**Welcome to the Council Event**

**Corporate Induction (All new employees to OIC)**

**Corporate Learning and Development Programme September – December 2024**

In this programme, you will find details of courses available to all employees from September to December 2024.

Further training opportunities will be emailed to all employees via [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) as and when they become available. Please ensure this information is shared with colleagues who do not have orkney.gov email access, including Glow, UHI and Orkney Ferries email users.

The following courses may be relevant to all employees dependent on job role. Before requesting a place on a course, please discuss with your line manager and add the course details to your Personal Development Plan. All courses you attend will be added to your learning record.

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 outline.

If, after reserving a place on any of our courses, you find that you are no longer able to attend- please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) as soon as possible to cancel your place. This will enable us to offer this place to other colleagues.



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.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Monday 23 September | 4-5pm | Chamber | [OD@orkney.gov.uk](mailto:OD@orkney.gov.uk) |
| Monday 9 December | 4-5pm | Chamber | [OD@orkney.gov.uk](mailto:OD@orkney.gov.uk) |

For details of future Welcome to the Council sessions, please contact [OD@orkney.gov.uk](mailto:OD@orkney.gov.uk)



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 or Inga Gaudie, Safety and Resilience Officer’s on [health.safety@orkney.gov.uk](mailto:health.safety@orkney.gov.uk) or 01856 873535 Ext’s 2169 or 2255



Action Counters Terrorism 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 eLearning course will take approximately 45 minutes.

This eLearning 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](http://www.orkney.gov.uk/iLearn%20)



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 employees 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](mailto:learn.develop@orkney.gov.uk) if you would like a session to be arranged for employees within your service area or if you are an individual who wants to be included in the next session being run.



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](http://www.orkney.gov.uk/iLearn)



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.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Tuesday 12 November | 9.30 – 12.00 | Teams | Please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) |

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



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

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Tuesday 17 September | 10-11am | Teams | Please select this link to register for the course [Data Protection Essentials 17/09/24](https://events.teams.microsoft.com/event/c282e9ac-f08c-4de5-aa11-d7dcd8f351ef@225b5661-37a1-482c-928d-a1889552c67e) |
| Thursday 28 November | 2-3pm | Teams | Please select this link to register for the course [Data Protection Essentials 28/11/24](https://events.teams.microsoft.com/event/2ec0994d-0730-4183-a05f-89941327482a@225b5661-37a1-482c-928d-a1889552c67e) |



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 staff to identify complaints which fall under the Council’s Complaints handling Procedure and how to respond to them.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Tuesday 24 September | 2-3pm | Teams | Please select this link to register for the course [Complaints Handling Essentials 24/09/24](https://events.teams.microsoft.com/event/5f0dca39-837e-4156-bbf1-452bcc4950a3@225b5661-37a1-482c-928d-a1889552c67e) |
| Thursday 7 November | 10-11am | Teams | Please select this link to register for the course [Complaints Handling Essentials 07/11/24](https://events.teams.microsoft.com/event/dfd27d52-67f8-4dbb-aab4-a40f2d902789@225b5661-37a1-482c-928d-a1889552c67e) |



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, as well as what information might be exempt from disclosure.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Tuesday 22 October | 2-3pm | Teams | Please select this link to register for the course [Freedom of Information Essentials 22/10/24](https://events.teams.microsoft.com/event/9e2de9f1-acdc-47f7-b695-211d4d0128be@225b5661-37a1-482c-928d-a1889552c67e) |
| Thursday 5 December | 10-11am | Teams | Please select this link to register for the course [Freedom of Information Essentials 05/12/24](https://events.teams.microsoft.com/event/591f82a4-5c25-417e-9702-fe3b36189252@225b5661-37a1-482c-928d-a1889552c67e) |



Employees are reminded that they can find many helpful resources within **iLearn** [**www.orkney.gov.uk/iLearn**](http://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 employees 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 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](mailto: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](mailto: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 UHI Orkney have confirmed the start date.



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](mailto:learn.develop@orkney.gov.uk).

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

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Monday 7 October | 10.00- 12.00 | Teams | Please select this link to register for the course [Managing Sickness Absence 07/10/24](https://events.teams.microsoft.com/event/f7c78131-38ae-4058-8fa8-0a8e35c8dc92@225b5661-37a1-482c-928d-a1889552c67e) |
| Wednesday 20 November | 2-4pm | In Person  (Bunker) | Please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) |



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.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Wednesday 9 October | 2-4pm | Teams | Please select this link to register for the course [Grievance 02/10/24](https://events.teams.microsoft.com/event/51bd40e8-cd0d-4f6a-ba71-c4b9f1179656@225b5661-37a1-482c-928d-a1889552c67e) |
| Wednesday 27 November | 10am- noon | Bunker  (In Person) | Please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) |



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.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Thursday 10 October | 10-11am | In Person  (Bunker) | Please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) |
| Tuesday 3 December | 2.30-3.30pm | Teams | Please select this link to register for the course [Good Conversations 03/12/24](https://events.teams.microsoft.com/event/ca3076f3-1734-42b1-ba6d-a992beccf562@225b5661-37a1-482c-928d-a1889552c67e) |



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](mailto: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, Team Manager

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Monday 23 September | 10am - noon | Bunker  (In Person) | Please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) |
| Tuesday 19 November | 2-4pm | Teams | Please select this link to register for the course [Recruitment and Selection 19/11/24](https://events.teams.microsoft.com/event/5548fa18-6508-464d-aa3d-e5de71678981@225b5661-37a1-482c-928d-a1889552c67e) |



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

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Tuesday 24 September | 2.30-4.30pm | Bunker  (In Person) | Please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) |
| Friday 22 November | 10-noon | Teams | Please select this link to register for the course [Capability 22/11/24](https://events.teams.microsoft.com/event/56866993-caea-46d8-b3b7-181c3924211d@225b5661-37a1-482c-928d-a1889552c67e) |



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.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Thursday 24 October | 2 – 4pm | Bunker  (In Person) | Please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) |
| Wednesday 6 November | 2 – 4pm | Teams | Please select this link to register for the course [Disciplinary 06/11/24](https://events.teams.microsoft.com/event/faa0d77a-355f-4618-a0e1-b3a5671862de@225b5661-37a1-482c-928d-a1889552c67e) |



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.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Wednesday 30 October | 10am – 12 noon | Teams | Please select this link to register for the course [Dignity at Work 30/10/24](https://events.teams.microsoft.com/event/66d84f07-8de1-4270-bf16-081c2864bffe@225b5661-37a1-482c-928d-a1889552c67e) |
| Tuesday 19 November | 2-4pm | In Person (Bunker) | Please email [learn.develop@orkney.gov.uk](mailto:learn.develop@orkney.gov.uk) |



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 employees should be aware of when purchasing goods and services on behalf of Orkney Islands Council.

The training session is aimed towards employees 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.

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| **Date** | **Time** | **Venue** | **How to book a place** |
| Thursday 12 September | 2.30 – 4.00 pm | Teams | Please select this link to register for the course [Purchase to Pay 11/09/24](https://events.teams.microsoft.com/event/397494e7-4f94-4aaf-80d2-c1bc754aa85b@225b5661-37a1-482c-928d-a1889552c67e) |
| Wednesday 20 November | 10:00 – 11:30 am | Teams | Please select this link to register for the course [Purchase to Pay 20/11/24](https://events.teams.microsoft.com/event/ab44f389-4556-491a-840a-9e4d8c87c607@225b5661-37a1-482c-928d-a1889552c67e) |