**Corporate Learning Programme**

September to December 2025



**Welcome to your Corporate Learning Programme!**

In this programme, you will find details of courses available to you from September to December 2025.

**How to Use This Programme**

* **Discuss with your Manager**: Before enrolling in any course, please discuss it with your line manager.
* **Booking a course**: Follow the instructions provided next to each course outline to book your place.
* **Your learning record**: All Corporate Learning courses you attend will be added to your learning record.
* **Cancellations**: If you need to cancel your booking, please email learn.develop@orkney.gov.uk as soon as possible so we can offer your spot to another colleague.

**Inclusive Learning Environment**

We are committed to creating an inclusive workplace. If you need any adjustments to participate in our training, please let us know.

**Attending your training session**

If you have registered for an online training session, a reminder will be sent to you before the event. Most in-person training is hosted in the Bunker which is situated in the basement of the main council building via stairs leading down from the Legal Services area.

**Training Laptops**

We’re pleased to offer several training laptops for learners to use, on a short-term basis. These devices are available to help everyone take full advantage of our learning and development opportunities, ensuring access to online training resources regardless of your usual working environment.

If you would like to book any of our training laptops, please email learn.develop@orkney.gov.uk

**Please share this programme with colleagues who do not have orkney.gov email access, including Glow, UHI Orkney and Orkney Ferries email users.**

**Please print this programme and share it with colleagues who have no email access.**

Prepared by HR and Organisational Development

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## Data Protection Essentials

This one-hour course delivered by Paul Kesterton, our Information Governance Officer, provides you with the essential information you need to ensure that we comply with Data Protection law.

It covers how to safely and lawfully share personal data under GDPR regulations as well as establishing good practice for keeping information safe.

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| --- | --- | --- | --- |
| Date | Time | Venue | How to book  |
| Wednesday 8 October 2025  | 2.00pm – 3.00pm | Microsoft Teams | Please select this link to register [Data Protection Essentials 08/10/25](https://events.teams.microsoft.com/event/21b806e3-567c-444b-b59b-ed4299011a44%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Wednesday 3 December 2025 | 10.00am – 11.00am | Microsoft Teams | Please select this link to register [Data Protection Essentials 03/12/25](https://events.teams.microsoft.com/event/431db473-c91b-442d-a805-61d4f49eee2e%40225b5661-37a1-482c-928d-a1889552c67e)  |

## Complaints Handling Essentials

A one-hour course delivered via Teams by Paul Kesterton, Information Governance Officer.

Covering the differences between Service Requests and Complaints as well as the two stages of complaint response, the course will enable you to identify complaints that fall under our Complaints Handling Procedure and how to respond to them.

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| Date | Time | Venue | How to book  |
| Wednesday 15 October 2025 | 10.00am – 11.00am | Microsoft Teams | Please select this link to register [Complaints Handling Essentials 15/10/25](https://events.teams.microsoft.com/event/0c9b0ecf-1958-4b8e-abb0-36af99d24f65%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Wednesday 10 December 2025 | 2.00pm – 3.00pm | Microsoft Teams | Please select this link to register [Complaints Handling Essentials 10/12/25](https://events.teams.microsoft.com/event/efd36d37-eef5-47cf-9840-8f797af82c83%40225b5661-37a1-482c-928d-a1889552c67e)  |

## Freedom of Information Essentials

A one-hour course delivered via Teams, by Paul Kesterton, Information Governance Officer.

The course will enable you to identify requests that fall under either the Freedom of Information (FOI) (Scotland) Act, or the Environmental Information Regulations. The session will cover the essentials of how to respond to FOI requests, as well as what information might be exempt from disclosure.

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| Date | Time | Venue | How to book |
| Thursday 4 September 2025 | 2.00pm -3.00pm | Microsoft Teams | Please select this link to register [Freedom of Information Essentials 04/09/25](https://events.teams.microsoft.com/event/80c36085-d1b4-4319-b23d-3231d3d806cc%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Wednesday 19 November 2025 | 10.00am -11.00am | Microsoft Teams | Please select this link to register [Freedom of Information Essentials 19/11/25](https://events.teams.microsoft.com/event/3675b390-bd86-41e0-93f6-3b9d08e30b24%40225b5661-37a1-482c-928d-a1889552c67e)  |

## Action Counters Terrorism Awareness

This eLearning course should be completed if you work closely with individuals over a period of time.

Action Counters Terrorism Awareness (ACT) 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 eLearning course will provide you with an understanding of how to recognise individuals who may need support and be vulnerable to radicalisation and takes approximately 45 minutes.

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.

## 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.

You can also find a Minute Taking course on iLearn available under the General Administration category. To access this course please follow this link: [www.orkney.gov.uk/iLearn](http://www.orkney.gov.uk/iLearn)

## Your Health and Wellbeing

You can find many helpful resources on **iLearn** [**www.orkney.gov.uk/iLearn**](http://www.orkney.gov.uk/iLearn)to support your health and wellbeing, including courses on relaxation, yoga and mindfulness.

The **Mentally Healthy Workplace** course on iLearn, provided through Healthy Working Lives, is an excellent course that has benefits for both you and your colleagues.

Other health and wellbeing resources are available on our [Wellbeing Matters](https://www.orkney.gov.uk/staff/wellbeing/) pages on the OIC Staff Hub and includes information on our **OIC Wellbeing Hub** and **Employee Assistance Programme.**

## Managing Sickness Absence

This session highlights the essentials of our Managing Sickness Absence policy and processes, equipping you to deliver a fair and consistent approach to handling absences within your team.

This key people policy underpins our approach to providing the right support to team members who are absent from work due to ill health and is an integral part of day-to-day people management responsibilities.

Specific sessions can be arranged for Service areas that have several people managers who require this training. Get in touch to find out more by emailing learn.develop@orkney.gov.uk.

This training is delivered by our Senior HR Adviser, Ashleigh Gillespie and our HR Adviser, Lee Gratty.

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| Date | Time | Venue | How to book |
| Monday 15 September 2025 | 10.00am – 12.00pm | Microsoft Teams | Please select this link to register [Managing Sickness Absence 15/09/25](https://events.teams.microsoft.com/event/7d607330-b2a8-47cc-b506-eec187c805a9%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Friday 7 November 2025 | 2.00pm – 4.00pm | Bunker (In Person) | Please email learn.develop@orkney.gov.uk  |

## Managing Grievances

This is a key session for Managers and Supervisors to equip you with the skills and confidence to respond to any problems that are raised in relation to work, the working environment or working relationships.

This training will provide you with:

* An overview of the Grievance policy and procedure.
* An understanding of how a grievance may be raised.
* What steps to take if a grievance is raised.
* The timescales for responding to a grievance.

This training is delivered by our HR Adviser, Laura McLennan.

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| --- | --- | --- | --- |
| Date | Time | Venue | How to book |
| Thursday  30 October 2025 | 2.00pm – 4.00pm | Microsoft Teams | Please select this link to register [Managing Grievances 30/10/25](https://events.teams.microsoft.com/event/19f99ad2-9a44-4efa-b5bc-9d1046cee85b%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Wednesday 10 December 2025 | 10.00am – 12.00pm | Bunker (In Person) | Please email learn.develop@orkney.gov.uk  |

## Managing Good Conversations

This key training session for Managers and Supervisors will equip you with the skills and confidence to have regular, meaningful conversations with your team members and give you an overview of the Good Conversations policy and process.

This session will introduce the Good Conversations model and support you to have conversations with your team members that:

* Focus on clarifying work related priorities for the year ahead.
* Provide constructive and meaningful feedback
* Identify and support development needs.

This training is delivered by Sorcha Woodrow, our Learning and Development Adviser.

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| Date | Time | Venue | How to book |
| Wednesday 1 October 2025 | 10.00am – 11.00am | Bunker(In person) | Please email learn.develop@orkney.gov.uk  |
| Thursday 20 November 2025 | 2.00pm – 3.00pm | Microsoft Teams | Please select this link to register [Good Conversations 20/11/25](https://events.teams.microsoft.com/event/2f7280df-7c91-4342-bca6-da5b400c1e9e%40225b5661-37a1-482c-928d-a1889552c67e)  |

## Managing Recruitment and Selection



## Managing Capability

This session is designed to support Managers and Supervisors in effectively addressing situations where a team member is not meeting the expected standards of performance in their role.

The training will equip you to adopt a fair, consistent and supportive approach to managing capability, and take account of the individual circumstances and meet all legal requirements.

This training is delivered by Amanda Anderson, our HR Adviser.

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| Date | Time | Venue | How to book  |
| Tuesday 16 September 2025 | 2.00pm – 4.00pm | Bunker (In Person) | Please email learn.develop@orkney.gov.uk |
| Thursday 20 November 2025 | 10.00am – 12.00pm | Microsoft Teams | Please select this link to register [Managing Capability 20/11/25](https://events.teams.microsoft.com/event/fd1c46b9-ddcf-4c9b-9449-ca194074c4d0%40225b5661-37a1-482c-928d-a1889552c67e)  |

## Managing the Disciplinary process

This key training session provides Managers and Supervisors the skills and confidence to manage a disciplinary process.

The session will provide you with:

* An overview of the Disciplinary policy and procedure.
* Information on the roles and responsibilities of key individuals within the process
* An overview of where we have a statutory duty to refer conduct issues to professional bodies i.e. SSSC and GTCS as well as Disclosure Scotland.

This training is delivered by Thomas Richards, our Senior HR Adviser.

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| Date | Time | Venue | How to book |
| Thursday 11 September 2025 | 10.00am – 12.00pm | Bunker(In Person) | Please email learn.develop@orkney.gov.uk  |
| Tuesday 2 December 2025 | 2.00pm – 4.00pm  | Microsoft Teams | Please select this link to register [Managing the Disciplinary Process 02/12/25](https://events.teams.microsoft.com/event/f00f90dc-7627-480c-9067-46346366d978%40225b5661-37a1-482c-928d-a1889552c67e)  |

## Supporting Dignity at Work

If you are a Manager or Supervisor, this is a key training session will provide you with the knowledge, management skills and confidence to deal with unwanted behaviours in the workplace.

This session will provide you with:

* Training and guidance on handling bullying and harassment complaints.
* The ability to recognise bullying and harassing behaviours in the workplace and establish what is workplace bullying and harassment and what it is not .
* Knowledge of how to reduce the likelihood of bullying and harassment and deal with any complaints that may arise.
* An understanding the difference between strong management and bullying behaviour.

This training is delivered by Ashleigh Gillespie, our Senior HR Adviser.

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| Date | Time | Venue | How to book  |
| Thursday 9 October 2025 | 10.00am – 12.00pm | Teams | Please select this link to register [Supporting Dignity at Work 09/10/25](https://events.teams.microsoft.com/event/93b71ffb-3535-4337-a751-6faf6e6758a4%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Wednesday 26 November 2025 | 2.00pm – 4.00pm | In Person (Bunker) | Please email learn.develop@orkney.gov.uk  |

## Purchase to Pay (P2P)

The Purchase-to-pay process is operated through our financial system, Integra, and is used for ordering goods and services, acknowledging receipt of goods and services and paying for invoices received.

This training session will cover the basic fundamentals you need to know when purchasing goods and services on behalf of Orkney Islands Council.

The session is aimed at anyone who has responsibilities for creating or authorising orders for payment or are involved in the invoice process.

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

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| Date | Time | Venue | How to book  |
| Wednesday 24 September 2025 | 10.00am - 11.30am | Microsoft Teams | Please select this link to register [Purchase to Pay 24/09/25](https://events.teams.microsoft.com/event/dbcee90d-f72c-402a-9b66-96c9b8860196%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Wednesday 19 November 2025 | 10.00am – 11.30am | Microsoft Teams | Please select this link to register [Purchase to Pay 19/11/25](https://events.teams.microsoft.com/event/e885b4d0-0968-4662-94c2-421823effff2%40225b5661-37a1-482c-928d-a1889552c67e)  |

## New - Sales Invoice Training

This session will introduce you to the Sales Invoice process in Integra. Sales Invoices training will cover the following topics:

* Sales Invoices Process
* Sales Invoice Entry
* Credit Note Entry
* New Customer Requests
* Reminders and Statements Process (managed by Payments)
* Contact Codes and Product Codes
* Sales Invoice Enquiry
* Internal Invoices
* Year-End

This session will be delivered by Matthew Reid, our Finance and Corporate Systems Officer.

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| --- | --- | --- | --- |
| Date | Time | Venue | How to book  |
| Thursday 13 November 2025 | 10.00am - 11.30am | In Person (Bunker) | Please email learn.develop@orkney.gov.uk  |

## Planning for your Retirement

If you are planning to retire in the next two years then we recommend you register for our pre-retirement course to ensure you make informed decisions about this next big step.

These online workshops, are run by Affinity Financial Awareness (AFA) and consists of modules on Finance, Working in retirement, Adult Education, Health and Exercise, and Leisure and Action planning.  Once you are registered for this workshop you can access the resources and any updates to them for 12 months.

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| --- | --- | --- | --- |
| Date | Time | Venue | How to book  |
| Wednesday 15 October 2025 | 9.30am – 12.00pm | Microsoft Teams | Please email learn.develop@orkney.gov.uk  |
| Monday 17 November 2025 | 1.00pm – 3.30pm | Microsoft Teams | Please email learn.develop@orkney.gov.uk |

## New - Effective Tax Planning for Higher Earners

These sessions are aimed at employees who want to gain a clear understanding of tax and National Insurance, ensuring you’re compliant and informed and help with avoiding common tax pitfalls that often impact higher earners.

This course provides a comprehensive understanding of tax and National Insurance, highlights common tax pitfalls for higher earners, and offers strategies for tax-efficient savings. It covers pension contribution limits, upcoming Inheritance Tax changes on pensions (from 2027), and expert tax planning tips specifically for those earning £50,000 or more per year.

These sessions are run by Affinity Financial Awareness (AFA).

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| --- | --- | --- | --- |
| Date | Time | Venue | How to book  |
| Wednesday 24 September 2025 | 1.00pm – 2.15pm  | Microsoft Teams | Please email learn.develop@orkney.gov.uk  |
| Wednesday 26 November 2025 | 9.30am – 10.45am | Microsoft Teams | Please email learn.develop@orkney.gov.uk |

## New - Taking Control of your Finances

These sessions are run by Affinity Financial Awareness (AFA) and are designed to help employees clearly identify the steps to becoming financially well, that can support employees through working life and beyond. These sessions will provide information to help support employees make informed financial decisions.

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| --- | --- | --- | --- |
| Date | Time | Venue | How to book  |
| Tuesday 14 October 2025 | 9.30am – 10.45am | Microsoft Teams | Please email learn.develop@orkney.gov.uk  |
| Tuesday 9 December 2025 | 1.00pm – 2.30pm | Microsoft Teams | Please email learn.develop@orkney.gov.uk |

## New - Undertaking Health and Safety Risk Assessments

This session highlights the essentials of Health and Safety Risk Assessments and will take you through the requirements for risk assessments and how to successfully complete the risk assessment process and paperwork.

Health and Safety Risk Assessment training will also cover key legislation, highlighting our duty to make a suitable and sufficient assessment of all relevant risks to the health and safety of employees and others.

Sessions will be delivered by Bryan Baldwin, our Safety and Resilience Officer.

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| --- | --- | --- | --- |
| Date | Time | Venue | How to book  |
| Thursday 25 September 2025 | 2.00pm – 3.00pm | Microsoft Teams | Please select this link to register [Risk Assessments 25/09/25](https://events.teams.microsoft.com/event/38c942a6-082e-477a-8faa-c877394b6be7%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Tuesday 7 October 2025 | 10.00am – 11.00am | Microsoft Teams | Please select this link to register [Risk Assessments 07/10/25](https://events.teams.microsoft.com/event/c140685a-e88a-4204-9dec-36f0d241e250%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Tuesday 18 November 2025 | 2.00pm – 3.00pm | Microsoft Teams | Please select this link to register [Risk Assessments 18/11/25](https://events.teams.microsoft.com/event/0fbffe16-9a7b-452c-a88c-5df6f88905ef%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Thursday 11 December 2025 | 10.00am – 11.00am | Microsoft Teams | Please select this link to register [Risk Assessments 11/12/25](https://events.teams.microsoft.com/event/3bd35665-5cfc-4032-bab8-aa9262872e99%40225b5661-37a1-482c-928d-a1889552c67e)  |

## New - Conducting Equality Impact Assessments

Equality Impact Assessment (EqIA) training is now available on iLearn. This training is designed as a practical tool to support anyone involved in completing an EqIA, offering guidance and best practice to ensure assessments are meaningful and effective.

Please note that this training is mandatory for all Service Managers and above. However, it is recommended for anyone involved in policy development, decision making processes or budget setting. Completing this training will help ensure we continue to embed equality, diversity, and inclusion into everything we do.

If you require advice or guidance on carrying out an EqIA in the meantime, please contact od@orkney.gov.uk

## 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 contact Sorcha Woodrow, Learning and Development Adviser on 01856 873535 ext. 2410 or email learn.develop@orkney.gov.uk.

## Coming soon

We are commited to evolve the Corporate Learning Programme to support your needs and we will be adding more sessions to improve your learning experience.

If you have any suggestions of training sessions you would like to see added to the Corporate Learning Programme then get in touch. Drop us an email at learn.develop@ornkey.gov.uk.

Look out for the new additions coming out soon:

* Digital Skills Programme. We will be sharing details of our digitals skills training programme soon, covering MIcrosoft Office 365 programmmes, such as Outlook, Excel and Teams.