



**Training**

**Education HR Online Training Events  
September - December 2022**

## Education HR Online Training Events: September - December 2022

### Introduction

Training Event	Date	Suitable For
<b>Safer Recruitment Training</b>	Delivered over 2 sessions: 28th September & 5th October 2022 9.30am — 12.30pm	<b>Accredited course</b> for Managers, Governors, Trustees and those Involved in the recruitment and selection of staff  Delivered by an accredited trainer
<b>Safer Recruitment Training</b>	Delivered over 2 sessions: 4th & 1th October 2022 9.30am — 12.30pm	<b>Accredited course</b> for Managers, Governors, Trustees and those involved in the recruitment and selection of staff  Delivered by an accredited trainer
<b>Safer Recruitment Training</b>	Delivered over 2 sessions: 29th November & 6th December 2022 9.30am — 12.30pm	<b>Accredited course</b> for Managers, Governors, Trustees and those involved in the recruitment and selection of staff  Delivered by an accredited trainer
<b>Safer Recruitment Refresher Training</b>	6th September 2022 9.30am — 12 noon	For those who have completed the Safer Recruitment Training and need to refresh their knowledge.  Delivered by an accredited trainer
<b>Safer Recruitment Refresher Training</b>	3rd November 2022 9.30am — 12 noon	For those who have completed the Safer Recruitment Training and need to refresh their knowledge.  Delivered by an accredited trainer
<b>Handling Difficult Conversations</b>	6th October 2022 1.30pm — 4.00pm	The course covers the importance of addressing these in a timely manner, and the consequences of failing to address issues. We will also discuss tools and techniques to use to encourage positive conversations, and outcomes.
<b>Handling Difficult Conversations</b>	9th November 2022 9.30am – 12 noon	The course covers the importance of addressing these in a timely manner, and the consequences of failing to address issues. We will also discuss tools and techniques to use to encourage positive conversations, and outcomes.



### Find out more

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

[Training-Education@capita.co.uk](mailto: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](mailto:Education.HRServices@Capita.com)

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<b>Conducting Investigations</b>	2nd November 2022 9.30am – 12 noon	This course will provide delegates with the skills and confidence needed to undertake a thorough and impartial investigation and prepare a report on their findings.
<b>Annual Appraisal Refresher</b>	6th September 2022 1.30pm — 4.00pm	Recap on the performance management process for teaching and support staff..
<b>Adult Mental Health First Aid Training</b>	Delivered over 4 sessions: 28th September 5th October 12th October 9th October 2022 10.00am — 12 noon	Course accredited by Mental Health First Aid for England, to train those wishing to become Adult Mental Health First Aiders.  Delivered by an accredited trainer
<b>HR for Governors &amp; Trustees</b>	11th October 2022 4.30pm — 7.00 pm	Governors & Trustees who are involved in staffing matters and require an overview and understanding of HR procedures and considerations
<b>Managing Absence</b>	7th September 2022 9.30am – 11.30am	An overview of the absence management process to enable managers to confidently deal with issues in school.
<b>Managing Absence</b>	6th October 2022 9.30am – 11.30am	An overview of the absence management process to enable managers to confidently deal with issues in school.
<b>Managing Absence</b>	2nd November 2022 1.30pm — 3.30pm	An overview of the absence management process to enable managers to confidently deal with issues in school.



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