

Human Resources – Members Training Offer

April 2017 – March 2018

Courses	Duration	Cost
Equalities & Diversity	Half day	£75.00
Managing Pressure & Increasing Resilience	Half day	Free
Relaxation & Mindfulness	Half day	Free
Time Management for Staff	Half day	Free
Communication Skills	One day	£100
Handling Customers and Difficult Situations	One day	£100
Health & Safety Awareness	2 hours	£80 per person or £295 per group
Personal Safety	3 hours	£80 per person or £295 per group
Excel Intermediate Levels 1-3	One day	£100
Word Intermediate Level 2	One day	£100
PowerPoint Intermediate Level 2	One day	£100

eLearning Zone	
Do or delegate	Smarter Working modules
Making Objective happen	<ul style="list-style-type: none"> A guide to Smarter Working
Plan your own development	<ul style="list-style-type: none"> A Managers Toolkit
Preparing presentations	<ul style="list-style-type: none"> Modules on your new worker styles
Training for non-trainers	<ul style="list-style-type: none"> ICT modules
Essential Communications	<ul style="list-style-type: none"> How to logon to your new Virtual desktop and how to use Microsoft Lync (your communication software tool)
Improving Individual Performance	<ul style="list-style-type: none"> Microsoft Office 2010
Managing a new team	

Directorate Based Training Courses	
Children's Services	Health, Adults & Communities
<ul style="list-style-type: none"> Common Assessment Framework 	<ul style="list-style-type: none"> Safeguarding Adults Basic Awareness
<ul style="list-style-type: none"> Information Sharing 	<ul style="list-style-type: none"> AMHP Refresher
<ul style="list-style-type: none"> Integrated Working 	<ul style="list-style-type: none"> Dementia Awareness
<ul style="list-style-type: none"> Safeguarding Children 	<ul style="list-style-type: none"> Dementia & Young Onset
<ul style="list-style-type: none"> Working with Parents 	<ul style="list-style-type: none"> Dual Diagnosis
<ul style="list-style-type: none"> Kwango Domestic Abuse 	<ul style="list-style-type: none"> MCA and Tenancy Agreements
<ul style="list-style-type: none"> Safeguarding Adults and Mental Capacity 	<ul style="list-style-type: none"> Medication and Mental Health
<ul style="list-style-type: none"> Mental Capacity Act 	<ul style="list-style-type: none"> Mental Health Awareness
<ul style="list-style-type: none"> Domestic Violence and Abuse 	<ul style="list-style-type: none"> Parental Mental Health and Child Welfare
	<ul style="list-style-type: none"> Personality Disorder
	<ul style="list-style-type: none"> Role of Appropriate Adult
	<ul style="list-style-type: none"> Suicide/Self Harm/Prevention