

# Liberata



## Bitesize Training

The following Bitesize courses (remote learning) are aimed at Head Teachers, members of the Senior Leadership Teams, School Business Managers, Governors, Finance Managers, Office Managers and Administrators

Managing Staff  
Performance and a  
Guide to the Capability  
Process

**Wednesday 02 March  
2022 (10:00 – 12:00)**

### **By the end of our course participants will:**

- Be able to identify performance issues which relate to Capability;
- Understand the roles and responsibilities of those involved in the performance management process;
- Be able to identify the correct process to follow and when it is appropriate to use the informal and formal procedures;
- Feel confident about using the Capability procedure to effectively address performance issues;
- Have an understanding of the procedures, legislative requirements and best practice.

## Managing the Disciplinary Process **Wednesday 25 May 2022 (10:00 – 12:00)**

### **By the end of our course participants will:**

- Be able to distinguish between conduct and capability;
- Be able to identify the correct process to follow, and how to effectively use the informal and formal procedures;
- Understand the steps to be taken to investigate and conduct a formal disciplinary hearing;
- Understand how to analyse evidence objectively;
- Feel confident about investigations and hearings;
- Gain an understanding of the disciplinary procedures, legislative requirements and best practice.

## Managing Absence and Attendance **Wednesday 22 June 2022 (10:00 – 12:00)**

### **By the end of our course participants will:**

- Understand why managing absence and attendance matters;
- Gain an understanding of the relevant law;
- Understand the trust/school procedure and how to apply it fairly;
- Be clear about the role of Occupational Health in the process of managing absence;
- Feel confident about conducting formal meetings and hearings;
- Understand how to increase attendance at your educational establishment.

Liberata also deliver bespoke training for groups of 10 delegates or more.

## Courses

The course fee to attend a bitesize course is £80.

### **For more information or to book please contact us on:**

020 8603 3570

or email [SchoolServices.Training@liberata.com](mailto:SchoolServices.Training@liberata.com).



Contact us for more information

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