.

- Emily

Community post in Malvern Springs Early Learning

Hi Families, 🤗

It is Sarah here from Quokka's, as some of you already may know I am expecting my first baby in early April.

A baby girl woo hoo!

But I'd also like to let you know that as of the 4th of January I will be dropping down to 4 days a week.

I have also made my last day on the 10th of March. Mel will be stepping into the room leaders position when I commence maternity leave.

I've been so lucky to share this journey so far with the children, and can not wait to continue letting them experience this special time with me.

- Sarah