



FusionHR offers a wide range of training courses onsite. These training courses allow you to have the training you need at a time which suits you. To enquire about costs and minimum numbers for each training session, please email [training@fusionbusiness.org.uk](mailto:training@fusionbusiness.org.uk) or call 01924 827 869

Course	Course Overview	Target Audience	Duration
<b>HR ADVISORY AND LEGAL</b>			
<b>Restructures and Redundancies</b>	<ul style="list-style-type: none"> <li>• Learn how to conduct a fair redundancy process</li> <li>• Collective consultation - when is it needed and necessary?</li> <li>• Understand how restructures differ</li> </ul>	Senior Leaders	Half-day
<b>Employment Law Update</b>	<ul style="list-style-type: none"> <li>• Keep up-to-date with employment law updates and the most recent legislative changes</li> </ul>	Middle and Senior Leaders	2 hours
<b>How to Manage Employee Conduct and Behaviour Effectively</b>	<ul style="list-style-type: none"> <li>• Understand the acceptable standards for engagement in the workplace</li> <li>• Be aware of obligations for treating each other with respect and avoid discriminatory conduct</li> <li>• Learn how to prepare, manage and take control of sensitive workplace discussions</li> </ul>	Senior and Middle Leaders	1 day
<b>GDPR Training</b>	<ul style="list-style-type: none"> <li>• Understand the importance of Data Protection</li> <li>• Identify where you need to make changes to improve your Data Protection</li> <li>• Ensure you are complying with Data Protection Legislation</li> </ul>	Anyone dealing with personal and sensitive data	Half-day
<b>STAFF ABSENCE MANAGEMENT</b>			
<b>Attendance Management</b>	<ul style="list-style-type: none"> <li>• Develop your understanding of Attendance Management to ensure that your policy and process is up-to-date</li> <li>• A breakdown of the latest legislation and tribunal outcomes</li> <li>• Gain the knowledge to get the best out of an Occupational Health or Counselling referral</li> </ul>	Senior and Middle Leaders	Half-day
<b>Managing Family Leave</b>	<ul style="list-style-type: none"> <li>• Learn how to review and process flexible working requests</li> <li>• Know your rights to accept or reject them</li> <li>• Understand shared parental leave / family leave and managing staff leave in general</li> </ul>	Business Managers, Middle and Senior Leaders	Half-day

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<b>HR EMPLOYMENT AND CONTRACTS</b>			
<b>Update on changes to STPCD 2017</b>	<ul style="list-style-type: none"> <li>Update on the 2016 changes to School Teachers Pay and Conditions.</li> <li>How to issue and make changes to employment contracts</li> </ul>	Business Managers, Middle and Senior Leaders	Half-day
<b>Contract Administration, Section 1 compliance and how to get it right</b>	<ul style="list-style-type: none"> <li>Be able to ensure your contracts are fit for purpose</li> <li>Understand section 1 and how to be compliant</li> <li>Gain best practice knowledge</li> </ul>	Business Managers and Administrators	Half-day
<b>RECRUITMENT AND VETTING</b>			
<b>Safer Recruitment</b>	<ul style="list-style-type: none"> <li>Accredited training course</li> <li>Gain the safeguarding skills you need to better protect children while recruiting staff and volunteer roles in education</li> <li>Approach job interviews, vetting checks and ongoing vigilance with confidence</li> </ul>	School Personnel	Full-day
<b>Designated Safeguarding Lead</b>	<ul style="list-style-type: none"> <li>Understand the role and responsibilities of the Designated Safeguarding Lead</li> <li>Develop confidence and competence within the role</li> </ul>	Personnel responsible for Safeguarding	Full-day
<b>Level 3 Safeguarding</b>	<ul style="list-style-type: none"> <li>Understand the meaning of safeguarding</li> <li>Be able to identify the factors that silence children</li> <li>Be able to explore issues in connection with safeguarding whilst making appropriate decisions about action to be taken</li> </ul>	Personnel responsible for Safeguarding	Full-day
<b>Pre-employment and Single Central Register</b>	<ul style="list-style-type: none"> <li>Gain the knowledge on pre-employment and vetting checks.</li> <li>Gain clarification on what's mandatory and what's optional on a Single Central Register</li> <li>Learn what must be done by schools in relation to disqualification by association</li> </ul>	Senior and Middle Leaders	2 hours
<b>Awareness of Prevent</b>	<ul style="list-style-type: none"> <li>Gain the knowledge and awareness to recognise the signs and symptoms of radicalisation;</li> <li>Gain the confidence to challenge extremist ideas and establish counter-narratives</li> <li>Understand the roles and responsibilities of adults in relation to the Prevent duty, safeguarding and Ofsted expectations.</li> <li>Upgrade to gain the ProQual Level 2 Award</li> </ul>	Anyone with responsibility for Safeguarding	Half-day
<b>Cyber Bullying Taster Session</b>	<ul style="list-style-type: none"> <li>Gain a greater awareness of security and safeguarding risks when using online resources</li> <li>Understand how to identify concerns</li> </ul>	Senior and Middle Leaders	Full-day
<b>Recruiting for Success - Sourcing, Selecting and Interviewing</b>	<ul style="list-style-type: none"> <li>Determine the role requirements (competencies) to ensure you attract applications at the right level</li> <li>Gather accurate evidence during the interviewing stages in order to select the best candidate</li> <li>Evaluate candidates against hard and soft-skills</li> </ul>	Senior and Middle Leaders	Full-day

Course	Course Overview	Target Audience	Duration
<b>Safeguarding - QCF qualification 600/6795/0</b>	<ul style="list-style-type: none"> <li>• Gain a greater awareness of safeguarding and how to prepare appropriate care and welfare</li> <li>• Be able to identify areas of concern</li> <li>• Understand how to apply safeguarding when recruiting</li> </ul>	Senior Leaders	Full-day
<b>Cyber Bullying - QCF qualification 601/2765X</b>	<ul style="list-style-type: none"> <li>• Gain a greater awareness of security and safeguarding risks when using online resources</li> <li>• Understand how to identify concerns</li> </ul>	Senior Leaders	Full-day
<b>HEALTH AND SAFETY</b>			
<b>H&amp;S in a day</b>	<ul style="list-style-type: none"> <li>• Understand how to identify hazards and understand risks</li> <li>• Learn how to produce, communicate and manage risk assessments</li> <li>• Learn how to undertake incident investigations</li> </ul>	Senior and Middle Leaders	Full-day
<b>Conducting Risk Assessments</b>	<ul style="list-style-type: none"> <li>• Understand what is a hazard and how to identify them</li> <li>• Identify the differences between hazard and risk, and how to measure the hazard/risk combination</li> <li>• Understand control measures and how to implement them</li> <li>• Communicate important information about risk</li> </ul>	Senior and Middle Leaders	Full-day
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>• Learn the definition of manual-handling</li> <li>• Recognise manual-handling hazards</li> <li>• Understand how injuries arise from poor manual-handling techniques</li> <li>• Illustrate practical advice on good individual and team lifting techniques</li> </ul>	All staff with duties which involve lifting	Half-day
<b>Fire Warden Training</b>	<ul style="list-style-type: none"> <li>• Understand action to be taken on discovering a fire</li> <li>• Identify common causes of fire and how to minimise the risk</li> <li>• Understand Fire safety legislation and precautions</li> <li>• Identify the role of a fire warden in preventing and managing fire risks</li> </ul>	Anyone undertaking Fire Warden Duties	Half-day
<b>First Aid at Work</b>	<ul style="list-style-type: none"> <li>• Gain knowledge and skills to deal with a range of emergency first aid issues</li> <li>• Understand the role of a first aider</li> <li>• Demonstrate the practical administration of safe, prompt and effective first aid in emergency situations</li> </ul>	Appointed First Aiders	Full-day
<b>Combined First Aid Certificate</b>	<ul style="list-style-type: none"> <li>• Be able to respond to emergency situations</li> <li>• Specially designed for people working with children and adults</li> <li>• Gain two regulated qualifications</li> </ul>	Settings that have a requirement for both Adult and Paediatric First Aiders.	5 days

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<b>Working at Heights</b>	<ul style="list-style-type: none"> <li>• An overview of the Working at Heights Regulation 2005</li> <li>• Gain knowledge on hazards associated with working at heights</li> <li>• Understand the importance of risk assessments</li> <li>• Gain knowledge on choosing the right access equipment</li> </ul>	Anyone with duties involving working at heights	Half-day
<b>Pediatric First Aid Certificate</b>	<ul style="list-style-type: none"> <li>• Be able to respond to emergency situations</li> <li>• Specially designed for people working with children</li> <li>• Gain a valid First Aid certificate.</li> </ul>	Anyone working with children and nurseries	2 days
<b>DEFIB</b>	<ul style="list-style-type: none"> <li>• Learn how to deal with an unconscious casualty</li> <li>• Gain essential training in the use of a defibrillator</li> <li>• Understand the associated regulations.</li> </ul>	Anyone who is responsible for First Aid and the use of a Defibrillator	Half-day
<b>Health and Safety in a Nutshell</b>	<ul style="list-style-type: none"> <li>• Risk Assessments</li> <li>• Working at Heights</li> <li>• Control of substances hazardous to health</li> <li>• Fire Safety</li> <li>• Personal protective equipment</li> </ul>	Anyone with responsibility for Health and Safety	Full-day
<b>COSHH</b>	<ul style="list-style-type: none"> <li>• Learn how to interpret material safety data sheets and complete COSHH Assessments</li> <li>• Gain the knowledge to understand the hazards associated with working with substances</li> </ul>	Anyone who works with or manages hazardous substance	Half-day
<b>HEALTH AND WELLBEING</b>			
<b>Cognitive Behaviour Therapy</b>	<ul style="list-style-type: none"> <li>• Understand the emotional pain that comes from irrational thoughts and beliefs</li> <li>• Look at the validity of thoughts and see how that affects behaviour</li> <li>• Refocus thoughts and facilitate change</li> </ul>	Senior Leaders	Half-day
<b>Introduction to Neuro-Linguistic Programming</b>	<ul style="list-style-type: none"> <li>• Understand the relationship between successful patterns of behavior and the subjective experiences</li> <li>• Educate people in self-awareness and effective communication</li> <li>• Be able to change patterns of mental and emotional behaviour</li> <li>• Delivered by accredited NLP Trainer of Trainers</li> </ul>	Senior Leaders	Half-day
<b>Mindfulness</b>	<ul style="list-style-type: none"> <li>• Understand how thoughts are driving our emotions and behaviour</li> <li>• Provide new awareness and perspective on situations and day-to-day routines</li> <li>• Control Mind Chatter - thoughts, anxieties and self-talk</li> </ul>	Middle and Senior Leaders	Half-day

Course	Course Overview	Target Audience	Duration
<b>Work Wellbeing</b>	<ul style="list-style-type: none"> <li>• Gain the knowledge and understanding to implement, run and assess an employee wellbeing programme</li> <li>• Be able to identify your objectives</li> </ul>	Senior Leaders	Half-day
<b>Managing Stress for Managers</b>	<ul style="list-style-type: none"> <li>• Be able to understand and define employee stress and different types of stress</li> <li>• Understand the effects of being over stressed.</li> <li>• Gain confidence in supporting employees to develop positive coping strategies.</li> </ul>	Senior and Middle Leaders	Half-day
<b>Health Mentors in the Workplace</b>	<ul style="list-style-type: none"> <li>• Gain knowledge to proactively support employees with their manageable health</li> <li>• Learn how to support wellbeing in the workplace</li> <li>• Develop a wellbeing action plan for the organisation</li> </ul>	Senior Leaders	2 hours
<b>Behavioural Coaching and Feedback</b>	<ul style="list-style-type: none"> <li>• Learn how to manage employees who aren't performing behaviourally to their full potential</li> <li>• Be able to coach staff successfully to their full potential</li> <li>• Understand how to give constructive feedback</li> </ul>	Middle and Senior Leaders	Half-day
<b>LEADERSHIP AND MANAGEMENT</b>			
<b>Key Skills to Effectively Manage People</b>	<ul style="list-style-type: none"> <li>• Learn what you should and shouldn't do when managing people</li> <li>• Develop your confidence and leadership skills</li> <li>• Enable you to develop your ability to lead and manage people and change</li> <li>• Learn how to manage staff attendance, disciplinary, grievances, investigations, performance and capability.</li> </ul>	Senior and Middle Leaders	6 parts - 2 hours
<b>Managing Grievances</b>	<ul style="list-style-type: none"> <li>• Define grievance procedures for complaint handling</li> <li>• Understand your obligations to demonstrate at employment tribunal that an appropriate grievance process was followed</li> </ul>	Senior Leaders	Half-day
<b>Accountable Leadership</b>	<ul style="list-style-type: none"> <li>• Develop effective working relationship</li> <li>• Improve practice, processes and systems</li> <li>• Understand exactly what is accountable leadership</li> </ul>	School/Trust Leaders and Governors	2 hours or Half-day
<b>iLead - Leadership</b>	<ul style="list-style-type: none"> <li>• Gain leadership skills that are designed to win hearts and capture minds</li> <li>• Define principles of leadership</li> <li>• Recognising the leadership style that will make the difference for your people</li> </ul>	Senior Leaders	Full-day
<b>Managing Disciplinary</b>	<ul style="list-style-type: none"> <li>• Understand the process for correctly instigating disciplinary proceedings</li> <li>• How to avoid unfair dismissal claims</li> <li>• Follow the correct procedures using case examples that are applicable to your day-to-day role</li> </ul>	Middle and Senior Leaders	Half-day

Course	Course Overview	Target Audience	Duration
<b>HR Training for Governors</b>	<ul style="list-style-type: none"> <li>Understand and raise awareness of HR policies and procedures and employment legislation</li> <li>Increase confidence in dealing with disciplinary matters</li> <li>Balance the risk of litigation</li> </ul>	Governors and Senior Leaders	Half-day (Evening)
<b>School Resources - Do more with Less</b>	<ul style="list-style-type: none"> <li>Learn how to use limited resources to reach your schools aims</li> <li>Understand different techniques to identify common goals without creating conflicts</li> <li>Be able to stream line your processes to reach your desired outcomes quicker</li> </ul>	Senior and Middle Leaders	Half-day
<b>Good to Great</b>	<ul style="list-style-type: none"> <li>Be able to change your school leadership systems and strategies</li> <li>Review common traits in the organisation that can be improved</li> <li>Identify a plan to make your school leadership go from good to great</li> </ul>	CEO's/Headteachers/Deputy Headteachers	Full-day
<b>Growth Mindset</b>	<ul style="list-style-type: none"> <li>Be able to understand how to broaden your students mind-sets using Growth Mind-set techniques</li> <li>Identify where to implement the Growth Mind-set within your school</li> <li>Feel confident in working with parents and staff to strategies the use of Growth Mind-set in the classroom</li> </ul>	School / Trust Leaders, TLR holders and SLT members	Half-day
<b>High Functioning Teams</b>	<ul style="list-style-type: none"> <li>Learn how to create a high functioning leadership team to enable your school to achieve their objectives</li> <li>Be able to build and strengthen the leadership team relations to increase team work going forward</li> </ul>	All School Senior Leadership Team	6 parts - 3 hours
<b>Power Presenter</b>	<ul style="list-style-type: none"> <li>Create charisma and presence, improve confidence and impact whilst selling or presenting</li> <li>Engage your audience in such a way that will guarantee you are remembered for the right reasons</li> </ul>	Middle and Senior Leaders	2 days
<b>MAT LEADERSHIP PROGRAMME</b>			
<b>First Steps to Establish a Multi-Academy Trust</b>	<ul style="list-style-type: none"> <li>Hear directly from a CEO's perspective how to establish a trust; what went well, not so well, and what has been learnt along the way</li> </ul>	Trust CEO's, COO's and CFO's	Half-day
<b>The Legal Process TUPE and Due Diligence</b>	<ul style="list-style-type: none"> <li>Understand your options in relation to TUPE and contractual agreements</li> <li>Identify and follow best practice process for due diligence</li> </ul>	Trust CEO's, COO's and CFO's	Half-day
<b>Effective MAT Governance</b>	<ul style="list-style-type: none"> <li>Understand how effective trust governance is key to the success of a MAT</li> <li>Be able to ensure the strong working relationship of the trustees, governance and leadership</li> </ul>	Trust CEO's, COO's and CFO's	Half-day
<b>Effective MAT Leadership &amp; Managing HR</b>	<ul style="list-style-type: none"> <li>Be aware of the characteristics of a strong leadership team and model</li> <li>Understand the handling of restructures and TUPE transfers</li> <li>Be confident in the devising of Trust Contracts of Employment and terms and conditions</li> </ul>	Trust CEO's, COO's and CFO's	Half-day
<b>MAT Ethos, Values and Organisational Culture</b>	<ul style="list-style-type: none"> <li>Be able to develop a trust ethos, values and organisational culture across all trust schools</li> <li>Be confident in vision and values that the trust portray.</li> </ul>	Trust CEO's, COO's and CFO's	Half-day



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<b>Financial Challenges of Running a MAT</b>	<ul style="list-style-type: none"> <li>Understand how Financial Management and reporting is one of the major elements and who is accountable when things go wrong?</li> <li>Learn the process of funding and liaison with the EFA and how to get value for money</li> <li>Be confident in the procurement policies, financing trust functions and pension management</li> </ul>	Trust CEO's, COO's and CFO's	Half-day
<b>Statutory responsibilities for Health and Safety</b>	<ul style="list-style-type: none"> <li>Gain the knowledge and understanding of the key responsibilities and accountability of the Headteachers, Trustees, Governors and Chief Executive in relation to Health and Safety Management, safeguarding and employee wellbeing across the trust</li> </ul>	Trust CEO's, COO's and CFO's	Half-day
<b>Developing and Expanding your MAT</b>	<ul style="list-style-type: none"> <li>Be able to identify the roles, people and activities that help the trust grow</li> <li>Understand critical roles that enable you to create a planned approach to how you develop your people for the future</li> <li>Learn the potentials to grow and develop this into succession planning</li> </ul>	Trust CEO's, COO's and CFO's	Half-day
<b>LEADERSHIP BOOTCAMP</b>			
<b>Develop an Effective Leadership Style</b>	<ul style="list-style-type: none"> <li>Develop effective leadership styles and communication skills</li> <li>Build high performance teams</li> <li>Be confident in dealing with difficult staff and conversations</li> </ul>	Senior and Middle Leaders	Half-day
<b>How to Develop High Level Communication Skills</b>	<ul style="list-style-type: none"> <li>Develop communication skills to apply to various scenarios</li> <li>Gain knowledge on different communication models</li> <li>Be confident in dealing with difficult staff and conversations</li> </ul>	Senior and Middle Leaders	Half-day
<b>High Performing Teams</b>	<ul style="list-style-type: none"> <li>Recognise where your team is dysfunctional</li> <li>Learn about different performance models and how to implement them to develop your team</li> <li>Be confident in coaching 1-2-1 sessions with your team</li> <li>Be able to build a high performing team</li> </ul>	Senior and Middle Leaders	Half-day
<b>Managing Difficult Conversation</b>	<ul style="list-style-type: none"> <li>Learn how to give feedback effectively</li> <li>Gain the knowledge to challenge and support your staff</li> <li>Be confident and assertive in challenging work standards, behaviours and professional working relationships</li> </ul>	Senior and Middle Leaders	Half-day
<b>Setting Courageous Goals</b>	<ul style="list-style-type: none"> <li>Learn how to set and define a courageous goal within your organisation</li> <li>Understand the risks involved in courageous goals and how it may affect your staff</li> <li>Be confident in implementing courageous goals</li> </ul>	Senior and Middle Leaders	Half-day
<b>Building Resilience</b>	<ul style="list-style-type: none"> <li>Understand the four C's of resilience</li> <li>Be able to implement strategies for developing resilience</li> <li>Gain the confidence to take control</li> </ul>	Senior and Middle Leaders	Half-day

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