

SELF PACED TRAINING	DATE
Family Assistance Law Training	
Family Day Care Policies and Procedures – read and sign	
SESSION 1 - EMAIL	DATE
Inboxes	
Signatures	
Saving emails into folders	
Calendars – creating invites, sharing calendars	
Setting up on mobile devices	
Do not disturb times on mobile	
Out of office assistant	
SESSION 2 – MICROSOFT TEAMS-3CX	DATE
Chat function	
Setting up a team	
Scheduling a meeting	
Changing your availability – busy / do not disturb etc	
Setting up on mobile phones	
Editing documents	
Finding meeting minutes	
Setting up 3cx on mobile phone	
Internal phone book	
SESSION 3 - F DRIVE	DATE
Different Folders	
Family Assistance Law Folder – Saving backup sheets, naming, why, when they are needed	
Educators – What document we save, where to save, when to save	
Forms -What ones, how to get Educators access to these	
Vacancies n- spreadsheet, placement requests, Emergency phone number, overnight weekend care	
KDFC website – access and where to locate Educator forms	
Signing documents using Adobe pro	
SESSION 4 - HARMONY TRAINING	DATE
Approval of attendance records	
Reminder reports – updating reminders	
Children in care reports	
E signatures	
Roll call	
Children – Files, Guardians, Medical details	
Transportation	
Professional development	
Programming and Practice	
How to create templates – in programming and practice	
How to view Educator records – for children	
Statements	
PIN requests	
Change of bookings	

Holiday booking requests	
SESSION 5 – EMPLOYMENT HERO	DATE
Creating a timesheet	
Leave requests	
Payslips	
Leave balances	

I acknowledge that I have received the training provided by Kath Dickson Family Day Care. I understand the importance of this training in enhancing my knowledge and skills related to my role within the organization.
Name:
Date: