



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

Date	Course	Course Overview	Target Audience	Duration	Cost per person	Area	Trainer
08-Mar-18	<u>Mindfulness</u>	<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>	HR Briefing Sessions - Schools	2 hours	Free HRC & SOS+ £95 £75 SLA	Wakefield Cedar Court	Christine Tooze
15-Mar-18	<u>Mindfulness</u>	<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>	HR Briefing Sessions - Schools	2 hours	Free HRC & SOS+ £95 £75 SLA	Bradford Cedar Court	Christine Tooze
20-Mar-18	<u>Managing Stress for Managers</u>	<ul style="list-style-type: none"> <li>• Be able to understand and define employee stress and different types of stress</li> <li>• Understand the effects of being over stressed.</li> <li>• Gain confidence in supporting employees to develop positive coping strategies.</li> </ul>	Senior and Middle Leaders	Half-day	£120 £95 SLA	Fusion Offices	Andy Romero-Birkbeck
21-Mar-18	<u>Restructures and Redundancies</u>	<ul style="list-style-type: none"> <li>• Learn how to conduct a fair redundancy process</li> <li>• Collective consultation - when is it needed and necessary?</li> <li>• Understand how restructures differ</li> </ul>	Senior Leaders	Half-day	£120 £95 SLA	Fusion Office	Paul Menham



Date	Course	Course Overview	Target Audience	Duration	Cost per person	Area	Trainer
26-Apr-18	<u>Staff Appraisal and Capability Training</u>	<ul style="list-style-type: none"> <li>Reviewers will gain a full understanding of the appraisal cycle and gain confidence</li> <li>Gain the knowledge to recognise the link between appraisal and school improvement</li> <li>Be confident in dealing with underperforming staff and the conflicts that may arise.</li> </ul>	Senior Leaders	Half-day	£120 £95 SLA	Fusion Offices	Ian White
01-May-18 15-May-18 05-Jun-18 19-Jun-18 03-Jul-18 17-Jul-18	<u>Key Skills for Effectively Managing People</u>	<ul style="list-style-type: none"> <li>Learn what you should and shouldn't do when managing people</li> <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/Middle Leader and those new to the role	6 Part 2 Hours	£750 £500 SLA	Fusion Offices	FusionHR

**Notes:** Non HR Consultancy Clients and Non-SLA Clients are entitled to bring a colleague for free to a paid briefing session. Please see the course flyer for more information. You can also request these training sessions to be delivered on site, please contact the main office for more information.

Discounted prices for 'SLA' includes clients that purchase HR Consultancy (HRC), 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.

**TO BOOK CALL ABBIE, 01924 827869 OR EMAIL [TRAINING@FUSIONBUSINESS.ORG.UK](mailto:TRAINING@FUSIONBUSINESS.ORG.UK)**

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