**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 September 2025**

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 45 minutes with 15 minutes available for questions at the end.

**Absence Management**

The 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, with focus on the management of performance and capability concerns.

**Staff Restructuring**

To consider the wider context in relation to budgetary constraints and how this 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.

The dates of training are below. To book a space on any of these workshops please. contact us via [hrbusinesssupport@hants.gov.uk](mailto:hrbusinesssupport@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 £35 per delegate is applicable.

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

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| Date | Time | Course |
| 17 Sep 25 | **11.00 am** | **Performance Management** |
| 1st Oct 25 | **10.00 am** | **Absence Management** |
| 23rd Oct 25 | **14.30 am** | **Staffing Restructure** |
| 12 Nov 25 | **14.30 am** | **Performance Management** |
| 27 Nov 25 | **11.00 am** | **Absence Management** |
| 3 Dec 25 | **10.00 am** | **Staffing Restructure** |