



## FusionHR Training Academy

### HR Advisory and Legal

Course	Course Overview	Target Audience	Duration	Cost	Date / Location
Employment Law Update	<ul style="list-style-type: none"> <li>Keep up-to-date with employment law updates and the most recent legislative changes</li> </ul>	Employment Law Update - Schools	2 Hours	Free HRC & SOS+ £95 £75 SLA	26 <sup>th</sup> January 2017 9.30am Registration 10.00am-12 noon Cedar Court, Bradford
Employment Law Update	<ul style="list-style-type: none"> <li>Keep up-to-date with employment law updates and the most recent legislative changes</li> </ul>	Employment Law Update - Businesses	2 Hours	Free HRC & SOS+ £95 £75 SLA	25 <sup>th</sup> January 2017 9.30am Registration 10.00am-12 noon Fusion Offices, East Ardsley
Business Briefing Session	<ul style="list-style-type: none"> <li>Basics of Contracts of Employment - Understand the statutory requirements of employment contracts</li> <li>Managing Disciplinary Issues - Know what to do when a disciplinary issue occurs</li> <li>Managing Family Leave - How to manage leave of absence requests fairly and consistently</li> </ul>	Briefing Session Businesses	Half-day	Free HRC £125 £95 SLA	16 <sup>th</sup> May 2016 9.30am-1pm Fusion Offices, East Ardsley
Preparing for an Employment Tribunal	<ul style="list-style-type: none"> <li>Learn about the tribunal process, giving evidence and cross examination.</li> <li>Understand tribunal claims</li> <li>Receive guidance on the ET3 (defence) and preparation of statements</li> </ul>	Senior and Middle Leaders	Half-day	£175 £95 SLA	5 <sup>th</sup> July 2016 8.30am Registration 9.00am-12 noon Fusion Offices, East Ardsley
How to Manage Employee Conduct and Behaviour Effectively	<ul style="list-style-type: none"> <li>Understand the acceptable standards for engagement in the workplace</li> <li>Be aware of obligations for treating each other with respect and avoid discriminatory conduct</li> <li>Learn how to prepare, manage and take control of sensitive workplace discussions</li> <li>Enhance your knowledge and skills for reducing stress, taking action and having difficult conversations</li> </ul>	Senior and Middle Leaders	1 day	£275 £195 SLA	28 <sup>th</sup> March 2017 8.30am Registration 9.00am-4.30pm Fusion Offices, East Ardsley
Equality and Diversity	<ul style="list-style-type: none"> <li>Ensure that you apply equality of opportunities across your organization as an equal opportunities employer</li> <li>Learn how to make sure staff are fully aware of their own responsibilities and legal obligations.</li> <li>Comply with Equality Act 2010</li> </ul>	Senior and Middle Leaders	Half-day	£175 £95 SLA	4 <sup>th</sup> October 2016 8.30am Registration 9.00am-12 noon Fusion Offices, East Ardsley
Managing Performance and Capability	<ul style="list-style-type: none"> <li>Be able to manage people fairly and objectively</li> <li>Learn how to set realistic and achievable standards</li> <li>Understand contractual responsibilities</li> </ul>	HR Briefing Sessions - Schools	2 Hours	Free HRC £95 £75 SLA	9 <sup>th</sup> March 2016 9.30am Registration 10.00am-12 noon Cedar Court Bradford



Managing Performance and Capability	<ul style="list-style-type: none"> <li>• Be able to manage people fairly and objectively</li> <li>• Learn how to set realistic and achievable standards</li> <li>• Understand contractual responsibilities</li> </ul>	HR Briefing Sessions - Businesses	2 Hours	Free HRC £95 £75 SLA	8 <sup>th</sup> March 2016 9.30am Registration 10.00am-12 noon Fusion Offices, East Ardsley
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### Staff Absence Management

Course	Course Overview	Target Audience	Duration	Cost	Date / Location
Family Friendly Leave	<ul style="list-style-type: none"> <li>• Learn how to review and process flexible working requests</li> <li>• Know your rights to accept or reject them</li> <li>• Understand shared parental leave / family leave and managing staff leave in general</li> </ul>	HR Briefing Sessions - Schools	2 Hours	Free HRC £95 £75 SLA	16 <sup>th</sup> March 2017 9.30am Registration 10.00am-12 noon Cedar Court, Bradford

### Recruitment and Vetting

Course	Course Overview	Target Audience	Duration	Cost	Date / Location
Cyber Bullying - QCF qualification 601/2765X	<ul style="list-style-type: none"> <li>• Gain a greater awareness of security and safeguarding risks when using online resources</li> <li>• Understand how to identify concerns</li> </ul>	Senior Leaders	1 day	£355 or £555 for two SLA only	Date confirmed on booking
Safeguarding - QCF qualification 600/6795/0	<ul style="list-style-type: none"> <li>• Gain a greater awareness of safeguarding and how to prepare appropriate care and welfare</li> <li>• Be able to identify areas of concern</li> <li>• Understand how to apply safeguarding when recruiting</li> </ul>	Senior Leaders	1 day	£355 or £555 for two SLA only	Date confirmed on booking
Safer Recruitment - Wakefield	<ul style="list-style-type: none"> <li>• Accredited training course</li> <li>• Gain the safeguarding skills you need to better protect children while recruiting staff and volunteer roles in education</li> <li>• Approach job interviews, vetting checks and ongoing vigilance with confidence</li> </ul>	School Personnel	1 day	£275 £175 SLA	Date TBC 8.30am Registration 9.00am-4.30pm Cedar Court Wakefield
Safer Recruitment - Wirral	<ul style="list-style-type: none"> <li>• Accredited training course</li> <li>• Gain the safeguarding skills you need to better protect children while recruiting staff and volunteer roles in education</li> <li>• Approach job interviews, vetting checks and ongoing vigilance with confidence</li> </ul>	School Personnel	1 day	£275 £175 SLA	Date TBC 8.30am Registration 9.00am-4.30pm The Mosslands School, Wallasey Wirral CH45 8PJ
Safer Recruitment - Bexley	<ul style="list-style-type: none"> <li>• Accredited training course</li> <li>• Gain the safeguarding skills you need to better protect children while recruiting staff and volunteer roles in education</li> <li>• Approach job interviews, vetting checks and ongoing vigilance with confidence</li> </ul>	School Personnel	1 day	£275 £175 SLA	15 <sup>th</sup> March 2016 8.30am Registration 9.00am-4.30pm St Catherine's Catholic School for Girls, Bexleyheath



Safeguarding and Single Central Register Ofsted Requirements	<ul style="list-style-type: none"> <li>Gain the knowledge to ensure that your single central register is up to date and compliant with Ofsted requirements.</li> <li>Guidance on the responsibility of the school for disqualification by association.</li> <li>Explanation of what Ofsted are looking for when inspecting safeguarding in relation to staff, documentation and policies and procedures.</li> </ul>	Senior and Middle Leaders	Half-day	£95 for 2 places £75 SLA for 2 places	TBC 8.30am Registration 9.00am-12 noon Cedar Court, Bradford
Cyber Bullying Taster Session	<ul style="list-style-type: none"> <li>Review your responsibilities and documentation required to ensure you are meeting all legislative requirements in relation to Cyber Bullying</li> </ul>	Senior and Middle Leaders	Half-day	£175 £95 SLA	27 <sup>th</sup> April 2016 8.30am Registration 9.00am-12 noon Cedar Court, Bradford
Recruiting for Success - Sourcing, Selecting and Interviewing	<ul style="list-style-type: none"> <li>Determine the role requirements (competencies) to ensure you attract applications at the right level</li> <li>Gather accurate evidence during the interviewing stages in order to select the best candidate</li> <li>Evaluate candidates against hard and soft-skills</li> <li>Learn how to give post interview feedback</li> </ul>	Senior and Middle Leaders	1 day	£275 £175 SLA	30 <sup>th</sup> June 2016 8.30am Registration 9.00am-4.30pm Fusion Offices, East Ardsley

### Health and Safety

Course	Course Overview	Target Audience	Duration	Cost	Date / Location
H&S in a day	<ul style="list-style-type: none"> <li>Understand how to identify hazards and understand risks</li> <li>Learn how to produce, communicate and manage risk assessments</li> <li>Learn how to undertake incident investigations</li> </ul>	Senior and Middle Leaders	1 day	£650 £500 SLA & H&S SLA	Date confirmed on booking
Conducting Risk Assessments	<ul style="list-style-type: none"> <li>Understand what is a hazard and how to identify them</li> <li>Identify the differences between hazard and risk, and how to measure the hazard/risk combination</li> <li>Understand control measures and how to implement them</li> <li>Communicate important information about risk assessments to employees</li> <li>Learn how to record and when to review risk assessments</li> </ul>	Senior and Middle Leaders	Half-day	£175 £95 SLA & H&S SLA	Date confirmed on booking
Manual Handling	<ul style="list-style-type: none"> <li>Learn the definition of manual-handling</li> <li>Recognise manual-handling hazards</li> <li>Understand how injuries arise from poor manual-handling techniques</li> <li>Illustrate practical advice on good individual and team lifting techniques</li> </ul>	All staff with duties which involve lifting	Half-day	£175 £95 SLA & H&S SLA	Date confirmed on booking
Fire Warden Training	<ul style="list-style-type: none"> <li>Understand action to be taken on discovering a fire</li> <li>Identify common causes of fire and how to minimise the risk</li> <li>Understand Fire safety legislation and precautions</li> <li>Identify the role of a fire warden in preventing and managing fire risks</li> <li>Identify the different types of fire extinguishers and under what circumstances they should be used</li> </ul>	Anyone undertaking Fire Warden Duties	Half-day	£175 £95 SLA & H&S SLA	Date confirmed on booking
Managing Safety - IOSH Accreditation	<ul style="list-style-type: none"> <li>Learn the key aspects of managing safety</li> <li>Understand how to assess and control risks</li> <li>Understand your responsibilities</li> <li>Identify hazards</li> <li>Learn how to investigate accidents and incidents</li> </ul>	Anyone with responsibility for Site Safety overall	4 days - 1 day per week	£650 £500 SLA & H&S SLA	Date confirmed on booking



First Aid at Work	<ul style="list-style-type: none"> <li>Gain knowledge and skills to deal with a range of emergency first aid issues</li> <li>Understand the role of a first aider</li> <li>Demonstrate the practical administration of safe, prompt and effective first aid in emergency situations</li> </ul>	Appointed First Aiders	1 day	£275 £195 SLA & H&S SLA	Date confirmed on booking
Combined First Aid Certificate	<ul style="list-style-type: none"> <li>Be able to respond to emergency situations</li> <li>Specially designed for people working with children and adults</li> <li>Gain two regulated qualifications.</li> </ul>	Settings that have a requirement for both Adult and Paediatric First Aiders.	5 day	£130 £95 SLA	Date confirmed on booking
Paediatric First Aid Certificate	<ul style="list-style-type: none"> <li>Be able to respond to emergency situations</li> <li>Specially designed for people working with children</li> <li>Gain a valid First Aid certificate.</li> </ul>	Anyone working with children and nurseries	2 day	£225 £175 SLA	Date confirmed on booking
DEFIB	<ul style="list-style-type: none"> <li>Learn how to deal with an unconscious casualty</li> <li>Gain essential training in the use of a defibrillator</li> <li>Understand the associated regulations.</li> </ul>	Anyone who is responsible for First Aid and the use of a Defibrillator	Half-day	£1280 £1180 SLA inc NF1200 IPad Defib	Date confirmed on booking

### HR Employment and Contracts

Course	Course Overview	Target Audience	Duration	Cost	Date / Location
Update on changes to STPCD 2016/17	<ul style="list-style-type: none"> <li>Update on the 2016 changes to School Teachers Pay and Conditions.</li> <li>How to issue and make changes to employment contracts</li> </ul>	HR Briefing Sessions - Schools	2 Hours	Free HRC £95 £75 SLA	29 <sup>th</sup> September 2016 9.30am Registration 10.00am-12 noon Cedar Court, Bradford

### Health and Wellbeing

Course	Course Overview	Target Audience	Duration	Cost	Date / Location
Cognitive Behavioural Therapy	<ul style="list-style-type: none"> <li>Understand the emotional pain that comes from irrational thoughts and beliefs</li> <li>Look at the validity of thoughts and see how that affects behaviour</li> <li>Refocus thoughts and facilitate change</li> </ul>	Senior Leaders	Half-day	£175 £95 SLA	Date confirmed on booking
Counselling	<ul style="list-style-type: none"> <li>Support staff on how to manage difficult situations and issues</li> <li>Delivered by qualified counsellor</li> </ul>	Senior Leaders	Half-day	£175 £95 SLA	Date confirmed on booking
Introduction to Neuro-Linguistic Programming	<ul style="list-style-type: none"> <li>Understand the relationship between successful patterns of behavior and the subjective experiences</li> <li>Educate people in self-awareness and effective communication</li> <li>Be able to change patterns of mental and emotional behaviour</li> <li>Delivered by accredited NLP Trainer of Trainers</li> </ul>	Senior Leaders	Half-day	£175 £95 SLA	Date confirmed on booking
Mindfulness	<ul style="list-style-type: none"> <li>Understand how thoughts are driving our emotions and behaviour</li> <li>Provide new awareness and perspective on situations and day-to-day routines</li> <li>Control Mind Chatter - thoughts, anxieties and self-talk</li> </ul>	Senior Leaders	Half-day	£175 £95 SLA	Date confirmed on booking



Firestarter - Business NLP Practitioner	<ul style="list-style-type: none"> <li>Apply NLP to your business</li> <li>Use mind tools and strategies to produce behavioural change and desired outcomes</li> </ul>	Senior Leaders	2 Days	£799	Date confirmed on booking
Mindlife Dynamics Taster	<ul style="list-style-type: none"> <li>Gain more control over your work life balance with purposeful systems</li> <li>Improve resilience and performance with more comprehension and retention</li> </ul>	All teaching staff	Half-day	£149	Date confirmed on booking

### Leadership and Management

Course	Course Overview	Target Audience	Duration	Cost	Date / Location
Key Skills to Effectively Managing People	<ul style="list-style-type: none"> <li>Develop your confidence and leadership skills</li> <li>Enable you to develop your ability to lead and manage people and change</li> <li>Learn how to manage staff attendance, disciplinary, grievances, investigations, performance and capability.</li> </ul>	Senior and Middle Leaders	Six-Part Course	£750 £500 SLA	19 April 17 May 21 June 20 September 11 October 15 November 2016 Fusion Offices, East Ardsley
Managing Grievances	<ul style="list-style-type: none"> <li>Define grievance procedures for complaint handling</li> <li>Understand your obligations to demonstrate at employment tribunal that an appropriate grievance process was followed</li> </ul>	Senior Leaders	Half-day	£175 £95 SLA	1 <sup>st</sup> December 2016 8.30am Registration 9.00am-12 noon Fusion Offices, East Ardsley
Effective Disciplinary Proceedings	<ul style="list-style-type: none"> <li>Learn how to use the disciplinary procedure for performance and/or conduct issues</li> <li>Avoid possible discrimination claims by identifying procedures</li> <li>Understand how to identify training or additional support and how to take appropriate action if standards are not reached</li> </ul>	Senior Leaders	Half-day	£175 £95 SLA	15 <sup>th</sup> June 2016 8.30am Registration 9.00am-12 noon Fusion Offices, East Ardsley
Change Management	<ul style="list-style-type: none"> <li>Prepare for change and make change happen</li> <li>Assess your current and future climate</li> <li>Define your approach and process for change (This course may repeat some content covered on 10<sup>th</sup>/11<sup>th</sup> Nov 2015)</li> </ul>	Senior Leaders - Schools	Half-day	£175 £95 SLA	8 <sup>th</sup> June 2016 8.30am Registration 9.00am-12 noon Venue TBC Wakefield
Change Management	<ul style="list-style-type: none"> <li>Prepare for change and make change happen</li> <li>Assess your current and future climate</li> <li>Define your approach and process for change (This course may repeat some content covered on 10<sup>th</sup>/11<sup>th</sup> Nov 2015)</li> </ul>	Senior Leaders - Businesses	Half-day	£175 £95 SLA	11 <sup>th</sup> May 2016 8.30am Registration 9.00am-12 noon Venue TBC Wakefield
iLead - Leadership	<ul style="list-style-type: none"> <li>Gain leadership skills that are designed to win hearts and capture minds</li> <li>Define the principles of leadership and recognising the difference that will make the difference for your people</li> </ul>	Senior Leaders	1 day	£495	Date confirmed on booking
Managing Disciplinary	<ul style="list-style-type: none"> <li>Understand the process for correctly instigating disciplinary proceedings</li> <li>Learn when you have a right to issue disciplinary warning</li> <li>Follow the correct procedures using case examples that are applicable to your day-to-day role</li> </ul>	HR Briefing Session - Schools	2 Hours	Free HRC £95 £75 SLA	24 <sup>th</sup> November 2016 9.30am Registration 10.00am-12 noon Cedar Court, Bradford
School Governor Training	<ul style="list-style-type: none"> <li>Understand and raise awareness of HR policies and procedures and employment legislation</li> <li>Increase confidence in dealing with disciplinary matters</li> <li>Balance the risk of litigation</li> </ul>	Governors and Senior Leaders	2 hours (evening)	£295	Date confirmed on booking



Power Presenter	<ul style="list-style-type: none"> <li>• Create charisma and presence, improve confidence and impact whilst selling or presenting</li> <li>• Engage your audience in such a way that will guarantee you are remembered for the right reasons</li> </ul>	Senior and Middle Leaders	2 days	£495	Date confirmed on booking
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#### Miscellaneous IT Training

Course	Course Overview	Target Audience	Duration	Cost	Date / Location
MS Office Training	<ul style="list-style-type: none"> <li>• Accredited Microsoft Office courses, bespoke to your needs and findings from initial assessment</li> <li>• Microsoft Word, Excel, PowerPoint, Outlook, Publisher - includes training guides for delegates and 3 months' follow up email/telephone support</li> </ul>	School Administration Staff	1 day	£275 £195 SLA	Date confirmed on booking
SIMS Personnel Module	<ul style="list-style-type: none"> <li>• Understand the range of Personnel- related data which can be held in SIMS including the School Workforce Census</li> </ul>	School Administration Staff	1 day	£275 £195 SLA	Date confirmed on booking
SIMS Staff Performance Module	<ul style="list-style-type: none"> <li>• Use SIMS to record and monitor appraisals, CPD, lesson observations and performance against school and DfE professional standards</li> </ul>	School Administration Staff	Half-day	£175 £95 SLA	Date confirmed on booking

- HR Briefing Sessions - free for SLA clients on HR Consultancy (HRC) only
- Employment Law Update - free for SLA clients on HR Consultancy (HRC) and SOS+

Non HR Consultancy Clients and Non-Clients are entitled to bring a colleague for free to a paid briefing session. Please see the pdf for more information.

Note: Discounted prices for 'SLA' includes clients that purchase HR Consultancy (HRC), SOS +, SOS or SAM (Staff Absence Management Software)  
Special Offer: If you book 5 courses together or 5 places on a course you receive £30 off per course/person. This does not apply to Briefing Sessions.