**Virtual training sessions**

**For Oxfordshire maintained schools**

Education Personnel Services, working in partnership with

Oxfordshire County Council

From April 2025

We’ve looked at the most frequent issues for school and the sessions below are considered to be a priority for schools.

We’ve developed the training workshops to help you get the support you need. All sessions use Microsoft Teams and are an hour long, with an additional 30 minutes for questions at the end.

**Absence Management**

This session is designed for headteachers and senior managers in schools.

Absence can be effectively managed and it provides strategies for managing the impact of long-term and short-term absence, to improve 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 help managers, who will be conducting reviews of staff, to identify and develop the skills they will need to do this effectively. With a 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 help schools to effectively manage restructures. It includes considering budget constraints and how these impact on staffing and to outline the steps involved if the needs to be a reduction in staff. It also identifies ways of achieving savings by adopting a more strategic approach.

To book a space on any of these workshops please contact EPS at: hr.business.support.team.shared@hants.gov.uk

Once you’ve registered you’ll receive an invitation to the Teams meeting. **There is a charge of £75 per delegate, £120 if booking for two sessions.**

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

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| ate | Time | Course |
| 23 April 25 | **10.30 am** | **Staff Restructuring** |
| 30 April 25 | **10.30 am** | **Absence Management** |
| 7 May 25 | **10.30 am** | **Performance Management** |
| 4 June 25  | **10.30 am** | **Absence Management** |
| 25 June 25 | **10.30 am**  | **Staff Restructuring** |