



4 SECRETS TO SETTING

UP A REALISTIC PLANNING CYCLE

So You Can Confidently Document A
Meaningful Play-Based Program

*(Without writing more than you need
to, following complicated documentation
steps or constantly
second-guessing yourself)*



**THE
EMPOWERED
EDUCATOR**

BY JODIE CLARKE

WORKSHOP ACTION GUIDE





 Hello, I'm
Jodie!



Hi there, Empowered Ed!

I'm looking forward to connecting with you soon...



This workshop will show early childhood educators how to confidently set up and follow a realistic step-by-step framework that brings a personalised selection of documentation tools together to ensure your planning cycle is faster to complete... giving you the time you need to engage with the children instead of constantly worrying about your paperwork.

You **CAN** become the early childhood educator who finally understands the intent of each step of the planning cycle and how to use the information gathered through your use of different tools and approaches for each step.... and that means you will no longer need to feel uncertain or confused about how you can use this knowledge to write your program and support a child's learning journey in the early years.

AND I CAN'T WAIT TO SHOW YOU HOW TO DO IT!

You're in the **RIGHT** place if you want to know... ✓

- How setting up a realistic framework you can follow each week ensures you are able to routinely cover all steps of the planning cycle without overthinking it.
- **What** the purpose of each step in the planning cycle is and **WHY** early childhood educators like you need to do these steps.
- How following the steps of a planning cycle **will ultimately save you time** by giving you the information you need to write an engaging program.

- How family communication, feedback, reflections, observations, analysis, programs, the child's voice, spontaneous learning, intentional teaching & environment setups **ALL fit into different areas of the planning cycle.**
- How to feel more confident when leading uncertain educators through the basics and importance of following a planning cycle and **how** this helps ensures quality outcomes for children and parents **as well as making their own planning easier.**
- How to show **evidence of your program** flow and forward planning
- Why the tools **you use** for the steps of **your planning cycle** can **be the difference between** linking together all of the documentation you do in a few minutes a week and spending half your Sunday frustrated trying to figure out how to extend on an observation so you can finish writing your program for the week ahead.

You're in the **WRONG** place if you... ✘

- Feel the only way to link all of your documentation to your program and forward planning is by writing more and constantly second guessing yourself.
- Don't feel you need to improve on any part of your program and planning or spend less time writing.
- You already know exactly what each step's purpose is and why you are expected to complete it as part of your role.
- Are confident that all of the current documentation, communication and assessment tools you are using save you time and give you all the information you need to write your program.
- You always know where you are going next with your planning and don't need to scramble to get bits and pieces of paperwork finished at the end of each week.

To get the most from this workshop, here are three helpful suggestions:



SHOW UP LIVE

If you can make the time to show up live you'll get more from the workshop experience and gain the clarity and confidence you need to start putting together your own 'simple steps' planning cycle pathway.



PRINT THIS WORKSHOP ACTION GUIDE

Print out this action guide **before you attend the workshop** and use it during our time together to stay fully engaged and **take notes on the actions or strategies you want to quickly begin using.**

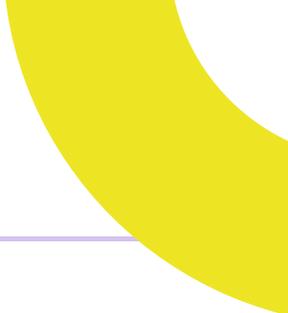


I've specifically given you just a few prompts throughout this action guide as to what we will be covering. Once we are on the live presentation together, **you'll be able to fill in the blanks** as well as answer the questions. There is no need to fill in the blanks now - I'll walk you through all the details you need soon!



WRITE DOWN A FEW QUESTIONS

To get things started a little early, **what questions would you like me to answer?** (Since we'll be together in real-time, I'll be answering as many planning cycle framework questions as I can at the end.) Think of your question in advance and write it down below!



QUESTIONS FOR THE WORKSHOP

Cycle Confidence Booster

Secret #1



To define and clarify each step of the planning cycle so you understand what's expected of you, first

Strategy #1 - Get Interactive

Strategy #2 - Get Creative

Strategy #3 - Get Snap Happy

Strategy #4 - Get Sticky

YOUR IDEAS & NOTES...

Cycle Confidence Booster Secret #2



When we _____ we then understand the purpose of each step in the planning cycle and why we are expected to follow them.

Based on what you have learnt about the purpose of each step which ones do you currently feel you need more support with?

- Step #1 - Observing & Communicating
- Step #2 - Goal Setting & Reflecting
- Step #3 - Looking Forward & Planning Ahead
- Step #4 - Extending & Engaging
- Step #5 - Evaluating & Linking

YOUR IDEAS & NOTES...

Cycle Confidence Booster

Secret #3



When you decide on your _____ you will ultimately ensure that linking each step of the cycle together becomes an easier and less time-consuming task for you.

Write down the tools and resources you currently use for each step of your planning cycle. Do they frustrate you or fill you with confidence?

Step #1 - Observing & Communicating

I use...

Overall, when you use the tools on this list do you feel frustrated or confident? Choose & circle the emoji you connect with below (we are keeping things visual remember 😊)



Step #2 - Goal Setting & Reflecting

I use...

Overall, when you use the tools on this list do you feel frustrated or confident? Choose & circle the emoji you connect with below (we are keeping things visual remember 😊)



Step #3 - Looking Forward & Planning Ahead

I use...

Overall, when you use the tools on this list do you feel frustrated or confident?
Choose & circle the emoji you connect with below (we are keeping things visual
remember 😊)



Step #4 - Extending & Engaging

I use...

Overall, when you use the tools on this list do you feel frustrated or confident?
Choose & circle the emoji you connect with below (we are keeping things visual
remember 😊)



Step #5 - Evaluating & Linking

I use...

Overall, when you use the tools on this list do you feel frustrated or confident?
Choose & circle the emoji you connect with below (we are keeping things visual
remember 😊)



What would you like to change or modify to make your cycle more useful?

What documentation tools or strategies do you think would make it easier for you to connect each step of the planning cycle?

YOUR IDEAS & NOTES...

Cycle Confidence Booster Secret #4



_____ Is the most effective way to ensure you are able to routinely cover all steps of the planning cycle.

When I _____ every day or every week
_____ becomes a habit I can follow easily.

I will always know what to write or do next when I follow my personalised

Now you know all 4 of the Cycle Confidence Booster Secrets, what 1 action will you take first within each planning step to begin building the process YOU can follow confidently?

Step #1 - Observing & Communicating

Step #2 - Goal Setting & Reflecting

Step #3 - Looking Forward & Planning Ahead

Step #4 - Extending & Engaging

Step #5 - Evaluating & Linking

YOUR IDEAS & NOTES...



ABOUT JODIE

theempowerededucatoronline.com

I enjoy supporting early childhood educators & parents around the world through my training sessions, blog posts, digital resources, play ideas and Member Hub to feel more confident in their role no matter their level of experience or the early learning environment they are currently involved in!

I have worked in the early childhood and community services profession for **over 35 years AND I'm a parent of 3** so I know what it's like to be always busy without the support, time and step by step guidance you need. As *often overwhelmed parents, carers and educators* we don't have time for any difficult to understand jargon, lengthy theoretical debates or complicated learning activities - we just want to **meet education requirements and engage with children (without stress overload)** while still having the time to do what we do best...support and extend the unique **learning journey of every child** as they grow and discover in these very important early years - whether that's with you at home or in an early learning service.

And that is exactly why I like to do things a little bit differently to **support educators, carer and parents** just like you - I don't believe that home learning plans, online training and the tools we access to help us plan fun learning experiences need to be complicated, out of the budget or rigid. I believe every adult **learns differently** and at a **different pace** and that's OK. There is nothing wrong with going back to basics & embracing simple... so welcome to our **Empowered Ed Community for Educators, Teachers, Parents & Carers...** let's do this together!

**WELCOME TO YOUR EMPOWERED
ED COMMUNITY!**