

Induction for New School Secretaries

Duration:
1 day
9.00 – 3.00

Price:
£ 45

Dates:
By demand

Cluster
training is
available

To book a place
or for more
information
contact

Velda Rickman
on:
01603 223315

Velda.rickman.
ctd@norfolk.
gov.uk

CTD

TRAINING &
DEVELOPMENT

Course designed to:

Enable school secretaries to meet staff at County Hall with whom they deal regularly. This provides an opportunity to understand the structure of the Education Department.

Content:

- Financial matters, insurance
- Transport
- Purchasing
- Catering
- Grounds maintenance



Norfolk County Council
at your service

Emergency Aid in Schools

Duration:
4 hours
9.00 – 1.00

Price:
£ 30

Dates:
By demand

Cluster
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available

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TRAINING &
DEVELOPMENT

Course designed for:

Staff in schools who have been appointed to deal with cases of injury or first aid.

Content:

- Resuscitation
- Treatment of shock
- Treatment for blood loss
- Burns and scalds
- The unconscious casualty



Norfolk County Council
at your service

Certificate in Literacy and Numeracy

Duration:
7 one day
workshops
over 5
months
9.30 – 4.30

Price:
£ 260

Dates:
By demand

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ctd@norfolk.

CTD

TRAINING &
DEVELOPMENT

Course designed for:

Classroom assistants and others working to support and promote the development of literacy and numeracy in pupils of all ages.

Content:

- A competence based qualification equivalent to NVQ level 3.
- Strategies for dealing with behaviour, dyslexia, language and Early Years.
- The roles of other educational professionals
- Guidance and assessment of activities



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Norfolk County Council
at your service

Managing Behaviour at Lunchtime

Duration:
1 day
9.30 – 4.30

Price:
£ 45

Dates:
28/01/03
Training Centre
Norwich

07/03/03
WNTC
Kings Lynn

13/05/03
Training Centre
Norwich

14/10/03
Training Centre
Norwich

Cluster training
is available

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CTD

TRAINING &
DEVELOPMENT

Course designed for:

Lunchtime Supervisors in Primary and Secondary schools. It aims to increase confidence and skills when supervising children at lunchtime.

Content:

- The qualities and skills needed for the job
- Understanding children's behaviour
- Handling inappropriate behaviour and promoting positive behaviour
- Good playground practise
- Dealing with difficult situations



Norfolk County Council
at your service

Managing Behaviour in the Classroom

Duration:
1 day
9.30 – 4.30

Price:
£ 45

Dates:
13/02/03
Training Centre
Norwich

12/06/03
WNTC
Kings Lynn

11/07/03
Dereham
Football Club

05/12/03
Training Centre
Norwich

Cluster
training is
available

To book a place
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on:
01603 223315

Velda.rickman.
ctd@norfolk.

CTD

TRAINING &
DEVELOPMENT

Course designed for:

Assistants in the classroom. It will raise awareness and understanding of children's behaviour and suggest techniques for promoting appropriate behaviour.

Content:

- Understanding children's behaviour and what influences it
- Behaviour management techniques that make a difference
- Dealing with difficult situations
- New approaches to learning and behaviour in schools



Norfolk County Council
at your service

Foundation Development Programme for School Secretaries

Duration:
5 half day workshops
9.00 – 1.00

Price:
£ 195

Dates:
By demand

Cluster training is available

To book a place or for more information contact Velda Rickman on: 01603 223315

Velda.rickman.ctd@norfolk.gov.uk

CTD

TRAINING &
DEVELOPMENT

Course designed for:

School secretaries who wish to develop specific skills required to fulfil their roles more effectively. Successful delegates will be awarded a ILM Introductory Certificate in Management.

Content:

- Workshop 1 – Planning
- Workshop 2 – You and people
- Workshop 3 – Information
- Workshop 4 – Meetings and minutes
- Workshop 5 – Customer care



Norfolk County Council
at your service