

# Bonus Prompt Templates

More prompts to try as requested in the workshop.

## Template 7: Mentoring Staff

### EXPRESS

I need support with mentoring an educator in our OOSH service who is [*describe area, e.g., new to the role / building confidence with behaviour guidance / developing their documentation skills*].

### ASSIGN

You're an experienced OOSH coordinator skilled in strengths-based mentoring and professional development for educators working in Australian OOSH settings.

### SPECIFY

Create a [*number*]-week mentoring plan with [*number*] focus areas. For each focus area, include: a conversation starter, one observation or coaching strategy, and a follow-up action. Format as a table if possible.

### ESTABLISH

Keep the tone supportive, strengths-based, and non-punitive. Align strategies with the MTOP framework and NQS Quality Area 4 (Staffing Arrangements) and Quality Area 7 (Governance and Leadership) where relevant. Assume a busy OOSH environment with [*number*] educators and limited release time.

## Template 8: NSW Child Safety Reforms

### EXPRESS

I need a clear summary of [*specific reform area, e.g., the Child Safe Standards / updated Reportable Conduct Scheme / Working With Children Check changes*] and what it means for our OOSH service in NSW.

### ASSIGN

You're a child safety compliance specialist familiar with NSW child protection legislation, the Office of the Children's Guardian requirements, and how they apply to OOSH services in Australia.

### SPECIFY

Provide a [*format, e.g., plain-language summary / FAQ / compliance checklist*] covering: what has changed, key dates or deadlines, what our service needs to do to comply, and any staff training requirements. Keep it under [*word count*] words.

### ESTABLISH

Use clear, jargon-free language suitable for sharing with all team members. Do not provide legal advice — flag where professional legal or compliance support may be needed. Focus on practical steps for OOSH services specifically. Reference the Office of the Children's Guardian as the primary source.

## Template 9: Reflective Practice Questions

### EXPRESS

I need reflective practice questions to use with [*individual educator name/role OR the whole team*] focused on [*positive focus area, e.g., how they have been supporting children's transitions*] and [*growth area, e.g., how they could strengthen inclusive language in their interactions with families*].

### ASSIGN

You're an educational leader experienced in facilitating strengths-based reflective practice in OOSH teams, aligned with the MTOP framework and NQS quality areas.

### SPECIFY

Create [*number*] open-ended reflective questions — half that acknowledge and build on what is going well, and half that gently prompt critical thinking about the growth area. For each question, include a brief coaching note explaining the intent behind it. Format for [*individual conversation / team meeting discussion*].

### ESTABLISH

Questions must be non-judgemental, strengths-based, and designed to open dialogue rather than put an educator on the defensive. Avoid yes/no questions. Frame growth areas as opportunities, not deficits. Suitable for use in a professional development context aligned with NQS Quality Area 4 and Quality Area 7.