



**PEOPLE
MANAGEMENT
TRAINING**

Making a difference in Education



ON-SITE OPPORTUNITIES

**Bespoke
leadership training
for education**

**Plan for Inset
Days to further
develop staff**

**Ensure compliance
with statutory
obligations**

Customise your training package specifically for your school or Trust

HR Advisory and Legal
Page 4

Staff Absence Management
Page 6

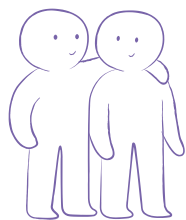
HR Employment and Contracts
Page 6

Leadership and Management
Page 8

Recruitment and Vetting
Page 12

Health and Safety
Page 14

Health and Wellbeing
Page 18



Putting people first

Outstanding schools and trusts are built on the quality of their people and their management.

At FusionHR we understand that each school has different requirements. Our flexible approach and experience of working in education, enables us to provide tailored packages to meet your needs and enable you to achieve success.

Our on-site sessions allow you to have the training you need at a time which suits you. Pick and choose from our wide choice of topics to create a bespoke training package specifically tailored around the needs of your staff.

All our trainers have education-sector experience and provide hands-on

practical advice with sector-specific examples that you can relate to. Our specialists include education lawyers, senior leaders in education, Ofsted inspectors, safeguarding specialists, exercise physiologists, professional Life coaches and counsellors.

Why not plan your next Inset Day around an on-site staff development programme. We can combine sessions into an organised day at a set cost.

Speak to one of the team today, call 01924 827869 or email training@fusionbusiness.org.uk.

“The training today has given me an invaluable new method of working and leading which will help me in my role.”



“Probably the most empowering and inspirational training session I have ever attended.”

Just a few of our presenters....

FusionHR - now support over 300 schools and MATs and our team has extensive education experience to share with you. As certified power presenters the team are passionate about improving education. We are also Safer Recruitment Accredited Trainers under the Lucy Faithful Foundation.

Paul Menham - is an education employment lawyer and popular speaker who is regularly invited to speak at external events by providers including the White Paper Company. Paul has been independently ranked as a leading education and employment lawyer by both Chambers and Partners and Legal 500.

Ian White - is a professional and qualified educator with over 15 years' experience as a senior leader. He is a qualified and valuable leadership development coach. Ian has trained extensively on leadership development and has many examples from his professional life, which assist in giving his training sessions a realistic and relatable quality.

Adele Gladman - is an independent safeguarding consultant, who works on a UK wide basis with services including the Children's Commissioner, the NSPCC, several local authorities and local safeguarding children boards. Her work includes developing policies and procedures; conducting independent investigations, reviews, audits and inspections; and helping organisations to attain best practice standards in safeguarding children.

Andy Romero-Birkbeck - is a trained Exercise Physiologist and Regional Trainer for Health Assessments as well as an Academy Tutor for Lifetime Training. His experience of combining physical coaching and physiological support enable him to ensure delegates have a holistic approach to their wellbeing strategy.

Christine Tooze is a professional Life Coach and Counsellor, she is highly trained and uses an extensive range of therapeutic interventions to provide a service that clients can trust. Christine supports clients to develop a more positive mental attitude, handle stress effectively, understand the emotional pain and explore the many differing relationships we all enjoy.





FusionHR offers a wide range of training courses on-site.
 To enquire about costs for each training session, please email training@fusionbusiness.org.uk or call 01924 827869



Most Requested Courses

- Appraisal Training for Headteachers and Managers
- Fire Warden Training
- HR Key Skills for Managers
- Mindfulness
- Leadership Coaching

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Course	Course Overview	Target Audience	Duration
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HR Advisory and Legal

Employment Law Update	• Keep up-to-date with employment law updates and the most recent legislative changes • Ask a Lawyer Question and Answer Session	Middle and Senior Leaders	2 hours
GDPR Training	• Understand the importance of Data Protection • Identify where you need to make changes to improve your Data Protection • Ensure you are complying with Data Protection Legislation • Discuss best practice approaches to the General Data Protection Regulations	Anyone dealing with personal and sensitive data	Half-day
How to Manage Employee Conduct and Behaviour Effectively	• Understand the acceptable standards for engagement in the workplace • Be aware of obligations for treating each other with respect and avoid discriminatory conduct • Learn how to prepare, manage and take control of sensitive workplace discussions	Senior and Middle Leaders	1 day
Key Skills to Effectively Manage People	• Learn what you should and shouldn't do when managing people and performance • Develop your confidence and leadership skills • Develop your ability to lead and manage people and change • Learn how to manage attendance, disciplinary, grievances, investigations	Senior and Middle Leaders	6 parts - 2 hours
Managing Disciplinary	• Understand the process for correctly instigating disciplinary proceedings • How to avoid unfair dismissal claims • Follow the correct procedures using case examples that are applicable to your day-to-day role	Middle and Senior Leaders	Half-day
Managing Grievances	• Define grievance procedures for complaint handling • Understand your obligations to demonstrate at employment tribunal that an appropriate grievance process was followed	Senior Leaders	Half-day



Course	Course Overview	Target Audience	Duration
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HR Advisory and Legal

Managing Performance and Capability

- What evidence is needed to commence performance discussions to improve employee performance?
- What are the employers' legal/contractual obligations?
- How employees can be supported through the process?

Middle and Senior Leaders

Half-day

Restructures and Redundancies

- Learn how to conduct a fair redundancy process
- Collective consultation – when is it needed and necessary?
- Understand how restructures differ

Senior Leaders

Half-day

HR for Beginners

- Gain knowledge on the different conditions of service
- Learn the qualities of a statutory and best practice induction process
- Develop basic HR skills in Pay, Absence Management, Performance, Appraisals, Capability and the GDPR

Business and HR Senior and Middle Leaders

Half-day

Staff Absence Management

Attendance Management

- Develop your understanding of Attendance Management to ensure that your policy and process is up-to-date
- A breakdown of the latest legislation and tribunal outcomes
- Gain the knowledge to get the best out of an Occupational Health referral

Senior and Middle Leaders

Half-day

Managing Family Leave

- Learn how to review and process flexible working requests
- Know your rights to accept or reject them
- Understand shared parental leave/family leave and managing staff leave

Business Managers, Middle and Senior Leaders

Half-day

HR Employment and Contracts

Contract Administration, Section 1 compliance and how to get it right

- Be able to ensure your contracts are fit for purpose
- Understand section 1 and how to be compliant
- Gain best practice knowledge

Business Managers and Administrators

Half-day

Update on changes to STPCD

- Update on changes to School Teachers Pay and Conditions
- How to issue and make changes to employment contracts

Business Managers, Middle and Senior Leaders

Half-day



What our clients say...

"A very informative and well presented day by highly skilled, friendly and approachable trainers."

Kate Brewis, Girlington Primary School



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Course	Course Overview	Target Audience	Duration
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Leadership and Management

Accountable Leadership	- Develop effective working relationships - Improve practice, processes and systems - Understand exactly what is accountable leadership	School/Trust Leaders and Governors	2 Hours or Half-day
Building Resilience	- Understand the four C's of resilience - Be able to implement strategies for developing resilience - Gain the confidence to take control	Senior and Middle Leaders	Half-day
Develop an Effective Leadership Style	- Develop effective leadership styles and communication skills - Build high performance teams - Be confident in dealing with difficult staff and conversations	Middle and Senior Leaders	Half-day
Good to Great	- Be able to change your school leadership systems and strategies - Review common traits in the organisation that can be improved - Identify a plan to make your school leadership go from good to great	CEO's / Headteachers / Deputy Headteachers	Full-day
Growth Mindset	- Be able to understand how to broaden your students' mindsets using Growth Mindset techniques - Identify where to implement the Growth Mindset within your school - Feel confident in working with parents and staff to use Growth Mindset in the classroom	School / Trust Leaders, TLR holders and SLT members	Half-day
High Functioning Leadership Teams	- Learn how to create a high functioning leadership team to enable your school to achieve their objectives - Be able to build and strengthen the leadership team relations to increase team work going forward	All School Senior Leadership Team	6 Parts - 3 Hours
High Performing Teams	- Recognise where your team is dysfunctional - Learn about different performance models and how to implement them to develop your team - Be confident in coaching 1-2-1 sessions with your team - Be able to build a high performing team	Senior and Middle Leaders	Half-day



What our clients say...

"The training today has given me invaluable new methods of working and leading which will help me a great deal as an NQT. (Leadership Bootcamp)"

Adam Garrett, Early Years' Teacher, St Edmund's Nursery School and Children's Centre

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Course	Course Overview	Target Audience	Duration
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Leadership and Management

How to Develop High Level Communication Skills

- Develop communication skills to apply to various scenarios
- Gain knowledge on different communication models
- Be confident in dealing with difficult staff and conversations

Middle and Senior Leaders

Half-day

HR Training for Governors

- Understand and raise awareness of HR policies and procedures and employment legislation
- Increase confidence in dealing with disciplinary matters
- Balance the risk of litigation

Governors and Senior Leaders

Half-day (Evening)

iLead – Leadership

- Gain leadership skills that are designed to win hearts and capture minds
- Define principles of leadership
- Recognising the leadership style that will make the difference for your people

Senior Leaders

Full-day

Managing Difficult Conversations

- Learn how to give feedback effectively
- Gain the knowledge to challenge and support your staff
- Be confident and assertive in challenging work standards, behaviours and professional working relationships

Middle and Senior Leaders

Half-day

Power Presenter

- Create charisma and presence, improve confidence and impact whilst selling or presenting
- Engage your audience in such a way that will guarantee you are remembered for the right reasons

Middle and Senior Leaders

2 Days

School Resources – Do more with Less

- Learn how to use limited resources to reach your schools aims
- Understand different techniques to identify common goals without creating conflicts
- Be able to stream line your processes to reach your desired outcomes quicker

Middle and Senior Leaders

Half-day

Setting Courageous Goals

- Learn how to set and define a courageous goal within your organisation
- Understand the risks involved in courageous goals and how it may affect your staff
- Be confident in implementing courageous goals

Senior and Middle Leaders

Half-day



Inset Days

Are you looking for effective activities for staff for Inset Days?

Just pick a morning and afternoon topic from this brochure and then ask us for a quote.

You could do Mindfulness in the morning and Wellbeing in the afternoon...

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Course

Course Overview

Target Audience

Duration

Recruitment and Vetting

Awareness of Prevent	- Gain the knowledge and awareness to recognise the signs of radicalisation; - Gain the confidence to challenge extremist ideas and establish counter-narratives - Understand the roles and responsibilities of adults in relation to the Prevent duty, safeguarding and Ofsted expectations. - Upgrade to gain the ProQual Level 2 Award	Anyone with responsibility for Safeguarding	Half-day
Cyber Bullying Non-Accredited	- Gain an overview of security and safeguarding risks when using online resources - Understand how to identify concerns	Business Managers, Middle and Senior Leaders	Full-day
Cyber Bullying - QCF qualification 601/2765X	- Gain a greater awareness of security and safeguarding risks when using online resources - Understand how to identify concerns - Receive a QCF Qualification on completion of post-course module	Senior and Middle Leaders	Full-day
Designated Safeguarding Lead	- Understand the role and responsibilities of the Designated Safeguarding Lead - Develop confidence and competence within the role	Personnel responsible for Safeguarding	Full-day
Level 3 Safeguarding	- Understand the meaning of safeguarding - Be able to identify the factors that silence children - Be able to explore issues in connection with safeguarding whilst making appropriate decisions about action to be taken	Personnel responsible for Safeguarding	Full-day
Pre-employment and Single Central Register	- Gain the knowledge on pre-employment and vetting checks - Gain clarification on what's mandatory and what's optional on a Single Central Register - Learn what must be done by schools in relation to disqualification by association	Senior and Middle Leaders	2 Hours
Recruiting for Success – Sourcing, Selecting and Interviewing	- Determine the role requirements (competencies) to ensure you attract applications at the right level - Gather accurate evidence during the interviewing stages in order to select the best candidate - Evaluate candidates against hard and soft-skills	Business Managers, Middle and Senior Leaders	Full-day



Governor Sessions

If you need to arrange sessions out of hours for Governors or your board, just get in touch. We can arrange specific sessions at suitable times and even look at condensed options for two-hour slots.

"Fusion delivered training for governors and management on disciplinary procedures. They left feeling confident in their understanding of the procedures and feeling it had been precious time well spent".

Nicola Roth, Headteacher, Lilycroft Primary

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Course

Course Overview

Target Audience

Duration

Recruitment and Vetting

Safer Recruitment

- Accredited training course
- Gain the safeguarding skills you need to better protect children while recruiting staff and volunteer roles in education
- Approach job interviews, vetting checks and ongoing vigilance with confidence

School Personnel

Full-day

Safer Recruitment - Refresher Training

- Accredited training course
- Re-familiarise yourself with current legislation and best practice
- Statutory guidance 'Keeping Children Safe in Education' (DfE September 2018)

Senior and Middle Leaders who have previously completed the full-day course

Half-day

Health and Safety

Combined First Aid Certificate

- Be able to respond to emergency situations
- Specially designed for people working with children and adults
- Gain two regulated qualifications

Settings that have a requirement for both Adult and Paediatric First Aiders.

5 days

Conducting Risk Assessments

- Understand what a hazard is and how to identify them
- Identify the differences between hazard and risk and how to measure the risk
- Understand control measures and how to implement them
- Communicate important information about risk

Business Managers, Middle and Senior Leaders

Full-day

COSHH

- Learn how to interpret material safety data sheets and complete COSHH Assessments
- Gain the knowledge to understand the hazards associated with working with substances

Anyone who works with or manages hazardous substance

Half-day

DEFIB

- Learn how to deal with an unconscious casualty
- Gain essential training in the use of a defibrillator
- Understand the associated regulations

Anyone who is responsible for First Aid and the use of a Defibrillator

Half-day

Fire Warden Training

- Understand action to be taken on discovering a fire
- Identify common causes of fire and how to minimise the risk
- Understand Fire Safety Legislation and precautions
- Identify the role of a fire warden in preventing and managing fire risks

Anyone undertaking Fire Warden Duties

Half-day



What our clients say ...

"A thorough overview of safeguarding at a recruitment level. Thank you." (Safer Recruitment)

Sarah Qualtrough, Broadgate Primary School

"Enjoyable, but very knowledgeable and informative, powerful and thought provoking."

Tracey Simpson, Poplars Farm Primary School



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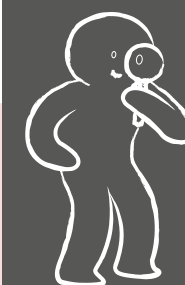




Course Course Overview Target Audience Duration

Health and Safety

First Aid at Work	- Gain knowledge and skills to deal with a range of emergency first aid issues - Understand the role of a first aider - Demonstrate the practical administration of safe, prompt and effective first aid in emergency situations	Appointed First Aiders	Full-day
Health and Safety in a Day	- Understand how to identify hazards and understand risks - Learn how to produce, communicate and manage risk assessments - Learn how to undertake incident investigations	Business Managers, Middle and Senior Leaders	Full-day
Health and Safety in a Nutshell	- Risk Assessments - Working at Heights - Control of substances hazardous to health - Fire Safety and Personal protective equipment	Anyone with responsibility for Health and Safety	Full-day
Manual Handling	- Learn the definition of manual-handling - Recognise manual-handling hazards - Understand how injuries arise from poor manual-handling techniques - Illustrate practical advice on good individual and team lifting techniques	All staff with duties which involve lifting	Half-day
Mental Health Awareness	- Stress in the Workplace affects critical functions such as decision making - How to notice the signs of mental ill health for early intervention - Learn how to support colleagues in work and those off work due to mental ill health	Middle and Senior Leaders	2 Hours
Pediatric First Aid Certificate	- Be able to respond to emergency situations - Specially designed for people working with children - Gain a valid First Aid certificate	Anyone working with children and nurseries	2 days
Working at Heights	- An overview of the Working at Heights Regulation 2005 - Gain knowledge on hazards associated with working at heights - Understand the importance of risk assessments - Gain knowledge on choosing the right access equipment	Anyone with duties involving working at heights	Half-day



Bespoke Training

All of these sessions have been created with schools and trusts in mind. However, if you don't see what you are looking for, please get in touch. Our experience in providing training, especially for schools means we can often source or develop the training options you are looking for.



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Course

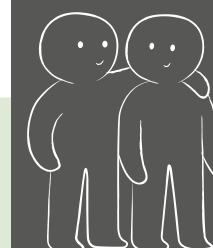
Course Overview

Target Audience

Duration

Health and Wellbeing

Behavioural Coaching and Feedback	- Learn how to manage employees who aren't performing behaviourally to their full potential - Be able to coach staff successfully to their full potential - Understand how to give constructive feedback	Middle and Senior Leaders	Half-day
Cognitive Behaviour Therapy	- Understand the emotional pain that comes from irrational thoughts and beliefs - Look at the validity of thoughts and see how that affects behaviour - Refocus thoughts and facilitate change	Senior Leaders	Half-day
Health Mentors in the Workplace	- Gain knowledge to proactively support employees with their manageable health - Learn how to support wellbeing in the workplace - Develop a wellbeing action plan for the organisation	Senior Leaders	2 Hours
Introduction to Neuro-Linguistic Programming	- Educate people in self-awareness and effective communication - Be able to change patterns of mental and emotional behaviour - Delivered by accredited NLP Trainer of Trainers	Senior Leaders	Half-day
Managing Stress for Managers	- Be able to understand and define employee stress and different types of stress - Understand the effects of being over stressed - Gain confidence in supporting employees to develop positive coping strategies	Middle and Senior Leaders	Half-day
Mindfulness	- Understand how thoughts are driving our emotions and behaviour - Provide new awareness and perspective on situations and day-to-day routines - Control Mind Chatter - thoughts, anxieties and self-talk	Middle and Senior Leaders	Half-day
Work Wellbeing	- Gain the knowledge and understanding to implement, run and assess an employee wellbeing programme - Be able to identify your objectives	Senior Leaders	Half-day



On-site Clinics

We can also arrange on-site clinics for counselling, occupational health, attendance and flu vaccinations. All forming part of your health and wellbeing strategy. Ask us for more information.



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Build leadership capacity and manage more effectively

How to get in touch

To discuss your school or Trust's specific needs, just contact one of the team:



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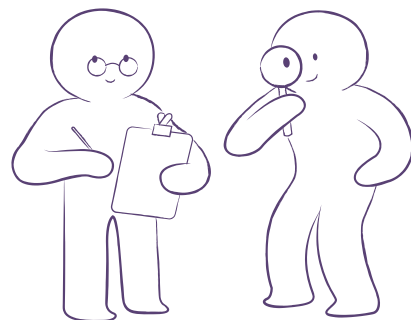
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FusionHR, it's a people thing.

FusionHR offer a fresh approach to HR. Our extensive experience in the education sector and commercial approach means we can help you learn, develop and grow. Our aim is to empower you and your leaders to manage your people effectively.

We support schools and Multi-Academy Trusts across the UK with HR and Health & Safety Services. Our team are education specialists with extensive experience enabling us to offer proactive as well as preventative support.



Our full range of services includes HR & Legal Services, Employment & Contracts Service, Health & Wellbeing Services, Recruitment & DBS, Health & Safety and Consultancy Services e.g. Investigations, Disciplinary and support for converting schools, so all your HR needs are taken care of in one place.

For more information go to www.fusionbusiness.org.uk or call one of our team on 01924 827869.



“Thorough, straightforward advice and training, enabling me to make sensible operational decisions from a strong knowledge base.”

