



Essential Management Skills

Learning and development for all school staff

Due to the popularity of our portfolio of learning and development courses for all school staff. We thought you might like to have an early chance to book on our Spring and Summer courses.

The Essential Management Skills programme was launched in September 2017 with school based staff in mind and offers a wide range of essential training courses that will enable your staff to maximise their potential by gaining or refining their management skills.

SPRING TERM 2018

Date and time	Course Title	Venue
23 Jan 2018 9.30-16.30	Mobilising, Motivating and Developing a Team	Norwich PDC
24 Jan 2018 9.30-12.30	Equality and Diversity	Holt Hall
24 Jan 2018 13.30-16.30	Working with Governors and Trustees	Holt Hall
30 Jan 2018 9.30-16.30	Introduction to Managing Change and Projects	Holt Hall
8 Feb 2018 9.30-12.30	Conducting Appraisals	Norwich PDC

27 Feb 2018 9.30–12.30	Presentation Skills (Part 1)	The Green Britain Centre, Swaffham
27 Feb 2018 13.30–16.30	Communication	The Green Britain Centre, Swaffham
01 Mar 2018 9.30–16.30	Recruitment, Interviewing and Selecting	The Green Britain Centre, Swaffham
07 Mar 2018 9.30–12.30	Managing Complaints	The Green Britain Centre, Swaffham
07 Mar 2018 13.30–16.30	Effective Management Meetings	The Green Britain Centre, Swaffham
07 Mar 2018 9.30–12.30	Presentation Skills (Part 2)	The Green Britain Centre, Swaffham
07 Mar 2018 13.30–16.30	Excellence in Customer Service	The Green Britain Centre, Swaffham
15 Mar 2018 9.30–12.30	The Capability Process	Holt Hall
15 Mar 2018 13.30–16.30	Managing Sickness Absence	Holt Hall
22 Mar 2018 9.30–12.30	Challenging Conversations	The Green Britain Centre, Swaffham
22 Mar 2018 13.30–16.30	Workload Management	The Green Britain Centre, Swaffham
27 Mar 2018 9.30–12.30	Employee Management: An Introduction for Senior Leaders	The Green Britain Centre, Swaffham
27 Mar 2018 13.30–16.30	Allegations of Misconduct	The Green Britain Centre, Swaffham

SUMMER TERM 2018

Date and time	Course Title	Venue
25 Apr 2018 9.30–16.30	Mobilising, Motivating and Developing a Team	The Green Britain Centre, Swaffham
02 May 2018 9.30–16.30	Introduction to Managing Change and Projects	Norwich PDC
05 Jun 2018 9.30–12.30	Presentation Skills (Part 1)	Norwich PDC
05 Jun 2018 13.30–16.30	Communication	Norwich PDC
06 Jun 2018 9.30–12.30	Managing Complaints	Norwich PDC
06 Jun 2018 13.30–16.30	Effective Management Meetings	Norwich PDC
12 Jun 2018 9.30–16.30	Recruitment, Interviewing and Selecting	Holt Hall
13 Jun 2018 9.30–12.30	Equality and Diversity	The Green Britain Centre, Swaffham
13 Jun 2018 13.30–16.30	Working with Governors and Trustees	The Green Britain Centre, Swaffham

20 Jun 2018 9.30-12.30	Presentation Skills (Part 2)	Norwich PDC
20 Jun 2018 13.30-16.30	Excellence in Customer Service	Norwich PDC
28 Jun 2018 9.30-12.30	Employee Management: An Introduction for Senior Leaders	Norwich PDC
28 Jun 2018 13.30-16.30	Allegations of Misconduct	Norwich PDC
05 Jul 2018 9.30-12.30	Conducting Appraisals	The Green Britain Centre, Swaffham
05 Jul 2018 13.30-16.30	Report Writing	The Green Britain Centre, Swaffham
11 Jul 2018 9.30-12.30	The Capability Process	The Green Britain Centre, Swaffham
11 Jul 2018 13.30-16.30	Managing Sickness Absence	The Green Britain Centre, Swaffham

PRICING AND HOW TO BOOK

Prices start from £125 per half day session. A free lunch is provided for delegates attending booking both a morning and afternoon course on the same day.

To book and pay for your course please visit: www.educatorsolutions.org.uk and log-in using your school name and password. The Essential Management Skills training courses can be found under the 'Training' tab. Please ask your CPD Co-ordinator for your school's password or to help you make your booking.