

ESSENTIAL REFERENCE PAPER 'C'

Corporate Training 0809 Training Review

Programme title	Target audience	Evaluation Feedback
Induction – For all new staff	1,2 & 3 40- Participants	<ul style="list-style-type: none"> • All relevant – helps you understand aspects relevant to you personally and lets you see the bigger picture. • More understanding of how the council is run and its objectives. • The part I found most relevant was the induction quiz as there were a few areas that I didn't know about.
PDR and Training Policy Training -	1, 2 & 3 120 Participants	<ul style="list-style-type: none"> • Didn't want to know about the Professional Career and Vocational Policy. • Since it's a new scheme it was helpful to have it explained. • Going through the PDR Process was good because I am new and wanted to ensure I do it correctly for my staff.
Make the most of your money (FSA)	1, 2 & 3 45 Participants	<ul style="list-style-type: none"> • 98% of attendees say their understanding of money matters has improved. • 82% of attendees intend to take positive action relation to their personal finances. • 100% of attendees intend to use FSA resources website.
Investigation Training	3	<ul style="list-style-type: none"> • This event was postponed. The policies are being updated so it will be more appropriate to run this training once the new policies have been agreed. There is also an element of investigation training in the middle management programme.
RIPA	2 31 Participants + 5 spaces sold to other organisations	<ul style="list-style-type: none"> • This is a statutory course we deliver annually. Two courses were arranged this year due to demand and places sold to bring in income.
HAY JE Training	2 1 Participant	<ul style="list-style-type: none"> • This course was run by North Herts Council and we only had one member of staff who could attend on the relevant dates. • The member of trained staff is now actively involved in the JE process.

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Preparing a prosecution file	2 5 Participants	<ul style="list-style-type: none"> The feedback taken challenged the need to run a separate PCAE course, as this course covers both elements. HR to investigate.
Training the Trainer	Outlook Reps 6 participants	<ul style="list-style-type: none"> I have a better understanding of the methods of training and just now differently each person learns new skills. A very clear and structured course
Outlook Training	Outlook Reps 7 Participants	<ul style="list-style-type: none"> Enjoyed learning the short cuts. Some of the course was too basic for me, the group had mixed ability. Looking forward to teaching the team some outlook tricks.
Minute Taking	1 1 Participant	<ul style="list-style-type: none"> This course was run by North Herts Council, we sent one member of staff Will be able to produce more professional looking minutes and feel confident about taking them.
Management Development Training	2 & 3 12 Participants	<ul style="list-style-type: none"> Separate evaluation provided

Target Audience:

- 1 - Support Staff and Junior Professionals
- 2 - Team leaders, Managers, Senior Professionals/Specialist Roles
- 3 - Managers and Heads of Service