



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

On-demand online HR Training Webinars

The HR team will be making available a library of on-demand Webinars to support you with a range of topics to support you in your role. These are free to access and will be delivered by members of the Trust HR team and DPS's. These will be available soon.

These can be accessed in conjunction with the live online training.

Date	Theme
How to approach difficult conversations in the workplace	<i>This session is appropriate for all employees and is aimed at helping you navigate through difficult conversations at work to help maintain professionalism and achieve a positive outcome. It will look at how to prepare for this kind of discussion whether that be resolving a disagreement with a work colleague, having to deliver a disappointing message or simply trying to get your point of view across. It will then look at how to manage the exchange so that it goes as smoothly as possible.</i>
What do do if you require support in your role	<i>This session is appropriate for all employees and is aimed at providing them with tips, tools and techniques for what to do if they require support to enable them to deliver and feel accomplished in their role. It will explore how to communicate your need for support, how to identify and define your needs and what types of support may be available.</i>
Performance Management of Support Staff	<i>This session is appropriate for all line managers of support staff wanting to gain greater understanding of the performance management process for them. It will look at the Trust's performance management process and timeline, what information to gather ahead of discussing performance, how to conduct performance review meeting and how to discuss an employee's development.</i>
Preparing for your Performance Management Review: Support Staff	<i>This session is appropriate for all support staff wanting to understand the performance management process and how to get the best out of it. It will cover the performance management process and timeline, how to contribute and prepare for any performance discussions and how to focus on your development needs.</i>
Manager's guide to maternity (including IVS, miscarriage and baby loss)	<i>This session is appropriate for all line managers to give them a general overview regarding a full range of maternity leave entitlements and how to support an employee requiring this leave.</i>