**EDUCATION PERSONNEL SERVICES**

**VIRTUAL TRAINING SESSIONS FOR OXFORDSHIRE MAINTAINED SCHOOLS**

Education Personnel Services, who are working in partnership with Oxfordshire County Council, are pleased to announce the delivery of on-line training sessions for Oxfordshire Schools

**From January 2024**

We have looked at the most frequent issues for school and can confirm that the sessions below have been considered as remaining to be a priority development area within schools. We have developed bite size training workshops to enable you to access the support you need.

All sessions will be held using Microsoft Teams and will be an hour in duration with an additional 30 minutes available for questions at the end.

**Absence Management**

This session is designed for Headteachers and Senior Managers in schools. Its main message is that absence can be effectively managed and is aimed at providing strategies for managing the impact of long term and short-term absence with a view to improving attendance levels.  The session will also cover supporting employees returning from a period of ill-health.

**Performance Management for Teaching Staff and Support Staff**

This session is designed to enable managers, who will be conducting reviews of staff, to identify and develop the skills they will need to do this effectively. There will be particular focus on the management of performance and addressing any capability concerns. Also, the objective setting process as the key to effective performance management

**Staff Restructuring**

This session is designed to assist you in effectively managing potential staffing restructures in school. To consider the wider context in relation to budgetary constraints and how these impact on staffing and to outline the steps involved if there is a requirement for staff reductions. The workshop also identifies ways of achieving savings by adopting a more strategic approach.

**Managing HR Process/Policies**

This session is specifically for Business Managers who may assist Headteachers with starting absence management processes, looking at budgets for restructuring, addressing performance or conduct concerns of staff they manage. It covers how to manage the above effectively and what you should take into account when starting any HR process.

**Effective Recruitment**

This session will help you plan for recruitment, hold successful appointment processes, including selection methods, interviewing techniques, and being aware of unconscious bias. It will also help you embed your new employee into your school and hopefully help you retain staff going forward.

The dates of training are below. To book a space on any of these workshops please. contact us via [hr.business.support.team.shared@hants.gov.uk](mailto:hr.business.support.team.shared@hants.gov.uk) where colleagues will be able to assist you. Once registered you will be sent an invite to the Teams meeting. Please note this is a discretionary service so a charge of £75 per delegate is applicable, £120 if booking for 2 sessions.

To keep these sessions manageable there will be a limit of 10 attendees per session.

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| Date | Time | Course |
| 31 January 24 | **10.30 am** | **Staff Restructuring** |
| 7 February 24 | **10.30 am** | **Performance Management** |
| 21 February 24 | **14.30 pm** | **Absence Management** |
| 6 March 24 | **14.30 am** | **HR Policies** |
| 21 March 24 | **10.30 am** | **Effective Recruitment** |
| 17 April 24 | **10.30 am** | **Absence Management** |
| 24 April 24 | **14.30 pm** | **HR Policies** |
| 22 May 24 | **14.30 pm** | **Staff Restructuring** |
| 5 June 24 | **10.30 am** | **Performance Management** |
| 26 June 24 | **10.30 am** | **Absence Management** |
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