

**Appendix 1**

**Leadership**

How to be a Brilliant People Manager

Working Sm@rt with Outlook

**Legal**

Investigating Discipline and Grievance

Managing Discipline and Grievance

Mock Employment Tribunal

**Skills**

How to Conduct an Effective Interview

How to Run a Webinar

Mental Health Training

SKYPE

Risk Assessment Training

Unconscious Bias

**College Awareness**

College Planning Cycle

Commercial Activity

Regional Overview and 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