

# HR Leadership Essentials

We understand the importance of strong school leadership and the impact good leadership has on employee recruitment and retention, overall pupil learning experience and a positive can-do working environment.

Our HR Leadership Skills Training consists of four modules which are designed to enhance essential leadership and management skills. Modules are developed in line with ACAS best practice, up to date leadership know-how and are tailored specifically to meet the statutory requirements governing people management in education and local government sectors.

## Who is the training aimed at?

The training is ideal for School Leaders and Team Leaders with leadership / line management responsibilities or for individuals who are seeking to develop into a line management / leadership role.

## Flexible Modules

These modules are designed to develop and enhance individual skills and abilities to lead others, and combined they provide a solid foundation in people leadership skills and a great platform for future learning and development.

There is no set order for our modules as although they all link together; each module can be attended at a time to suit individual learning needs. All our modules are delivered in a supportive learning environment.

All modules are individually certificated and upon completion of the four modules; delegates will receive a PACT HR Leadership Essentials Training Certificate\*

## How to book

Go to [Skills 4 Bradford](#) to view course dates and times and to book.

## Flexible Delivery

Each course is a half day session.

Delivery is flexible and is either in person at venues in Bradford City Centre or via virtual learning on MS Teams; both maximising interactive learning.

For bulk bookings, we can deliver exclusive training sessions either on site or virtually for multiple delegates.

For non-education sector clients, we can adapt the courses to meet statutory needs.

Please get in touch for more information on bulk bookings or tailored courses.

## Costs

£85 SLA Customers  
£110 Non SLA Customers

Pre-book all 4 modules for a discounted price of £300 SLA and £400 non SLA.

\*Delegate details will be held by PACT HR for future reference by schools and participating delegates.

# HR Leadership Essentials



IMPROVING  
EMPLOYEE  
PERFORMANCE

## Course Outline

Poor performance can have far reaching consequences for the productivity and motivation across schools. This module will equip School Leaders with the skills to identify and address performance issues whilst gaining an understanding of underlying causes and effects.

## Learning Objectives

- Causes and effects of employee underperformance
- Identifying performance issues promptly
- Line Management responsibilities including statutory provisions
- Employee responsibilities and support
- Appraisal vs. Capability
- Constructive Performance Meetings



IMPROVING  
EMPLOYEE  
ATTENDANCE

## Course Outline

This module is designed to support delegates understanding of the law and the school's policy relating to employee absence whilst providing techniques to manage absence effectively, consistently and with confidence.

## Learning Objectives

- Facts and impact of employee absence
- The role of Employee Absence Policies
- Responsibilities as an employer
- The role of the line manager
- Employee responsibilities
- Early intervention
- Pro-active Health and Well-being Initiatives



MANAGING  
EMPLOYEE  
BEHAVIOURS

## Course Outline

It is essential for School Leaders to adopt and enforce a culture of positive and professional employee behaviour. Enrolling in this course will equip delegates with the skills and knowledge on how to identify and manage unacceptable employee behaviour.

## Learning Objectives

- Defining and recognising unacceptable behaviour
- How unacceptable employee behaviour affects the workplace
- Understanding the Employer's statutory responsibilities
- Understanding the Employee's responsibilities
- Using early interventions as a remedy
- When to consider implementing formal processes
- Implementing effective HR policies to create a positive behavioural culture



HANDLING  
DIFFICULT  
CONVERSATIONS

## Course Outline

Being able to manage difficult conversations is vital for School Leaders to maintain a healthy and productive school environment that serves pupils, fosters trust, encourages growth, and ensures issues are addressed constructively and respectfully.

## Learning Objectives

- Recognise various types of challenging conversations
- Identify the reasons why certain conversations are difficult
- Understand strategies for structuring, preparing for, and conducting tough conversations
- Explain the importance of body language in communication
- Discover skills and techniques for effectively managing difficult meetings