# Corporate Learning Programme

January to June 2025



# Welcome to your Corporate Learning Programme!

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

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

learn.develop@orkney.gov.uk

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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  |
| Thursday 6 March 2025 | 10.00am – 11.00am | Microsoft Teams | Please select this link to register for the course [Data Protection Essentials 06/03/25](https://events.teams.microsoft.com/event/56361d6e-6ce9-4e97-ba87-b1e829925386%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  |
| Tuesday 11 February 2025 | 10.00am – 11.00am | Microsoft Teams | Please select this link to register [Complaints Handling Essentials 11/02/25](https://events.teams.microsoft.com/event/43d6a7ac-ae06-44a5-a98b-6e27af32e64e%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Thursday 5 June 2025 | 2.00pm – 3.00pm | Microsoft Teams | Please select this link to register [Complaints Handling Essentials 05/06/25](https://events.teams.microsoft.com/event/87631dfe-a105-4923-9a25-ace3ba2c6d6a%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 |
| Tuesday 28 January 2025 | 10.00am – 11.00am | Microsoft Teams | Please select this link to register [Freedom of Information Essentials 28/01/25](https://events.teams.microsoft.com/event/36a610eb-5830-43c5-88c1-7cf37ecd921e%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Thursday 17 April 2025 | 2.00pm – 3.00pm | Microsoft Teams | Please select this link to register [Freedom of Information Essentials 17/04/25](https://events.teams.microsoft.com/event/579a42fc-2562-482d-845d-fcbd2d380275%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.

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| --- | --- | --- | --- |
| Date | Time | Venue | How to book |
| Monday 28 April 2025 | 10.00am – 12.00pm | Microsoft Teams | Please select this link to register [Managing Sickness Absence 28/04/25](https://events.teams.microsoft.com/event/5588fb23-2c39-4d34-b9c5-9839e94a1bb4%40225b5661-37a1-482c-928d-a1889552c67e)  |

## Managing Greivances

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 |
| Friday 14 February 2025 | 10.00am – 12.00pm | Bunker(In Person) | Please email learn.develop@orkney.gov.uk  |
| Wednesday23 April 2025 | 2.00pm – 4.00pm | Microsoft Teams | Please select this link to register [Grievance 23/04/25](https://events.teams.microsoft.com/event/09bb653a-1ea6-4f42-a66b-1dc623a6ab23%40225b5661-37a1-482c-928d-a1889552c67e)  |

## 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 |
| Tuesday 4 February 2025  | 2.00pm – 3.00pm | Microsoft Teams | Please select this link to register [Good Conversations 04/02/25](https://events.teams.microsoft.com/event/478226d3-72d2-4d6e-abcf-1be7973f1767%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Friday 9 May 2025 | 10.00am – 11.00am | Bunker(In person) | Please email learn.develop@orkney.gov.uk  |

## Managing Recruitment and Selection

This session is aimed at any employees and parent council members who are involved in any aspect of recruitment or who sit on recruitment panels.

The training includes:

* An overview of the Recruitment and Selection policy.
* Equality legislation and its impact on recruitment and selection.
* Advertising vacancies.
* The shortlisting process.
* Assessment and interview techniques.

In addition to this session, a shortlisting workshop can be arranged for recruiting managers providing more in-depth information on the identification of criteria for assessment from the initial application process. Get in touch with learn.develop@orkney.gov.uk to find out more.

This training is delivered by Jayne Fraser, our Team Manager

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| Date | Time | Venue | How to book  |
| Tuesday 29 April 2025  | 2.30pm - 4.30pm | Bunker (In Person) | Please email learn.develop@orkney.gov.uk |

## Managing Capability

This session will assist Managers and Supervisors to deal with situations where an team member is failing to perform their duties and responsibilities to the required standard.

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  |
| Friday 21 February 2025 | 10.00am – 12.00pm | Bunker (In Person) | Please email learn.develop@orkney.gov.uk |
| Tuesday 20 May 2025 | 2.00pm – 4.00pm | Microsoft Teams | Please select this link to register [Capability 20/05/25](https://events.teams.microsoft.com/event/022d9961-e6e4-495b-a9a5-c0e8acca79e6%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 |
| Tuesday 25 February 2025 | 10.00am – 12.00pm | Bunker(In Person) | Please email learn.develop@orkney.gov.uk  |
| Thursday 13 March 2025 | 2.00pm – 4.00pm  | Microsoft Teams | Please select this link to register [Disciplinary 13/03/25](https://events.teams.microsoft.com/event/c81fa739-a94f-486f-8c52-6449ffe351b0%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 30 January 2025 | 10.00am – 12.00pm | Teams | Please select this link to register [Dignity at Work 30/01/25](https://events.teams.microsoft.com/event/5349ef2c-abd2-4552-abb9-4fbaa250216e%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Wednesday 21 May 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 19 February 2025 | 10.00am - 11.30am | Microsoft Teams | Please select this link to register [Purchase to Pay 19/02/25](https://events.teams.microsoft.com/event/230b6987-b1ba-4c93-9ffe-00d3297ec590%40225b5661-37a1-482c-928d-a1889552c67e)  |
| Wednesday 4 June 2025 | 10.00am – 11.30am | Microsoft Teams | Please select this link to register [Purchase to Pay 04/06/25](https://events.teams.microsoft.com/event/dfce027d-2969-44fa-9a22-f3cb429395d9%40225b5661-37a1-482c-928d-a1889552c67e)  |

## Planning for your Retirement

If you a 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.

This online workshop 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  |
| Tuesday 18 March 2025 | 1.00pm – 3.30pm | Microsoft Teams | Please email learn.develop@orkney.gov.uk  |
| Monday 30 June 2025 | 9.30am – 12.00pm | Microsoft Teams | Please email learn.develop@orkney.gov.uk |

In addition to the pre-retirement workshop, you can also attend an additional session offered by Affinity Financial Awareness (AFA). This workshop is offered online and 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

Please get in touch with learn.develop@orkney.gov.uk to find out more.

## 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, 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:

### Undertaking Health and Safety Risk Assessments

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.

If you require advice on Health and Safety Risk Assessments, please contact Bryan Baldwin or Inga Gaudie, Safety and Resilience Officer’s on health.safety@orkney.gov.uk or 01856 873535 Ext’s 2169 or 2255.

### Conducting Equality Impact Assessments

An Equality Impact Assessment (EqIA) session is being developed that will cover when an equality impact assessment is required, how to carry out an EqIA, and the legal requirements and responsibilities of an EqIA.

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