**Training and Development**

We will continue to develop our training offer to schools during 2023/2024, this will include additional HR modules being offered, as set out below. Over the coming year, we will also develop and offer a program for Governors in relation to their role and function in support of generalist HR matters.

As feedback consistently indicates this to be convenient for school-based delegates, we will continue to deliver our short courses on-line, primarily via MS Teams. Additionally, we will further develop our face-to-face (F2F) training program to provide schools with options regarding attendance. We will schedule face-to-face training throughout the year, but can offer bespoke, school-based training for groups of staff upon request.

Our training events are subject to additional charge, typically on a per delegate basis. For bespoke, whole school or school-based training for groups of staff, we will provide an individualised quote, following discussion of your requirements.

**Breakfast Briefings and Bitesize Courses**

These sessions have proved to be useful and beneficial to school leaders/line managers throughout 2022 and will continue to be offered free of charge to subscribing schools.

**Cancellation and postponement**

If there are insufficient numbers of attendees, we reserve the right to postpone and/or reschedule a training event. We aim to give delegates at least 48 hours’ notice of the same.

**Non-attendance**

Where a school or delegate provides less than 48 hours’ notice of their non-attendance on a training course, we reserve the right to levy an administration charge of half of the course cost, per non-attending delegate.

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| --- | --- | --- |
| **Course Title**  | **Online Cost** **(per delegate)**  | **F2F Cost** **(per delegate)**  |
| **Introduction to HR in Schools (2x half day or 1 day)** This practical course is designed to give delegates an overview of HR in an education/school context.  | £95  | £110  |
| **Managing Absence (2x half day or 1 day)** Sickness and absenteeism costs organisations money and time and can potentially decrease workplace cohesion. This course will explore how you can reduce absence, create an attendance culture, and improve workplace productivity.   | £55  | £85  |
| **Essential Conversations (full day)** This practical and effective one-day course is designed to help delegates develop the essential tools, knowledge, and techniques required to effectively address performance issues with staff before they can escalate further.  | £95  | £110  |
| **Safer Recruitment (full day accredited / half day refresher)** This training meets the requirements of Keeping Children Safe in Education and the School Staffing Regulations 2009. The refresher course meets the minimum requirements and provides an ongoing update annually. The full day course offers a more interactive and practical session.  | £55 (half day)   | £110  (full day)  |
| **Single Central Record – Best Practice (2 hours)** This is an interactive session covering the legislative and procedural updates set out in Keeping Children Safe in Education. It is aimed at those responsible or who have delegated responsibility for maintaining the school’s Single Central Record (SCR).  | Free  | POA  |
| **When things go wrong - managing disciplinary, grievance and capability issues (half day)** This course will prepare participants to carry out robust investigations and understand how to differentiate between conduct and capability. It will give participants an understanding of possible causes of conflict and how to reduce the risks. It will also ensure participants are aware of potential process pitfalls and how to avoid them.   | £55  | £85  |
| **Performance Management & Appraisal (half day)** This course aims to cover the key skills necessary for carrying out appraisals, and to produce structured performance plans.  | £55  | £85  |
| **Conflict Resolution in the Workplace (half day)** This session will give an overview of what is ‘Conflict Resolution in the Workplace’.  It aims to give Schools the confidence in dealing with and resolving workplace conflict internally using early interventions and when to use external Mediation support.  | £55  | £85  |
| **Pay and Conditions of Employment (half day)** This course will give a comprehensive overview of pay and terms and conditions of employment for school leaders, teachers and support staff.  | £55  | £85  |
| **Additional HR Course Titles –** *please ask for details* * Managing Staff Induction (half day)
* Conducting Investigations (half day)
* Managing the Disciplinary Process (half day)
* Managing the Grievance Procedure (half day)
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**\*POR – Pricing on Request**