



FusionHR Training Academy

HR Advisory and Legal

| Course | Course Overview | Target Audience | Duration | Cost | Date / Location |
|--|---|--|----------|-----------------------------------|---|
| Employment Law Update | <ul style="list-style-type: none"> Keep up-to-date with employment law updates and the most recent legislative changes | Employment Law Update - Schools and Businesses | 2 Hours | Free HRC & SOS+ £95 £75 SLA | 26 th January 2017 9.30am Registration 10.00am-12 noon Cedar Court, Bradford |
| How to Manage Employee Conduct and Behaviour Effectively | <ul style="list-style-type: none"> Understand the acceptable standards for engagement in the workplace Be aware of obligations for treating each other with respect and avoid discriminatory conduct Learn how to prepare, manage and take control of sensitive workplace discussions Enhance your knowledge and skills for reducing stress, taking action and having difficult conversations | Senior and Middle Leaders | 1 day | £275 £195 SLA | 28 th March 2017 8.30am Registration 9.00am-4.30pm Fusion Offices, East Ardsley |
| Equality and Diversity | <ul style="list-style-type: none"> Ensure that you apply equality of opportunities across your organization as an equal opportunities employer Learn how to make sure staff are fully aware of their own responsibilities and legal obligations. Comply with Equality Act 2010 | Senior and Middle Leaders | Half-day | £175 £95 SLA | 4 th October 2016 8.30am Registration 9.00am-12 noon Fusion Offices, East Ardsley |

Staff Absence Management

| Course | Course Overview | Target Audience | Duration | Cost | Date / Location |
|-----------------------|---|--------------------------------|----------|----------------------------|--|
| Managing Family Leave | <ul style="list-style-type: none"> Learn how to review and process flexible working requests Know your rights to accept or reject them Understand shared parental leave / family leave and managing staff leave in general | HR Briefing Sessions - Schools | 2 Hours | Free HRC £95 £75 SLA | 16 th March 2017 9.30am Registration 10.00am-12 noon Cedar Court, Bradford |



Recruitment and Vetting

| Course | Course Overview | Target Audience | Duration | Cost | Date / Location |
|---|---|---------------------------|----------|--|---|
| Cyber Bullying - QCF qualification 601/2765X | <ul style="list-style-type: none"> Gain a greater awareness of security and safeguarding risks when using online resources Understand how to identify concerns | Senior Leaders | 1 day | £355 or £555 for two SLA only | Date confirmed on booking |
| Safeguarding - QCF qualification 600/6795/0 | <ul style="list-style-type: none"> Gain a greater awareness of safeguarding and how to prepare appropriate care and welfare Be able to identify areas of concern Understand how to apply safeguarding when recruiting | Senior Leaders | 1 day | £355 or £555 for two SLA only | Date confirmed on booking |
| Safer Recruitment - Huddersfield | <ul style="list-style-type: none"> Accredited training course Gain the safeguarding skills you need to better protect children while recruiting staff and volunteer roles in education Approach job interviews, vetting checks and ongoing vigilance with confidence | School Personnel | 1 day | £275 £175 SLA | 27 th September 2016 8.30am Registration 9.00am-4.30pm The John Smith's Stadium |
| Safer Recruitment - Wirral | <ul style="list-style-type: none"> Accredited training course Gain the safeguarding skills you need to better protect children while recruiting staff and volunteer roles in education Approach job interviews, vetting checks and ongoing vigilance with confidence | School Personnel | 1 day | £275 £175 SLA | Date TBC 8.30am Registration 9.00am-4.30pm The Mosslands School, Wallasey Wirral CH45 8PJ |
| Safer Recruitment - Bexley | <ul style="list-style-type: none"> Accredited training course Gain the safeguarding skills you need to better protect children while recruiting staff and volunteer roles in education Approach job interviews, vetting checks and ongoing vigilance with confidence | School Personnel | 1 day | £275 £175 SLA | Date TBC 8.30am Registration 9.00am-4.30pm St Catherine's Catholic School for Girls, Bexleyheath |
| Safeguarding and Single Central Register Ofsted Requirements | <ul style="list-style-type: none"> Gain the knowledge to ensure that your single central register is up to date and compliant with Ofsted requirements. Guidance on the responsibility of the school for disqualification by association. Explanation of what Ofsted are looking for when inspecting safeguarding in relation to staff, documentation and policies and procedures. | Senior and Middle Leaders | 2 Hours | £95 for 2 places £75 SLA for 2 places | 22nd September 2016 9.30am Registration 10am - 12noon TLG - Hope Park Business Centre, Bradford, BD5 8HH |
| Cyber Bullying Taster Session | <ul style="list-style-type: none"> Review your responsibilities and documentation required to ensure you are meeting all legislative requirements in relation to Cyber Bullying | Senior and Middle Leaders | Half-day | £175 £95 SLA | Date confirmed on booking |
| Recruiting for Success - Sourcing, Selecting and Interviewing | <ul style="list-style-type: none"> Determine the role requirements (competencies) to ensure you attract applications at the right level Gather accurate evidence during the interviewing stages in order to select the best candidate Evaluate candidates against hard and soft-skills Learn how to give post interview feedback | Senior and Middle Leaders | 1 day | £275 £175 SLA | Date confirmed on booking |



Health and Safety

| Course | Course Overview | Target Audience | Duration | Cost | Date / Location |
|--------------------------------------|---|--|-----------------------------|----------------------------|---|
| H&S in a day | <ul style="list-style-type: none"> Understand how to identify hazards and understand risks Learn how to produce, communicate and manage risk assessments Learn how to undertake incident investigations | Senior and Middle Leaders | 1 day | £650 £500 SLA & H&S SLA | Date confirmed on booking |
| Conducting Risk Assessments | <ul style="list-style-type: none"> Understand what is a hazard and how to identify them Identify the differences between hazard and risk, and how to measure the hazard/risk combination Understand control measures and how to implement them Communicate important information about risk assessments to employees Learn how to record and when to review risk assessments | Senior and Middle Leaders | 1 day | £165 £125 SLA & H&S SLA | 18 th October 2016 9.30am Registration 10am-4pm Fusion Offices, East Ardsley |
| Manual Handling | <ul style="list-style-type: none"> Learn the definition of manual-handling Recognise manual-handling hazards Understand how injuries arise from poor manual-handling techniques Illustrate practical advice on good individual and team lifting techniques | All staff with duties which involve lifting | Half-day | £135 £95 SLA & H&S SLA | 15 th September 2016 9am Registration 9.30am-12noon Fusion Offices, East Ardsley |
| Fire Warden Training | <ul style="list-style-type: none"> Understand action to be taken on discovering a fire Identify common causes of fire and how to minimise the risk Understand Fire safety legislation and precautions Identify the role of a fire warden in preventing and managing fire risks Identify the different types of fire extinguishers and under what circumstances they should be used | Anyone undertaking Fire Warden Duties | Half-day | £135 £95 SLA & H&S SLA | Date confirmed on booking |
| Managing Safety - IOSH Accreditation | <ul style="list-style-type: none"> Learn the key aspects of managing safely Understand how to assess and control risks Understand your responsibilities Identify hazards Learn how to investigate accidents and incidents | Anyone with responsibility for Site Safety overall | 4 days - 2 days per week | £650 £550 SLA & H&S SLA | 7 December 2016 8 December 14 December 15 December Fusion Offices, East Ardsley Venue for 4 th Day TBC |
| First Aid at Work | <ul style="list-style-type: none"> Gain knowledge and skills to deal with a range of emergency first aid issues Understand the role of a first aider Demonstrate the practical administration of safe, prompt and effective first aid in emergency situations | Appointed First Aiders | 1 day | £275 £195 SLA & H&S SLA | Date confirmed on booking |
| Combined First Aid Certificate | <ul style="list-style-type: none"> Be able to respond to emergency situations Specially designed for people working with children and adults Gain two regulated qualifications. | Settings that have a requirement for both Adult and Paediatric First Aiders. | 5 day | £130 £95 SLA | Date confirmed on booking |



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| Paediatric First Aid Certificate | <ul style="list-style-type: none"> Be able to respond to emergency situations Specially designed for people working with children Gain a valid First Aid certificate. | Anyone working with children and nurseries | 2 day | £225 £175 SLA | Date confirmed on booking |
| DEFIB | <ul style="list-style-type: none"> Learn how to deal with an unconscious casualty Gain essential training in the use of a defibrillator Understand the associated regulations. | Anyone who is responsible for First Aid and the use of a Defibrillator | Half-day | £1280 £1180 SLA inc NF1200 IPad Defib | Date confirmed on booking |

HR Employment and Contracts

| Course | Course Overview | Target Audience | Duration | Cost | Date / Location |
|------------------------------------|--|--------------------------------|----------|----------------------------|--|
| Update on changes to STPCD 2016/17 | <ul style="list-style-type: none"> Update on the 2016 changes to School Teachers Pay and Conditions. How to issue and make changes to employment contracts | HR Briefing Sessions - Schools | 2 Hours | Free HRC £95 £75 SLA | 29 th September 2016 9.30am Registration 10.00am-12 noon Cedar Court, Bradford |

Health and Wellbeing

| Course | Course Overview | Target Audience | Duration | Cost | Date / Location |
|--|---|-----------------|----------|-----------------|--|
| Cognitive Behavioural Therapy | <ul style="list-style-type: none"> Understand the emotional pain that comes from irrational thoughts and beliefs Look at the validity of thoughts and see how that affects behaviour Refocus thoughts and facilitate change | Senior Leaders | Half-day | £175 £95 SLA | Date confirmed on booking |
| Introduction to Neuro-Linguistic Programming | <ul style="list-style-type: none"> Understand the relationship between successful patterns of behavior and the subjective experiences Educate people in self-awareness and effective communication Be able to change patterns of mental and emotional behaviour Delivered by accredited NLP Trainer of Trainers | Senior Leaders | Half-day | £175 £95 SLA | Date confirmed on booking |
| Mindfulness | <ul style="list-style-type: none"> Understand how thoughts are driving our emotions and behaviour Provide new awareness and perspective on situations and day-to-day routines Control Mind Chatter - thoughts, anxieties and self-talk | Senior Leaders | Half-day | £175 £95 SLA | 13 th September 2016 8.30am Registration 9.00am-12 noon Fusion Offices, East Ardsley |

Leadership and Management

| Course | Course Overview | Target Audience | Duration | Cost | Date / Location |
|---|---|---------------------------|-----------------|------------------|---|
| Key Skills to Effectively Managing People | <ul style="list-style-type: none"> Six-Part Two Hour Sessions Develop your confidence and leadership skills Enable you to develop your ability to lead and manage people and change Learn how to manage staff attendance, disciplinary, grievances, investigations, performance and capability. | Senior and Middle Leaders | Six-Part Course | £750 £500 SLA | Dates TBC Fusion Offices, East Ardsley |



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| Change Management | <ul style="list-style-type: none"> Prepare for change and make change happen Assess your current and future climate Define your approach and process for change (This course may repeat some content covered on 10th/11th Nov 2015) | Senior Leaders - Schools | Half-day | £175 £95 SLA | 10th January 2017 8.30am Registration 9.00am-12 noon Fusion Offices, East Ardsley |
| Managing Grievances | <ul style="list-style-type: none"> Define grievance procedures for complaint handling Understand your obligations to demonstrate at employment tribunal that an appropriate grievance process was followed | Senior Leaders | Half-day | £175 £95 SLA | 1 st December 2016 8.30am Registration 9.00am-12 noon Fusion Offices, East Ardsley |
| iLead - Leadership | <ul style="list-style-type: none"> Gain leadership skills that are designed to win hearts and capture minds Define principles of leadership Recognising the leadership style that will make the difference for your people | Senior Leaders | 1 day | £495 | Date confirmed on booking |
| Managing Disciplinary | <ul style="list-style-type: none"> Understand the process for correctly instigating disciplinary proceedings Learn when you have a right to issue disciplinary warning Follow the correct procedures using case examples that are applicable to your day-to-day role | HR Briefing Session - Schools | 2 Hours | Free HRC £95 £75 SLA | 24 th November 2016 9.30am Registration 10.00am-12 noon Cedar Court, Bradford |
| School Governor Training | <ul style="list-style-type: none"> Understand and raise awareness of HR policies and procedures and employment legislation Increase confidence in dealing with disciplinary matters Balance the risk of litigation | Governors and Senior Leaders | 2 hours (evening) | £295 | Date confirmed on booking |
| Power Presenter | <ul style="list-style-type: none"> Create charisma and presence, improve confidence and impact whilst selling or presenting Engage your audience in such a way that will guarantee you are remembered for the | Senior and Middle Leaders | 2 days | £495 | Date confirmed on booking |

Miscellaneous IT Training

| Course | Course Overview | Target Audience | Duration | Cost | Date / Location |
|-------------------------------|---|-----------------------------|----------|------------------|---------------------------|
| MS Office Training | <ul style="list-style-type: none"> Accredited Microsoft Office courses, bespoke to your needs and findings from initial assessment Microsoft Word, Excel, PowerPoint, Outlook, Publisher - includes training guides for | School Administration Staff | 1 day | £275 £195 SLA | Date confirmed on booking |
| SIMS Personnel Module | <ul style="list-style-type: none"> Understand the range of Personnel-related data which can be held in SIMS including the School Workforce Census | School Administration Staff | 1 day | £275 £195 SLA | Date confirmed on booking |
| SIMS Staff Performance Module | <ul style="list-style-type: none"> Use SIMS to record and monitor appraisals, CPD, lesson observations and performance against school and DfE professional standards | School Administration Staff | Half-day | £175 £95 SLA | Date confirmed on booking |

HR Briefing Sessions - free for SLA clients on HR Consultancy (HRC) only

Employment Law Update - free for SLA clients on HR Consultancy (HRC) and SOS+

Non HR Consultancy Clients and Non-Clients are entitled to bring a colleague for free to a paid briefing session. Please see the course flyer for more information.

Note: Discounted prices for 'SLA' includes clients that purchase HR Consultancy (HRC), SOS +, SOS or SAM (Staff Absence Management Software)
Special Offer: If you book 5 courses together or 5 places on a course you receive £30 off per course/person. This does not apply to Briefing Sessions.

Version: July 2016