Managing Care and Professionals' Teams

Designed by practitioners for practitioners

Overview

Managing Care and Professionals Team is a practical training session that explores the *what*, *when*, *why*, and *how* of Professionals' Meetings and Care Team Meetings. Designed to clarify the differences between these two formats, the workshop emphasises the importance of capturing the voice of the child and family throughout the process.

Participants will learn how to structure and coordinate meetings effectively, define roles and responsibilities within a team, and support collaborative partnerships across services. The session also addresses how to manage discord when it arises, rebuild relationships, and maintain purposeful record keeping.

This training provides tools and resources to help professionals confidently fulfil their responsibilities within Care and Professionals' Teams, ensuring meetings are productive, inclusive, and aligned with best practice.

Learning Outcomes

By the end of this workshop, participants will be able to:

- Define the roles and functions of Professionals' Teams and Care Teams.
- Support collaborative partnerships through clear role definition, effective information sharing, and relationship building.
- Structure and coordinate meetings with purpose, including managing discord, rebuilding trust, and maintaining appropriate records.

Delivery and Suitability

This is a 4-hour interactive workshop that can be delivered either in-person or online, depending on your organisation's needs. To maximise engagement and ensure a high-quality learning experience, each session is capped at 30 participants.

This training is ideal for professionals involved in day-to-day case management, including but not limited to Team Leaders, Practitioners, Practice Leads, and Support Workers. It is particularly suited to those who facilitate, participate in, or coordinate Professionals' and Care Team meetings as part of their role.

50 Market Street, Melbourne, VIC 3000
(03) 9614 1577
cfecfw.org.au