

Invest in your people and build potential



Training Brochure 2021/22

Training Courses
specific to
Education

Interactive
sessions with
relevant case
studies

Helping you
to comply with
regulations

Develop the skills and knowledge to manage people effectively

**HR Advisory
and Legal**

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**Staff Absence
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and Vetting**

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**Health and
Wellbeing**

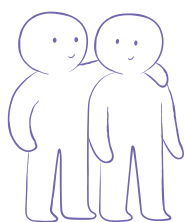
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**Leadership
and
Management**

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Putting people first

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

Our programme has been specifically designed to meet the needs of our clients. FusionHR support over 350 schools and MATs across the UK. We continuously ask for feedback from our schools on the training courses they would like to see and that would help them. This programme has been drafted from that feedback.

There are a variety of topics offered on pre-scheduled dates throughout the year, as well as the option to hold training courses on-site.

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.

To book onto a course just call one of our team on 01924 827869 or email training@fusionbusiness.org.uk. You can also find further information on our website www.fusionbusiness.org.uk, including our on-site training brochure. If you can't see what you are looking for, just ask us. We can create bespoke training sessions for you.

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



Courses

2021/22 07/12/21	HR Essentials How to Avoid Discrimination in the Workplace	Page 4 Page 5
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How can you book onto a course?

 T. 01924 827869
  training@fusionbusiness.org.uk
 www.fusionbusiness.org.uk



HR and Legal

Commercial minded HR and Legal advice

With extensive experience in education, FusionHR has created training courses that will equip your school or Multi-Academy Trust with commercial and education-specific HR information and advice.

Our training will help ensure you are up-to-date with legislative changes and that you understand how the regulations can affect you. The knowledge and best practice that you take away from our courses should enable you to prevent issues from arising or have

the confidence to deal with them when they do.

FusionHR also provide a personal HR support service including unlimited education-specific HR advice that is personalised and proactive including on-site support, audits and updates on employment law.

If you have any concerns regarding HR advisory and legal services, then please do not hesitate to get in touch on 01924 827869.

HR Essentials

- **Develop basic HR skills in Pay, Absence Management, Performance, Appraisals, Capability, Induction Planning and GDPR**

This course will help you to get up to speed on the nuances of education HR Management.

In this half-day session you will learn and understand:

- The different conditions of service, staff entitlement and the what's discretionary
- Leadership, Teacher & Support Staff Pay and Conditions and how to stay on top of the changes in pay
- The implications of The Equality Act 2010 and why it is so important to everything we do in HR
- What's statutory and best practice for a good standard of induction
- Managing Staff Absence – the key pitfalls and how to avoid them

Half-Day Workshop

FusionHR now supports over 350 schools and our team has extensive education experience to share with you.

Date: 17 November 2021

Time: 9am - 12noon

Venue: Online

Cost: £130 | £105 SLA (exc VAT)

Date: 3 March 2022

Time: 9am - 12noon

Venue: Online

Cost: £130 | £105 SLA (exc VAT)

How can you book onto a course?

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How to Avoid Discrimination in the Workplace

- **Understand the types of discrimination and how to manage any issues that arise**

In this session Paul will guide you through the different types of discrimination and boost your confidence in dealing with issues effectively when they arise. A really useful element in this session is the use of case law examples – reflecting on examples adds real value in enhancing understanding and perspective.

An overview of the session:

- Identify the legal principles related to discrimination law
- Recognise the potential hotspots throughout the employment process
- Understand your liability as the employer and/or as the line manager
- Get to grips with the latest government guidelines and codes of practice
- Appreciate the differences between bullying and harassment
- Consider unconscious bias and understand how to avoid it
- Realise what the consequences can be if a situation isn't handled correctly
- Learn from the latest case law examples
- Apply essential policies and procedures in your workplace.

Half-Day Workshop

Delivered by experienced employment Lawyer Paul Menham, Paul is a highly regarded speaker and has a strong background in defending discrimination claims.

Date: 7 December 2021

Time: 9.30am - 11.30am

Venue: Online

Cost: £120 | £95 SLA (exc VAT)

How can you book onto a course?



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training@fusionbusiness.org.uk



www.fusionbusiness.org.uk



Staff Absence Management

Helping you track, monitor and reduce staff absences

Poor staff attendance can have a major impact on your school and with so many triggers to look at, identifying trends and reducing absences can seem impossible.

Our training courses help you learn how to effectively manage absences, understand your role as a manager in the attendance management process and be confident in dealing with absences.

If you require additional support with absences in your school,

FusionHR can help with our Staff Absence Management software, otherwise known as SAM.

SAM has helped schools reduce absence on average by 40% with the added benefit of improving standards. Please give a member of our team a call on 01924 827869 to find out more about SAM or to arrange a free demonstration.

Tackling Absence Management

• Develop your understanding of Absence Management to ensure that your policy and process is up-to-date

This session will explore:

- Understanding the direct implications of the Equality Act 2010 on managing staff attendance
- When to carry out stress and other risk assessments
- Managing short and long-term absence
- Managing medical capability dismissal and ill health retirement
- When to seek HR and Legal advice
- What to do if other 'leave of absence' is also an issue
- Understand your role in managing absence

Half-Day Workshop

SAM and SAMpeople now help over 650 schools to reduce absence, saving costs and reinvesting budget in resources. FusionHR and SAM team up to provide you with the confidence to approach absence management positively and ensure that you follow processes effectively.

Date: 20 October 2021

Time: 9.00am - 12noon

Venue: Online

Cost: £120 | £95 SLA (exc VAT)

For two delegates

How can you book onto a course?

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Recruitment and Vetting

Keep on top of statutory regulations for Keeping Children Safe in Education

The key to unlocking the full potential of pupils lies in the expertise of teachers and Headteachers. Schools need to make sure they are selecting the right people for these roles from the beginning.

Training in recruitment and vetting can help to ensure the right appointments and prevent any associated risks.

Schools also have a responsibility to safeguard the children in their care. Our expert accredited trainers

provide informative and interactive training for Governors, senior leadership teams and members of staff in relation to Safeguarding, Prevent, the Single Central Register, Ofsted Requirements and Safer Recruitment.

If you require any additional help with recruitment and vetting, FusionHR provide recruitment support, DBS Checks, file reviews and SCR audits. Just give one of our team a call on 01924 827869.

Designated Safeguarding Lead

• Specialist training for those fulfilling the Designated Safeguarding role

By completion of this course, you will have gained an understanding of the role and responsibilities of the Designated Safeguarding Lead role, and developed competence and confidence in carrying out this role.

Using a range of interactive learning methods, the course consists of four modules considering:

- Key areas of responsibility and the relevant legislation/practice guidance
- The challenges in achieving a robust safeguarding structure and

open culture where staff and children feel able to disclose concerns

- Making appropriate safeguarding decisions
- Best practice issues around recording and sharing information
- The process once contact is made with social care and the role your school has in the multi-agency child protection process

Full Day Workshop

Adele Gladman is an independent safeguarding consultant, who works 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.

Date: 15 September 2021

Time: 9am - 4pm

Venue: Online

Cost: £220 | £195 SLA (exc VAT)

How can you book onto a course?

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Safer Recruitment Refresher

- Refresh the safeguarding skills you need to better protect children while recruiting staff

The Safer Recruitment Refresher training is perfect for those who have already completed the full-day accredited Safer Recruitment Training Course. With Safer Recruitment it is crucial to re-familiarise yourself with current legislation and best practice.

This course covers:

- Prohibition, statistics and lessons learned from high profile cases
- Statutory guidance 'Keeping Children Safe in Education' (DfE September 2020)

- Disqualification under the Childcare Act 2006 (DfE August 2018)
- The effects of the Data Protection Act 2018/GDPR

Throughout the duration of the refresher a variety of interactive learning methods will be utilised.

Certificate of attendance issued upon completion.

Accredited Safer Recruitment

- Accredited training course
- Statutory guidance 'Keeping Children Safe in Education' (DfE September 2018)

Come and join our Accredited Safer Recruitment Consortium trainers for an interactive, informative and supportive training session.

Delegates that attend this training leave the session feeling confident in their safer recruitment practices and have a direct line to our accredited trainers if they have future recruitment queries.

The session will cover the below four key elements:

- Why Safer Recruitment is so important
- What should a safer recruitment process look like?
- Why making the right decision will benefit your workplace
- What you need to be doing to ensure that your workplace presents an open culture

Half-Day Workshop

FusionHR are Safer Recruitment Accredited Trainers under the Lucy Faithful Foundation.

Date: 30 September 2021

Time: 9.30am - 12noon

Venue: Online

Cost: £120 | £95 SLA (exc VAT)

Full-Day Workshop

FusionHR are Safer Recruitment Accredited Trainers under the Lucy Faithful Foundation.

Date: 6 October 2021

Time: 9am - 4pm

Venue: Online

Cost: £275 | £175 SLA (exc VAT)

Date: 24 February 2022

Time: 9am - 4pm

Venue: Online

Cost: £275 | £175 SLA (exc VAT)

How can you book onto a course?

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HR Employment and Contracts

All your contracts and document worries taken care of

It can be a worrying task maintaining or issuing statutory documentation. However, our training courses will enable you to ensure documents are kept in line with statutory guidance and local terms and conditions.

We have extensive experience of pay and conditions in education as well as localised pay grading. If you require any further advice on contracts and documents for your

school or Multi-Academy Trust, please get in touch.

We can arrange tailored contractual documentation and provide advice on terms and conditions and contracts for fixed-term, temporary, casual and permanent positions. Please call a member of FusionHR on 01924 827869.

Gender Pay Gap Solutions

• In depth analysis of Gender Pay Gap Reporting requirements

Gender pay gap reporting can be a daunting and time consuming process. Utilising our experience, we offer in depth top tips on how to ease the process. Fusion offers practical solutions on understanding your legal obligations on gender pay gap reporting and furthermore, how we can close the gap. We will also discuss useful and practical examples including case studies.

The 'gender pay gap' is the difference in average earnings between women and men. Employers with more than 250 staff must report their organisation's gender pay gap.

The session will include:

- What is Gender Pay Reporting
- What are your legal obligations in regards to Gender Pay Gap reporting
- How do I report my Gender Pay
- Example report and specific data which needs to be included
- Consequences of not completing gender pay reporting

Half-Day Workshop

FusionHR now supports over 350 schools and our team has extensive education experience to share with you. As certified power presenters the team are passionate about improving education.

Date: 13 September 2021

Time: 1pm - 3.30pm

Venue: Online

Cost: £120 | £95 SLA (exc VAT)

How can you book onto a course?

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Health and Wellbeing

Helping you establish a wellbeing strategy and fulfil your responsibilities under the Equality Act 2010

It is the duty of every school to consider any health issues that might affect an employee's ability to safely fulfil their job, including looking at specific requirements and to consider the employee, the school and the effect on pupil learning.

Training your staff can help to ensure and maintain a happy and healthy workforce.

FusionHR provide an Occupational Health and Support package with fast and efficient response times for Occupational Health Assessments, including face-to-face appointments with practitioners and professional counsellors, as well as wellbeing support services delivered by a team of qualified practitioners. Just give one of our team a call on 01924 827869.

Stress Less, Manage More

- **Be able to understand and define employee stress and different types of stress**

Immerse yourself in this two-hour session, aimed at managers and leaders seeking to create positive change and lead effectively. Nicky Lloyd Greame – The Stress Specialist will take you on a thought provoking journey to help you support your team.

Gain the knowledge and tools to build a more resilient workforce. In this session you will learn:

- The most common mental health challenges in the workplace to be aware of
- How to recognise the symptoms and signs of stress early on
- Techniques and confidence to support someone that is struggling
- To explore your own mindset and reflect on whether you are inadvertently setting a 'stress culture'
- Tools and strategies to foster and encourage a resilient workforce
- Minimise the risk of absences due to mental ill-health where possible

Half-Day Workshop

Nicky Lloyd Greame is an innovative and results-oriented professional Stress-Less Coach, Engage & Grow Coach, NLP Master Practitioner, Hypnotherapy Practitioner and trainer with a proven track record of facilitating change whilst adding value to clients, individuals and employers. She specialises in helping individuals proactively manage their mental health and fitness and master their mindset, particularly in relation to stress & anxiety.

Date: 30 November 2021

Time: 9.30am - 11.30am

Venue: Online

Cost: £120 | £95 SLA (exc VAT)

How can you book onto a course?

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Leadership & Management

Developing the skills of your people is essential to the productivity and morale of your team and the success of your school or trust

There are occasions when schools need to seek external support to enable people, teams, and organisations as a whole to improve what they do and reach higher levels of performance.

Our experienced trainers work with individuals, staff teams and governors to embed sustainable improvement.

With improved performance, resilience and mental toughness, an organisation gains greater focus, confidence and capability.

FusionHR can offer executive coaching, leadership reviews, support for managing investigations and consultancy for restructures. Ask one of the team for more information, by calling 01924 827869.

Developing High Performance Teams

- Enhance leadership skills to produce high functioning teams

Excellent team performance can only be achieved if you possess strong leadership, share team goals, execute clear communication whilst creating trust amongst your team.

- Build a culture of trust and accountability
- Renew your team's inspiration & self-motivation
- Eradicate any blame culture
- Boost team cohesion
- Overcome dysfunction within your team
- Create a highly productive work environment

Half-Day Workshop

FusionHR now supports over 350 schools and our team has extensive education experience to share with you. As certified power presenters the team are passionate about improving education.

Date: 28 September 2021

Time: 9.30am - 11.30am

Venue: Online

Cost: £120 | £95 SLA (exc VAT)

How can you book onto a course?



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Managing Difficult Conversations

- **Learn how to give feedback effectively and gain the knowledge to challenge and support**

With recent external changes, few have been unscathed by the demand for flexibility and a lack of security. Understandably resulting in feelings of worry and anxiety for most parties. The way in which this is communicated may be perceived as difficult behaviour.

This course equips participants with the ability to assimilate difficult situations and respond with confidence and empathy using practical solutions. Whether they are working with students, parents, colleagues or supervisors this course offers participants the ability to create more effective communication and ultimately the best outcome for all.

Some of the things you will learn from the session:

- Strategies for handling difficult conversations effectively
- How to structure the opening of a difficult conversation effectively
- Understand the problem and select appropriate level of approach to deal with it
- Identify and visualise the best possible outcome
- Strategies to prepare mentally and physically for the conversation
- Managing sensitive situations effectively
- How to think on your feet if the conversation takes an unexpected turn
- Remaining calm if the individual starts being offensive
- Know what to say when all else fails.

Half-Day Workshop

FusionHR now supports over 350 schools and our team has extensive education experience to share with you. As certified power presenters, the team are passionate about improving education.

Ian White is a professional and qualified educator and coach with over 15 years' experience as a senior leader. 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.

Date: 12 October 2021

Time: 9.30am - 12noon

Venue: Online

Cost: £120 | £95 SLA (exc VAT)



How can you book onto a course?



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HR Compliance

- Understand and lead HR compliance across your organisation

This course will provide you with knowledge and understanding of what HR Compliance is and the importance of HR Compliance within your school/MAT.

- The training will teach you the current Employment Legislation, the importance of policies and procedures (best practice) and how to reduce legal risks to protect your workforce
- The course will ensure you are aware of legal requirements in the workplace and will bring the best out of your staff
- The course will cover theory and practical training. Also covering current case law in relation to HR Compliance

- It is designed for HR Managers, School Business Managers, Headteachers and CEOs.

The course will cover the areas of:

- HR and Legislation (including GDPR) Employee Data and Analysis
- Recruitment and selection
- Performance Management
- Compensation and Benefits
- Employee Relations
- Disciplinary and Grievance

Half-Day Workshop

FusionHR now supports over 350 schools 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.

Date: 10 November 2021

Time: 9am - 12noon

Venue: Online

Cost: £120 | £95 SLA (exc VAT)
For two delegates

How can you book onto a course?

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Managing Investigations

- including Disciplinary and Grievance

In any organisation you need to use the disciplinary and grievance procedures appropriately to proactively avoid discrimination claims.

This session will explain why formal procedures are necessary in order to ensure that everybody is treated the same and issues are explored fairly and reasonably.

- Learn the best practice processes of conducting an investigation and understanding the key principles and pitfalls of carrying out a management investigation
- Most importantly have confidence in assuring you can demonstrate an appropriate

process was followed

- Understand obligations and procedures when managing an Investigation for Disciplinary and Grievance
- Top ten tips for a successful investigation.

Half-Day Workshop

FusionHR now supports over 350 schools 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.

Date: 14 December 2021

Time: 9.30am - 11.30am

Venue: Online

Cost: £120 | £95 SLA (exc VAT)

Emerging Headteachers

- Induction to Managing People

To support you with the transition to a new Headteacher role we've developed a series of sessions focused on developing leadership and effective skills to manage people within education.

Our sessions tailored for New Headteachers will focus on both the knowledge and the skills required to

manage people effectively.

The first year of Headship can be daunting – even without having to deal with a pandemic – and we know that managing people can be extremely satisfying but it can also be complex and exhausting at times.

Eight-Session Programme

Date: Eight Sessions starting 23 September 2021

Time: 9am - 12noon

Venue: Online

Cost: £1200 | £995 SLA (exc VAT)

[Ask for more details](#)

How can you book onto a course?



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Briefing Sessions

Core topics selected to support our clients but also accessible to non-clients at a discounted cost

This three part session covers the following topics:

- Handling TUPE Transfers
- Managing a restructure and redundancy process
- Wellbeing that matters
- Finding suitable alternative employment – what constitutes suitable alternative
- Avoiding unfair dismissal claims
- The duty to inform and consult – when and how it applies

Handling TUPE Transfers will cover:

- What is a TUPE transfer? And when does it apply?
- Transferor vs transferee responsibilities – who does what?
- Terms and conditions of employment and TUPE
- Consulting with employees
- Managing a restructure and redundancy process
- Know how to put together a reasoned proposal to make changes in line with HR best practice and employment law requirements

Managing a restructure and redundancy process will cover:

- Know how to put together a reasoned proposal to make changes in line with HR best practice and employment law requirements
- The selection process – determining the selection 'pool'

Wellbeing that matters will cover:

- Create the conditions for high wellbeing and resilience at work
- What has an impact on staff wellbeing?
- Influence and support the building and implementation of a wellbeing at work strategy

Briefing Session Costs:

HR Consultancy Clients:
2 places free of charge

SLA Clients:
£75 + VAT for 2 people

SOS+ Clients receive 2 free places to the Employment Law Briefing

Non-SLA Clients:
£95 + VAT for 2 people

2 Hour Workshop

For pricing see briefing session costs above.

Date: 13 October 2021

Time: 9am - 12noon

Venue: Online

Date: 25 November 2021

Time: 9am - 12noon

Venue: Online

Date: 19 January 2022

Time: 9am - 12noon

Venue: Online

How can you book onto a course?



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Employment Law

- Legal updates and case analysis covered in a quick-paced session

A 90-minute fast-paced employment law briefing session with Paul Menham, from Gunnercooke. The information provided will help give you a picture of what's happening in the world of employment law and how it may affect us day to day.

The session will focus on:

- Relevant up to date legal developments
- Interesting and useful case law update, including what we can learn from these in our roles
- A round up of what's likely to be introduced in the future
- You will have the opportunity to pose questions to Paul on any employment law queries you may have.

2 Hour Workshop

For pricing see briefing session costs on page 15.

Paul Menham, Gunnercooke, is a popular and entertaining speaker who is regularly invited to speak at external events by a number of external providers.

Date: 13 January 2022

Time: 9.30am - 11am

Venue: Online

Date: 31 March 2022

Time: 9.30am - 11am

Venue: Online



Putting you in the spotlight

What briefing sessions do you want to see?

We would like your input in regards to the briefing sessions we offer as part of next year's programme.

As a company we are always looking for ways to improve and suggestions on how we can further support our schools. So, we always like to receive feedback and suggestions when planning our upcoming training events.

If you have any ideas, please email training@fusionbusiness.org.uk

All suggestions will be taken into consideration before selecting our new training courses.

Alternatively, if you would like to receive a quotation for any of our training courses to be delivered on-site, please email one of the team at training@fusionbusiness.org.uk



How can you book onto a course?

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Training Testimonials

"Excellent and Productive"

Holly Whyte, Assistant Headteacher, Westbourne Primary Academy



"Excellent, practical session giving the opportunity to look at actual situations"

Karen Byrne, School Business Manager, Pudsey Grangefield School



"Varied and engaging training"

Katie Hughes, Learning Mentor, Clayton St John CofE Primary School



"Clear concise training, made relevant to your organisation's needs"

Shahnaz Anwar-Bleem, Principal, Iqra Primary Academy



"Engaging trainer delivering knowledgeable information"

Anna Muir, HR Manager, Lighthouse School



"Excellent training session, very informative and thought provoking"

Sally Goodall, Assistant Principal, Horizon Community College



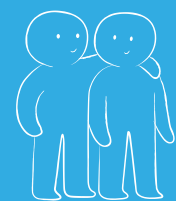
"A very informative and well-presented day by highly skilled, friendly and approachable trainers."

Kate Brewis, Assistant Head, Girlington Primary School



"Fantastic course, well delivered in a relaxing environment"

Eric White, Site Manager, Princeville Primary School



"A really worthwhile presentation, exactly what I was hoping for, my first encounter with Fusion HR - very impressive."

"



How can you book onto a course?

 T. 01924 827869  training@fusionbusiness.org.uk  www.fusionbusiness.org.uk

On-site training available to help support and develop your whole team

Find out more about on-site training options

Give one of our team a call or drop us a line. All the courses we can provide on-site are also on our website.



T. 01924 827869



training@fusionbusiness.org.uk



www.fusionbusiness.org.uk



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.

You can download the full on-site brochure from our website www.fusionbusiness.org.uk and click on Training and Events.

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



Develop the skills to effectively manage people

How to get in touch

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



T. 01924 827869



training@fusionbusiness.org.uk



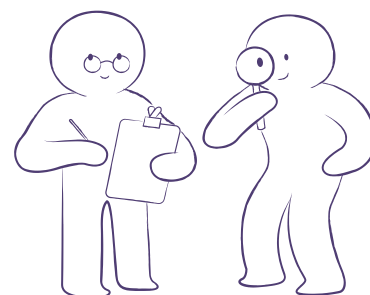
www.fusionbusiness.org.uk



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, Disciplinarys 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. ”

