



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

Live online HR Training

We are pleased to share the live online HR training programme. You will find a range of training to support you with various aspects of HR to support your staff. These are free to attend and will be delivered by members of the Trust HR team and DPS's.

These can be attended in conjunction with the on-demand Webinars.

Date	Theme	Date
Managing Performance Concerns	<i>This training is appropriate for all line managers wanting an in-depth understanding of how best to manage and support an employee when there are performance concerns. It will explain how to identify a performance concern, how to support an underperforming employee, how to approach difficult conversations, the use of different CMAT Policies and the link between them and informal and formal approaches.</i>	5th October 3.45pm Book here
Introduction to HR	<i>This session is aimed at line managers who would like an introduction or a refresher on HR matters such as terms and conditions of employment, working time, leave, reserved posts, policies and processes, recruitment and selection.</i>	15th November 3.45pm Book here
Managing and supporting disability related absence	<i>This training is appropriate for all line managers and is aimed at providing them with the confidence and legal requirements to manage and support employees when absence from work is disability related. It will cover identifying when an absence is disability related, communication and support for employees, applying the absence management process when related to disability and reasonable adjustments.</i>	4th December 3.45pm Book here
Allegations management	<i>Sometimes, as line managers, we have to deal with concerns or allegations made against staff that are of a safeguarding nature. Aimed at line managers, and those responsible for safeguarding, this session will guide you through the process including various scenarios and who and when to involve external parties and the requirement for record keeping in line with Keeping Children Safe in Education.</i>	25th January 3.45pm Book here
Legislation and management of Fixed Term Contracts	<i>This session is for all line managers who manage or are likely to manage employees on fixed term contracts. The session will explore types of fixed term contracts including where an employee's contract is attached to a child with an EHCP. It will then look at the implications for these types of contract on an employee's statutory employees rights and how best to implement and manage them.</i>	24th April 3.45pm Book here