

Corporate Learning and Development Programme January – June 2024

In this programme, you will find details of courses available to employees from January to June 2024.

Further training opportunities will be emailed to all employees via learn.develop@orkney.gov.uk as and when they become available.

The following courses may be relevant to all employees dependent on job role. Attendance on a course requires approval from your line manager and the course added to your Personal Development Plan.

We are committed to creating an inclusive workplace for everyone, please let us know whether you require us to make any adjustments to allow you to attend and participate in this training.

To book a place on any of the courses listed, please follow the instructions detailed next to the course details.

Please ensure that this programme is shared with all employees who do not have access to orkney.gov emails.

Welcome to the Council Event

This session is aimed at new OIC employees, it's an informal event with no presentations where the Chief Executive, Corporate Leadership Team and nominated Elected Members meet with new employees who have recently joined the organisation. New employees can be accompanied to the session with their buddy, supervisor, or manager and the event is held in the Chamber.

Date	Time	Venue	How to book a place
Monday 12 February	4-5pm	Chamber	OD@orkney.gov.uk

Health & Safety Risk Assessment

New Health and Safety Risk Assessment training is currently in development and will cover Management of Health and Safety at Work Regulations 1999, regarding the duty to make a suitable and sufficient assessment of all relevant risks to the health and safety of employees and others. We will share dates for this training as soon as possible.

If you require advice on Health and Safety Risk Assessments, please contact Bryan Baldwin, Safety and Resilience Officer on bryan.baldwin@orkney.gov.uk or 01856 873535 Ext 2169

ACT Awareness eLearning

ACT Awareness eLearning is a national counter terrorism awareness initiative produced by the National Counter Terrorism Security Office (NaCTSO) on behalf of Counter Terrorism Policing (CTP) to protect UK cities and communities from the threat of terrorism. The course will take approximately 45 minutes.

This course should be completed if your post involves close working with individuals over a period of time and will provide you with an understanding of how to recognize individuals who may need support and be vulnerable to radicalisation.

This course can be found on iLearn within the Protect Against Terrorism Category. To access this course please follow this link: www.orkney.gov.uk/iLearn

Equality Impact Assessment Workshop

An equality impact assessment workshop is available upon request. The workshop lasts for 2 ½ hours and covers equality awareness raising, legal requirements and responsibilities when an equality impact assessment is required and how to carry it out. The workshop includes practical exercises and is aimed at staff who already carry out assessments as well as those who currently have no experience of impact assessment but want to learn more.

Please contact learn.develop@orkney.gov.uk if you would like a session to be arranged for staff within your service area or if you are an individual who wants to be included in the next session being run.

Minute Taking

Minute-taking training will be provided by your Service Administrative Manager and will cover how to prepare, organise and write minutes of meetings. This training may be provided to a group or to individuals, depending on numbers and normally include shadowing an experienced minute taker. Contact your Service Administrative Manager to access this training.

There is also a minute taking iLearn course available within the General Administration category. To access this course please follow this link: www.orkney.gov.uk/iLearn

Planning Retirement

We can offer our employees who are considering retirement, an online pre-retirement workshop that consists of modules on Finance, Working in retirement, Adult Education, Health and Exercise, and Leisure and Action planning. Once you are registered on this site you can access the resources and any updates to them for 12 months.

We recommend that you should register for a pre-retirement course approximately 2 years before your planned retirement date to ensure you make informed decisions about this next big step. If you would like to be registered for this, please contact learn.develop@orkney.gov.uk or telephone Sorcha Woodrow for further particulars on 01856 873535 ext. 2410.

We also offer a morning session by Affinity Financial Awareness (AFA) who provide a virtual workshop. Which covers:

- Changes to your lifestyle
- Income needs in retirement
- The state pension
- Workplace pension savings
- At retirement options and tax efficiency
- Wills and Inheritance Tax
- Other savings and investments
- Inflation
- Tax allowances
- Next steps and further guidance

If you are interested in attending, please email learn.develop@orkney.gov.uk for details.

Data Protection Essentials

A one-hour course delivered via Teams by Paul Kesterton, Information Governance Officer. The course will provide staff with the essential information they need to ensure that personal data is protected, and the Council complies with Data Protection law.

Date	Time	Venue	How to book a place
Tuesday 13 February	10-11am	Teams	Please select this link to register for the course Data Protection Essentials 13/02/24
Thursday 11 April	2-3pm	Teams	Please select this link to register for the course Data Protection Essentials 11/04/24

Complaints Handling Essentials

A one-hour course delivered via Teams by Paul Kesterton, Information Governance Officer. The course will enable staff to identify complaints which fall under the Council's Complaints handling Procedure and how to respond to them.

Date	Time	Venue	How to book a place
Thursday 14 March	10-11am	Teams	Please select this link to register for the course Complaints Handling Essentials 14/03/24
Tuesday 18 June	2-3pm	Teams	Please select this link to register for the course Complaints Handling Essentials 18/06/24

Freedom of Information Essentials

A one-hour course delivered via Teams, by Paul Kesterton, Information Governance Officer. The course will enable staff to identify requests that fall under either the FOI (Scotland) Act or the Environmental Information Regulations and will go through the essentials of how to respond to the requests

Date	Time	Venue	How to book a place
Thursday 29 February	2-3pm	Teams	Please select this link to register for the course Freedom of Information Essentials 29/02/24
Friday 17 May	10-11am	Teams	Please select this link to register for the course Freedom of Information Essentials 17/05/24

Health and Wellbeing

Staff are reminded that they can find many helpful resources within **iLearn** www.orkney.gov.uk/iLearn to support their health and wellbeing, these include modules on relaxation, yoga and mindfulness.

The Mentally Healthy Workplace course on iLearn, provided through Healthy Working Lives, is an excellent course for all staff and has benefits for yourself and your colleagues. It should also ideally be completed by Managers prior to attending the Mental Health Awareness Course for Managers which is offered regularly

Health and Wellbeing courses will be offered virtually or in person with dates and details circulated as and when available and include the following:

Managing Personal Stress – Tutor – Ray Knox

Coping with Change – Tutor – Ray Knox

Mental Health Awareness for Managers – Elite Training

UHI Orkney

UHI Orkney regularly produce a short course programme which can be accessed through this web link.

<https://www.orkney.uhi.ac.uk/business-and-community/short-courses/>

Where Managers have identified a profession specific course for employees, please contact learn.develop@orkney.gov.uk

Should you wish to discuss the attendance and funding of any course within this programme please do not hesitate to contact Sorcha Woodrow on 01856 873535 ext. 2410 or email learn.develop@orkney.gov.uk

PDA in Management (scqf level 6)

2 units and accredited with Chartered Management Institute

- Managing Self and resources
- Working in a Team

Please note that the PDA replaces the previous First Line Management courses and start dates and further details will be fully circulated once Orkney College have confirmed the start date.

The following Briefing sessions are for Line Managers

Managing Sickness Absence Policy & Procedure

This session will highlight the changes introduced to this revised OIC policy & procedure which aims to provide a fair and consistent framework for handling absence and ensuring that any employee, genuinely absent from work due to ill health, receives all the necessary support that the Council can provide. It is important that the policy is understood by all employees and accepted as being in the mutual interests of employees and the Council. It will be applied as an integral part of the day-to-day management of the Council.

Where individual establishments have several line managers who require this training a specific session can be arranged where possible, by contacting learn.develop@orkney.gov.uk.

These sessions will be presented by Ashleigh Gillespie, Senior HR Adviser and Lisa Gibson, HR Adviser, and is aimed at all employees with line management responsibilities.

Date	Time	Venue	How to book a place
Wednesday 7 February	10am-12.30pm	Bunker (In Person)	Please email learn.develop@orkney.gov.uk
Monday 29 April	1-3.30pm	Teams	Please select this link to register for the course Managing Sickness Absence 29/04/24

Grievance Policy & Procedure

This workshop covers the Grievance policy & procedures.

Grievance procedures provide a mechanism whereby problems in relation to work, the working environment, or working relationships can be raised and addressed. Executive Directors are responsible for the management of their Service and therefore have ultimate responsibility for resolving grievances raised by employees in accordance with this procedure, as promptly as possible and within the agreed timescales.

These sessions will be presented by Laura McLennan, HR Adviser, and is aimed at employees with line management responsibilities.

Date	Time	Venue	How to book a place
Monday 5 February	10am- noon	Teams	Please select this link to register for the course Grievance 05/02/24
Wednesday 8 May	2-4pm	Bunker (In Person)	Please email learn.develop@orkney.gov.uk

Good Conversations Process (Replacement for the ERD Process)

Good Conversations are where Line Managers have regular meaningful conversations with their employees, which focus on clarifying work related priorities for the year ahead, providing feedback and agreeing any support or development needs. This briefing session will introduce the Good Conversations model. During this session you will be given an overview of the process and all associated paperwork.

These sessions will be presented by Sorcha Woodrow, Learning and Development Adviser, and is aimed at employees with line management responsibilities.

Date	Time	Venue	How to book a place
Wednesday 13 March	10-11am	Teams	Please select this link to register for the course Good Conversations 13/03/24
Thursday 16 May	10-11am	Bunker (In Person)	Please email learn.develop@orkney.gov.uk

Recruitment & Selection Policy & Procedures

This session is aimed at any employees and parent council members who sit on recruitment panels. The content includes equality legislation and its impact on recruitment and selection; advertising vacancies; shortlisting; assessment and interview techniques including competency-based questions. The session also covers the processes at each stage which recruiters must follow, in line with OIC policy.

Recruiting Managers who would like further guidance on the shortlisting process can contact learn.develop@orkney.gov.uk and a short workshop will be arranged which will include identifying criteria which can be assessed from the initial application process and completion of the form.

These sessions will be presented by Jayne Fraser, HR Adviser.

Date	Time	Venue	How to book a place
Tuesday 23 January	2.30-4.30pm	Bunker (In Person)	Please email learn.develop@orkney.gov.uk
Thursday 30 May	10am - noon	Teams	Please select this link to register for the course Recruitment and Selection 30/05/24

Capability

This session will assist managers to deal with situations where an employee is failing to perform his/her duties and responsibilities to the required standard and will ensure that managers adopt a fair, consistent and supportive approach taking account of the individual circumstances and meet all legal requirements.

These sessions will be presented by Amanda Anderson HR Adviser, and is aimed at employees with line management responsibilities

Date	Time	Venue	How to book a place
Tuesday 13 February	10am - noon	Bunker (In Person)	Please email learn.develop@orkney.gov.uk
Tuesday 14 May	2 - 4pm	Teams	Please select this link to register for the course Capability 14/05/24

Disciplinary

The Council Disciplinary Policy and Procedure has recently been reviewed and has been updated to reflect best practice guidance and legislative changes. This session provides an overview of the policy and procedure as well as information on the roles and responsibilities of key individuals within the procedure. In addition, the session will give an overview of where the Council has a statutory duty to refer conduct issues to professional bodies i.e. SSSC and GTCS as well as Disclosure Scotland.

These sessions will be presented by Thomas Richards, Senior HR Adviser and is aimed at employees with line management responsibilities.

Date	Time	Venue	How to book a place
Friday 22 March	10am - noon	Teams	Please select this link to register for the course Disciplinary 22/03/24
Monday 13 May	2 – 4pm	Bunker (In Person)	Please email learn.develop@orkney.gov.uk

Dignity at Work

The Dignity at Work policy and procedure has recently been reviewed and has been updated to reflect best practice guidance and legislative changes. All Managers and Supervisors need a broad

understanding of this policy and procedure to enable them to have the knowledge, management skills and confidence to deal with any situations which may arise in the workplace.

This awareness training will include the following:

- provide appropriate training and guidance for all individuals involved in the handling of bullying and harassment complaints.
- ensure that Managers and employees understand and recognise bullying and harassing behaviours in the workplace e.g. what is workplace bullying and harassment and what it is not
- what managers should do to reduce the likelihood of bullying and harassment and deal with any complaints that may arise.
- understanding the difference between strong management and bullying behaviour.

These sessions will be presented by Ashleigh Gillespie Senior HR Adviser and is aimed at all employees with line management responsibilities.

Date	Time	Venue	How to book a place
Tuesday 19 March	2 – 4pm	Teams	Please select this link to register for the course Dignity at Work 19/03/24
Thursday 23 May	10am - noon	Bunker (In Person)	Please email learn.develop@orkney.gov.uk

Myview/Myview Sickness and Manager Reporting

These practical sessions are aimed at managers to give an awareness of the MyView System functionality; including Management reporting, recording of sickness absence and management of sickness absence interventions and Useful HR Information available.

These sessions will be delivered by Craig Walker, Service Manager (HR Operations) and Thomas Richards, Senior HR Adviser via Teams.

Date	Time	Venue	How to book a place
Friday 26 January	10.30am - noon	Teams	Please select this link to register for the course MyView 26/01/24
Thursday 22 February	9.30 – 11am	Teams	Please select this link to register for the course MyView 22/02/24
Monday 18 March	2 - 3.30pm	Teams	Please select this link to register for the course MyView 18/03/24
Tuesday 16 April	10.30am - noon	Teams	Please select this link to register for the course MyView 16/04/24
Wednesday 15 May	2 – 3.30pm	Teams	Please select this link to register for the course MyView 15/05/24
Tuesday 11 June	10 – 11am	Teams	Please select this link to register for the course MyView 11/06/24

Talentlink (Recruitment System) Use

These sessions are designed to provide managers and relevant business support employees an understanding of how to use the Council Recruitment System (Talentlink) to upload posts for advertising, how to access application packs for shortlisting following closing dates and how to check on the process of pre-employment checking for successful applicants.

These sessions will be delivered by Rebecca Scott, Team Leader HR Support and Hannah Keith, HR Support Officer.

Date	Time	Venue	How to book a place
Tuesday 16 January	11am - noon	Teams	Please select this link to register for the course Talentlink 16/01/24
Thursday 15 February	2 -3 pm	Teams	Please select this link to register for the course Talentlink 15/02/24

Purchase to Pay (P2P)

The Purchase-to-pay process is operated through the council's financial system, Integra. The process covers the activities involved in: ordering goods and services, acknowledging receipt of goods and services and paying for invoices received.

The training session will also cover the basic fundamentals which staff should be aware of when purchasing goods and services on behalf of Orkney Islands Council.

The training session is aimed towards staff that have responsibilities for creating or authorising orders for payment or are involved in the invoice process.

These sessions will be delivered by Matthew Reid, Finance and Corporate Systems Officer.

Date	Time	Venue	How to book a place
Wednesday 24 January	10:00 – 11:30 am	Teams	Please select this link to register for the course P2P 24/01/24
Wednesday 21 February	10:00 – 11:30 am	Teams	Please select this link to register for the course P2P 21/02/24
Wednesday 1 May	10:00 – 11:30 am	Teams	Please select this link to register for the course P2P 01/05/24
Wednesday 19 June	10:00 – 11:30 am	Teams	Please select this link to register for the course P2P 19/06/24