

Proposed 13/14 Learning and Development Plan

Agenda Item 9 Report RPC29/13 Appendix 3

Course	Details	Applicable to	Frequency / duration
Coaching / mentoring skills for Line Managers	Provides guidance on the planning and delivery of coaching and its application and effectiveness. Will help Managers to develop their teams through coaching	Line Managers	2 sessions / 1 day
Accredited training	CIM accredited. Involves completing modules and assignments. Topics to be chosen. Will involve personal time commitment	Line Managers / those identified through succession planning. Max of 16 to complete per year.	5 taught days and 2 assignments
121 Coaching	Individual sessions for Senior Managers	As identified in PDRs and a development need	3 x 2 hr sessions per person
Mini HR workshops	Recruitment, employee relations, HR policy sessions / discussion groups	Line Managers and successors	6 x 1/2 day
Minute taking	To help participants develop their skills for taking notes at meetings and learn and practise techniques for writing clear and accurate minutes and agendas	Individuals responsible for minute taking meetings	1 x 1 day
Time Management	Increase work effectiveness and productivity, achieve greater control of their daily activities	Identified through PDR	2 sessions / 1 day
Project Management	Techniques for managing projects	Those who manage projects	1 session / 1 day
Project Management workshops	Review of recent PIDs and learning points	Previous delegates	2 sessions / 1 day
Presentation skills	Learn how to give maximum impact with presentations	Those who regularly present	1 session / 2 days
Advanced presentation skills	Learning points from previous session	Previous delegates	1 session / 1 day
Report Writing	Learn how to present information in an interesting and professional way	Those who write reports and policies	1 session / 1 day
Report writing - feedback day	For delegates to get feedback from recent reports (embed learning from course)	Previous delegates	1 session / 1 day
Smarter communication	Will include e-mail etiquette, appropriate communication and will also support the new intranet	All	3 sessions / 1 day
Negotiation skills / facilitation / partnership working (relationship management)	How to manage relationships and meetings with external partners, project groups etc	All	2 sessions / 2 day
Follow up session from Planning for non-planners	To relate recent training to planning within the SDNP.	Previous delegates	2 sessions / 1 day
Equality & Diversity	Overview of Equality Act 2010 and guidance on Equality Assessments		
Team building	Team sessions with Chris Croft. Involves upward appraisal	Teams	4 groups / 1 day
Manual Handling Training	Office based carried out by Jon Wayte.	All office based staff	2 sessions / 2hrs
Essential risk for senior managers	To be carried out in an SMT meeting. To brief SMT of their responsibilities	SMT and other relevant senior staff	at SMT on 23 Sept
Essential H&S for all employee	Tbc - general H&S training to cover risk assessments, responsibilities, lone working	All	tbc
Fire awareness refresher		All	6 sessions - 1/2 day
Fire awareness for new starters		New starters	Sept - 1 session
ICT Training	To be confirmed once external provider is sourced		tbc
GIS Training	Dates will be finalised late summer once the training plan has been developed with the new contractor	GIS Users	tbc