



## Essential Management Skills

**New for September 2017**

**Essential Management skills – Learning and development for all school staff**

We are delighted to introduce our brand new portfolio of learning and development for all school staff which is available from this September. We thought you might like to see this term’s sessions with dates in advance of the full year’s brochure which will be arriving in all schools later in September. This programme has been launched with school based staff in mind and offers a wide range of essential training courses that will enable your staff to maximise their potential by gaining or refining their management skills.

With over 26 different learning and development sessions covering many aspects, including essential management skills, HR and Financial Management, we hope you find a solution to your staff’s development needs. All sessions will be run either in Norwich, Holt or Swaffham and will run throughout this academic year.

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| Date and time | Course Title | Venue |
| 19 Sept 2017 9.30-4.30 | Mobilising, Motivating and Developing a Team | Holt Hall |
| 26 Sept 2017 9.30-4.30 | Introduction to Managing Change and Projects | The Green Britain Centre, Swaffham |
| 27 Sept 2017 9.30-12.30 | Conducting Appraisals | Holt Hall |
| 27 Sept 2017 13.30-16.30 | Challenging Conversations | Holt Hall |
| 3 Oct 2017 9.30-12.30 | Conducting Appraisals | Norwich PDC |
| 3 Oct 2017 13.30-16.30 | Challenging Conversations | Norwich PDC |
| 10 Oct 2017 9.30-12.30 | Presentations Skills (Part 1) | Norwich PDC |
| 10 Oct 2017 13.30-16.30 | Communication | Norwich PDC |
| 31 Oct 2017 9.30-12.30 | Presentations Skills (Part 2) | Norwich PDC |
| 31 Oct 2017 13.30-16.30 | Excellence in Customer Service | Norwich PDC |
| 7 Nov 2017 9.30-16.30 | Recruitment, Interviewing and Selection | Norwich PDC |
| 8 Nov 2017 9.30-12.30 | Conducting Appraisals | The Green Britain Centre, Swaffham |
| 8 Nov 2017 13.30-16.30 | Report Writing | The Green Britain Centre, Swaffham |
| 14 Nov 2017 9.30-12.30 | Challenging Conversations | Norwich PDC |
| 14 Nov 2017 13.30-16.30 | Workload Management | Norwich PDC |
| 21 Nov 2017 9.30-12.30 | The Capability Process | Norwich PDC |
| 21 Nov 2017 13.30-16.30 | Managing Sickness Absence | Norwich PDC |
| 22 Nov 2017 9.30-12.30 | Equality and Diversity | Norwich PDC |
| 22 Nov 2017 13.30-16.30 | Working with Governors and Trustees | Norwich PDC |
| 28 Nov 2017 9.30-12.30 | Managing Complaints | Holt Hall |
| 28 Nov 2017 13.30-16.30 | Effective Management Meetings | Holt Hall |
| 7 Dec 2017 9.30-12.30 | Employee Management, An Introduction for Senior Leaders | Holt Hall |
| 7 Dec 2017 13.30-16.30 | Allegations of Misconduct | Holt Hall |

**Please note:** A free lunch is provided for delegates booking both a morning and afternoon course on the same day.

For further information or to book a course please visit: [www.educatorsolutions.org.uk](http://www.educatorsolutions.org.uk) and log-in using your school name. Alternatively contact us on: 01603 303355 or email: [governor.services@educatorsolutions.org.uk](mailto:governor.services@educatorsolutions.org.uk)