



# HR training events for education

## September and October 2021

### Introduction

We're pleased to share with you our calendar of training events for the forthcoming months. To ensure that they're accessible during the coronavirus pandemic, we're delivering them online. Courses are delivered by HR professionals experienced in supporting schools and academies. Several of them are delivered by accredited trainers, ensuring subject matter knowledge and expertise is shared with delegates.

Training event	Date	Suitable for
Annual Appraisal Refresher	<ul style="list-style-type: none"> <li>14 September 2021</li> <li>9.30am—12 noon</li> </ul>	Recap on the performance management and teachers appraisal process.
Managing Absence	<ul style="list-style-type: none"> <li>29 September 2021</li> <li>1.30pm—3.30pm</li> </ul>	An overview of the absence management process to enable managers to confidently deal with issues in school
Safer Recruitment Refresher Training	<ul style="list-style-type: none"> <li>12 October 2021</li> <li>9.30am—12 noon</li> </ul>	Accredited course, for those who have completed Safer Recruitment Training and need to refresh their knowledge
Safer Recruitment Training	<b>Delivered over 2 sessions</b> <ul style="list-style-type: none"> <li>21 &amp; 28 September 2021</li> <li>9.30am—12.30pm</li> </ul>	Accredited course for Managers, governors, trustees involved in recruitment
Adult Mental Health First Aid Training	<b>Delivered over 4 sessions</b> <ul style="list-style-type: none"> <li>22, 29 September &amp; 6, 13 October 2021</li> <li>10.00am—12 noon</li> </ul>	Accredited course, for those wanting to become Adult Mental Health First Aiders
Adult Mental Health Refresher	<ul style="list-style-type: none"> <li>7 October 2021</li> <li>9.00am—1.00pm</li> </ul>	Refresher course for staff who have completed the Mental Health First Aid training and wish to: <ul style="list-style-type: none"> <li>Renew their skills</li> <li>Update their knowledge of mental health supports</li> <li>Practice applying the Mental Health First Aid action plan</li> </ul>
HR for Senior Leaders and Managers	<ul style="list-style-type: none"> <li>30 September 2021</li> <li>1.30pm—3.30pm</li> </ul>	To provide delegates with an under-standing of HR best practice and an overview of what the managers key HR responsibilities are likely to be

For more detailed information on these courses, including their objectives, delivery times and charges, email us at [Training-Education@capita.co.uk](mailto:Training-Education@capita.co.uk)

If you have any specific training requirements for your school, contact us at [Training-Education@capita.co.uk](mailto:Training-Education@capita.co.uk)

For more information about the services that Capita HR Solutions HR and Payroll services for Education offers, email [Education.HRServices@Capita.com](mailto:Education.HRServices@Capita.com)