

Central Learning and Development Programme  
2016/17 Review

Programme title	Target audience/Cost	Purpose
<b>CORE</b>		
Leadership Team Development - RIPA	13 participants £895	Regulation of Investigatory Powers Act legislation update and refresher training.
Management Development Programme – Development session	17 participants (in-house)	An initial workshop to discuss the programme and ensure the officers required elements are included in the programme - Launched in April 2017.
ILM talent programme	N/A	Planned to be launched in July 2017
Project Management	7 participants £1,140	Developing a project managing culture within the Council.
Partnership and Contract relationships/management	24 participants £2,000	Contract and relationship management programme for managers involved in the procurement process
LA Challenge East	7 participants £1,500	East Herts were represented by 7 officers in this management development day.
<b>CORPORATE</b>		
H & S Awareness	17 participants £2,965  34 participants £1,000  28 participants £1,950  6 participants £190  16 participants £580	First Aid at Work - Refresher and re-qualification training  Lone working training and the re-launch of the policy  Fire Marshall training who new Fire Marshalls and refresher training  Evac Chair training  Manual Handling training
E-Learning/webinars programmes	1352 participants £10,000	Data protection, FOI, Chair meetings, presentation skills and we are aware that employees are participating in webinars but this is not being recorded corporately.
Mental Health Awareness	2 participants £90	Supporting managers to recognise stress and mental health issue within their own teams.
Emergency Planning	16 participants (in-house event)	An event to provide underpinning knowledge to the Leadership team and to explore their roles and responsibilities
Licence training with Hertfordshire Police	15 participants (in partnership)	Licence legislations update and refresher training

## Essential Reference Paper B

Business Objectives	17 participants £2,075	Supporting managers in digital reporting
Mandatory/Legal	92 participants (in-house)  22 participants £950	WRAP - Workshop to raise awareness of Prevent , continuation of the roll out of WRAP programme  RIPA/PACE - Annual refresher training
Commercial Awareness	6 participants £380	For officers developing organisational responses to the challenges faced by Authorities.
Safe Guarding	23 participants £1289	Annual refresher training for officer working with adults and young people at risk
Minute taking	10 participants £795	How to structure minutes in a business environment
Introduction to Supervision	9 participants £760	Developing the skills and knowledge of our new managers
Recruitment and Selection training	30 participants £2,335	Good practice - to ensure our managers are trained and up to date on employment legislation.
Corporate Induction	16 participants (in-house)	Getting to know East Herts, it's policies and benefits
Bite Size training	97 participants (in-house)	Policy and Health and Safety updates
Networking/Sabbaticals/ Secondments	Various	These development opportunities continue formally and informally across the organisation and with our partnerships
Job Shadowing	Various	Employees have embraced job shadowing opportunities across the Council to increase their knowledge and skills.
<b>PERSONAL</b>		
Action on Hearing Loss	9 participants £500	Helping officers to understand and support customers and colleagues with hearing needs.
Yoga	Average 8 participants a class	A weekly yoga class has been arranged at Wallfields
Outplacement redundancy support	5 participants £455	Supporting officers leaving the Council, including interview and CV development
Coaching/Mentoring	11 participants	Internal and external coaches have been used to

## Essential Reference Paper B

	£298	support officer development
Dementia Friends	8 participants Voluntary presenters	A continuation of our pledge to make our employees dementia friends.

Target Audience:

- 1 - All
- 2 – Managers/Team leaders/ Senior Professionals/Specialist Roles
- 3 – Leadership team