

HR Pathways Continuous Professional Development Programme

Pathway One of our HR Pathways CPD Programme is led by Senior HR Consultant **Gill Martindale** who specialises in providing strategic and commercial HR advice to the education sector. Gill will make use of HR professionals and other experts, including safeguarding lead, **Dai Durbridge**.

Our course will equip you with the skills, knowledge and confidence needed to proactively manage employees in accordance with best practice and the law. Delivered via Zoom the interactive and engaging course provides 20 hours of contact time and is limited to 30 delegates per cohort.

Pathway One: Agenda

7 March 2024 - 10am–12 noon	9 May 2024 – 10am–12 noon
Getting People Management Right: <ul style="list-style-type: none">• Understanding people management• The role of the line manager• Managing disciplinary and grievance issues• Handling difficult conversations	Hearings and Investigations: <ul style="list-style-type: none">• Investigations – tips, techniques and pitfalls• Understanding the Acas Code and Guide• Hearings – roles, process and quality
14 March 2024 – 10am–12 noon	16 May 2024 – 10am–12 noon
High Quality Recruitment & Onboarding <ul style="list-style-type: none">• Safer recruitment – getting it right• Fair recruitment – equality and diversity• Importance of induction and onboarding• Proactive probation management	Leading Safeguarding with Dai Durbridge: <ul style="list-style-type: none">• Lead by example and supporting your DSL• Identify and manage safeguarding trends• Promoting strong safeguarding compliance and knowledge transfer
21 March 2024 – 10am–11am	23 May 2024 – 10am–11am
<ul style="list-style-type: none">• One-hour learning consolidation and free-form Q&A	<ul style="list-style-type: none">• One-hour learning consolidation and free-form Q&A
18 April 2024 – 10am–12 noon	13 June 2024 – 10am–12 noon
Driving Performance Management: <ul style="list-style-type: none">• Managing performance via the appraisal process• Linking performance to pay• When issues arise, moving to a capability process	Policies and contracts: <ul style="list-style-type: none">• Using fixed term and temporary contracts• Flexible working• Top tips for managing restructures• Contract variations• Drafting and implementing policy changes

25 April 2024 – 10am–12 noon

Effective and Proactive Absence Management:

- Why managing absence is vital
- Tools and techniques for effective and proactive absence management
- Addressing disability and pregnancy related absences

20 June 2024 – 10am–12 noon

Employment Law (delivered by an Employment Lawyer):

- Employment Law update
- Steps you should take to ensure compliance

2 May 2024 – 10am–11am

- One-hour learning consolidation and free-form Q&A

27 June 2024 – 10am–11am

- One-hour learning consolidation and free-form Q&A