ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting	25 January 2017
Paper Title	LEARNING AND DEVELOPMENT REPORT
Agenda Item	17.10
Responsible Officer	GILLIAN CRANKSHAW, ORGANISATIONAL DEVELOPMENT MANAGER
Status	DISCLOSABLE
Action	FOR NOTING AND DISCUSSION

1   INTRODUCTION

1.1   This report will provide details of the Management Development Programme from January to June 2017 as well as an update on the Induction product.

2   MANAGEMENT DEVELOPMENT PROGRAMME

2.1   A Management Development Programme has been created which will focus on developing 'Exceptional Leaders'. The programme will be delivered using a blend of in-house facilitators, online courses, webinars and external training providers. The aim is to provide Managers with useful, engaging and relevant training interventions which will enhance their knowledge and skills.

3   PROGRAMME CONTENT

3.1   The content of the training has been developed utilising input from the Senior Management Team (SMT), Organisational Development and feedback from College Managers and has been categorised into the following 6 themes:

- **College Awareness –** key areas for managers to be aware of both internally and in the College sector.
- **Compliance –** general areas of compliance that all managers should have an understanding.
- **Finance –** an overview of college Finance systems, processes and Managers responsibilities.
- **Leadership –** enhancing and developing individual leadership skills.
- **Legal –** implications of staffing issues for the college and individuals from a legal perspective.
- **Skills –** general development to enhance management skills.

3.2 Topics included in the programme

Each of the sub topics are individual training sessions and will be delivered online or at a face to face training session.

College Awareness
- College Planning Cycle
- Commercial Activity
- Regional overview & impact of ROA
- Revised Education Scotland Quality Framework

Compliance
- Complaints
- Data Protection Essentials
- Data Protection Online
- Equality Impact Assessments (Foundation)
- Equality Impact Assessments (Advanced)
- Safeguarding Update

Finance
- Budget Training

Leadership
- How to be a Brilliant People Manager
- Working Sm@rt with Outlook

Legal
- Investigating Disciplinary and Grievance Matters
- Managing Discipline & Grievance Hearings
- Mock Employment Tribunal

Skills
- How to Conduct an Effective Interview
- How to run a webinar
- Mental Health Training
- Risk Assessment Training
- Skype
- Unconscious Bias

4 COMMUNICATIONS

The initial programme running between January and June 2017 will be launched to the SMT on 19 January 2017. The communication and booking process will then follow on to all relevant staff and will be hosted on the new Organisational Development portal site.

5 NEXT STEPS

The team will gather ongoing feedback as the programme continues. This feedback will be utilised to develop the plan for August to December 2017.

6 INDUCTION UPDATE

In order to track an employee's progress, the Induction product has been transferred by the eLearning team to the College VLE. This facility will allow the OD team to monitor if a new member of staff has completed a section of the Induction.

The eLearning team are currently working on a compatibility issue with some of the text formatting and video playback on the VLE. While this issue is being dealt with, the OD team are continuing to send out the Induction product to new employees and requesting that they contact the team when they have completed the Health & Safety section. The new employee will then complete a link at the end of the product to 'sign off' that they have completed the full product.

7 RISK ANALYSIS

There are no risks associated with this paper.

8 LEGAL IMPLICATIONS

There are no legal implications associated with this paper.

9 FINANCIAL IMPLICATIONS

There are no financial implications associated with this paper.

10 REGIONAL OUTCOME AGREEMENT IMPLICATIONS

N/A

11 HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A