## Appendix A

## Council's Core Learning Programme - learning for all staff







Being an Employee

Being a Manager

Introduction to
Business
Process
Improvement
(BPI)

Business Risk Management

Complaints
Investigation
Skill & Service
Improvement







Interview Skills
& Confidence
Building



Equality & Diversity



<u>Financial</u> <u>Management for</u> Budget Holders



Foundation Learning Programme



Getting the Most Out Of Your 121s & PDPs



Handling
Challenging &
Sensitive
Conversations



ICS Coach



ICS Qualification Overview



Elearning (Surf2Learn)



Leading & Managing Change



Minute & Note Taking



People & Performance Management



<u>Project</u> Management



Recruitment & Selection



Retirement Planning



Time
Management
Skills for
Effective
Working



Using Social Media for Job Searching



Working in a Political Environment



Working With
Our
Communities