



Training

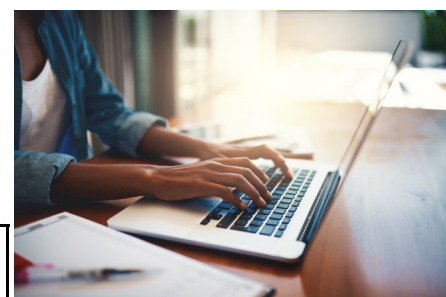
**Education HR Online Training Events
January - March 2023**

Education HR Online Training Events: January - March 2023

Introduction

We are pleased to share with you our calendar of online training events for the forthcoming months. Courses are delivered virtually by HR professionals experienced in supporting schools and academies. A number of our courses are delivered by accredited trainers ensuring subject matter knowledge and expertise is shared with delegates.

Training Event	Date	Suitable For	Charges excl. VAT
Safer Recruitment Training	Delivered over 2 sessions: 25th January & 1st February 2023 9.30am — 12.30pm	Accredited course for Managers, Governors, Trustees and those involved in the recruitment and selection of staff. Delivered by an accredited trainer	Clients £150 Non- clients £175
Safer Recruitment Training	Delivered over 2 sessions: 1st & 8th March 2023 9.30am — 12.30pm	Accredited course for Managers, Governors, Trustees and those involved in the recruitment and selection of staff Delivered by an accredited trainer	Clients £150 Non- clients £175
Safer Recruitment Refresher Training	24th January 2023 9.30am — 12 noon	For those who have completed the Safer Recruitment Training and need to refresh/update their knowledge. Delivered by an accredited trainer	Clients £75 Non- clients £95
Managing Absence	2nd February 2023 1.30pm - 3.30pm	An overview of the absence management process to enable managers to confidently deal with issues in school.	Clients £75 Non- clients £95
Managing Absence	2nd March 2023 9.30am – 11.30am	An overview of the absence management process to enable managers to confidently deal with issues in school.	Clients £75 Non- clients £95
Handling Difficult Conversations	9th February 2023 9.30am – 12 noon	The course covers the importance of addressing staffing matters in a timely manner. We will also discuss tools and techniques to use to encourage positive conversations, and outcomes.	Clients £75 Non- clients £95



Find out more

For more information on these courses and to book a place please email us at:

Training-Education@capita.co.uk

If you have any specific training requirements for your school please contact us at

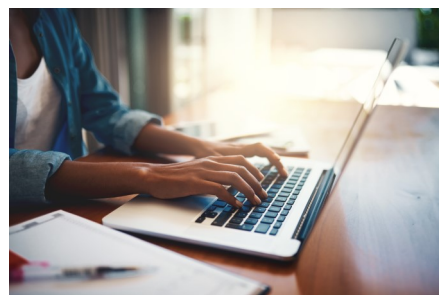
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For more information regarding the wider scope of services which Capita HR Solutions HR and Payroll services for Education offer please email

Education.HRServices@Capita.com

Education HR Online Training Events: January - March 2023

Training Event	Date	Suitable For	Charges per delegate excl. VAT
Conducting Investigations	9th March 2023 9.30am – 12 noon	This course provides delegates with the skills and confidence needed to undertake a thorough and impartial investigation and prepare a report on their findings.	Clients £75 Non- clients £95
HR for Governors & Trustees	9th March 2023 4.30pm — 7.00 pm	Governors & Trustees who are involved in staffing matters and require an overview and understanding of HR procedures and considerations	Clients £75 Non- clients £95
Performance Management	7th March 2023 9.30am – 12 noon	For Managers, Governors, Trustees involved in managing staff performance, setting objectives, undertaking appraisals and providing feedback to staff on their performance.	Clients £75 Non- clients £95
HR for Senior Leaders	15th February 2023 9.30am – 12 noon	To provide delegates with an understanding of HR best practice and an overview of managers key HR responsibilities.	Clients £75 Non-clients £95
Managing Change	28th February 2023 9.30am -11.30am	Covering procedures and legal requirements when planning and implementing changes to staffing	Clients £75 Non- clients £95
Introduction to our HR Advisory & Payroll Services	19th January 2023 12noon—1.00pm	The webinar will provide an overview of our services and introduction to our team. It is intended for Senior Leaders, Business Managers and Trustees/ Governors who may not have accessed our services previously . We will discuss the scope of our services, how to contact us, provide a demo of our HR Portal AskHR.	Free Webinar



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