

Brighton & Hove City Council

Our new Learning and Development Programme > 2008–9

> News for Spring

Next week we will be launching the corporate learning and development programme. This exciting new programme is open to all employees and includes training courses on:

Management Development
Core skills for the workforce
IT
e learning
Equalities and Diversity

> Aims

The programme aims to help you improve your confidence, skills and knowledge so that collectively we can improve the performance of Brighton & Hove City Council. Whether you are a manager who'd like more support with people management skills or an officer who'd like to make really effective presentations that engage and influence your audience - we think there will be a course for you.

> Quality

All events will be delivered by a group of skilled external trainers or in-house 'subject matter experts' so you can be sure you'll get top quality learning opportunities that are relevant to your role. We will evaluate both the quality of the learning you receive and the impact of the learning on the organisation so we and you can say how you've improved and what difference it is making?

> The full range of courses

The list of course titles on the following pages provide you with an overview of what the programme includes.

> For Managers

You will recognise that the management development programme is linked directly to the council's 'Manager and Leader Standards'. These standards outline what is expected of managers in Brighton & Hove City Council and we hope you find this newly designed programme provides you

with the support you need to manage yourself, your team and your resources.

The training modules highlighted on the training schedule with an asterisk (*) are highly recommend for any new manager to attend during their first 6 months in their new job. This is so that they can feel supported as soon as they are appointed to their new post.

> Finding out more

Keen to find out more? - you will be able to access full course overviews, content, objectives and dates during the first week in April via The Learn section on The Wave.

The programme has been designed by the Learning and Development Team in the Improvement and Organisational Development division of the Strategy and Governance Directorate. If you have any queries or would like one of us to come and explain what's available, please let us know by contacting

Caroline Bottrell, Head of Learning and Development on Ext 6125.

> The small print

We predict that these course will be very popular and recommend that anyone who has already identified their learning and development needs with their line-manager, books a place as soon as possible (using the Learning and Development Request Form available on The Wave).

Although there is no direct cost for your teams, this programme has meant a considerable investment from the organisation, so we will be charging for no-shows or late cancellations.

MANAGEMENT DEVELOPMENT PROGRAMMES

These programmes support Brighton & Hove City Councils Manager/ Leaders Standards

I manage and lead people

- > Leadership Workshop – What does a Brighton and Hove Manager look like? (using Manager/ Leader Standards) *
- > Teambuilding & Building High Performing Teams
- > Manager as Coach
- > Manager as Facilitator
- > Managing & Motivating
- > Managing a Diverse Workforce *

I manage my personal effectiveness

- > Project Management - Overview, Tools and Techniques
- > Council Priorities & Political Awareness
- > Manager as Skilled Communicator
- > Manager as Change Agent
- > Partnership Workshop

I manage and lead customer service and performance

- > Managing Individual Performance *
- > Business and Team Planning

I manage money and other resources

- > Managing Budgets
- > Risk Management
- > Health and Safety for Managers *
- > Managing Procurement and Contracts
- > Business & Team Planning
- > Understanding Sustainability Implications
- > Managing ICT

CORE SKILLS PROGRAMMES (all employees)

- > Retirement Planning
- > Council Induction – Meet the Chief Executive Officer
- > Interviewee Skills
- > Performance Management & Development Planning (taking part for appraisees)
- > Business Communication (Letter & Report Writing)
- > Note Taking & Writing Minutes
- > Introduction to Presentation Skills
- > Train the Trainer
- > Confidence Skills for Effective Communication
- > Customer Service Skills
- > Equalities Awareness
- > DDA and Disability Equality Awareness

LEARNING RESOURCE CENTRE (all employees)

- > Computers with internet access for dedicated self study
- > Accredited European Computer Driving Licence (ECDL) Test Centre
- > Extensive library of books, videos, audio-cassettes on a variety of learning and development subjects
- > CDROM learning material such as IT, languages, management development, time management, coaching, conflict & stress management, leading teams and many more.
- > Study area in comfortable surroundings

E-LEARNING (all employees)

- > BHCC e learning induction
- > Coaching
- > Disability Discrimination
- > Equalities and Best Value
- > Amendments to Race Relations Act
- > ECDL Advanced – Word Processing
- > ECDL Advanced – Spreadsheets
- > European Computer Driving Licence
- > CLAIT and CLAIT Plus On-line courses
- > KAZ – keyboard A-Z
- > Finance training for Budget Holders & Purchasers
- > Microsoft Office 2003
- > Microsoft Windows XP

IT TRAINING (all employees)

- > File Management – The Network
- > File Management – Your PC
- > Lotus Notes
- > Microsoft Outlook (to follow roll-out)
- > Microsoft Access
- > Microsoft Excel
- > Microsoft Word
- > Microsoft Powerpoint
- > Microsoft Publisher
- > PC's First and Second Steps
- > Web Authoring Tool (WAT)