**Below is a list of the courses available on OIL**

|  |  |
| --- | --- |
| **New Category** | **Course** |
| **Induction** | eInduction 1 - Introduction  eInduction 2- Our Culture  eInduction 3 – Preventing terrorism  eInduction 4- Conclusion |
| **Mandatory** | Data Protection essentials |
| **Being Digital** | Managing Emails effectively  Display Screen Equipment  For your eyes only  Microsoft Word 2013  Microsoft PowerPoint 2013  Microsoft Excel 2013  Microsoft Outlook 2013 |
| **Customer Service** | Managing Frontline Corporate Complaints  Managing Frontline Complaints in schools |
| **Elected Members** | Induction  Notebook 1-10 |
| **Health, Safety and Wellbeing** | An introduction to Health and Safety  Fire Safety  Display Screen Equipment  Fire Marshal and Warden Responsibilities  Asbestos Awareness  Food Hygiene  Moving and Handling 1  Moving and Handling 2  Moving and Handling 3  Step – Preventing slips, trips and falls  Stress Awareness for Managers |
| **Leadership and management** | How to… Manage change  Coaching skills  Avoiding workplace conflict  Effective Questioning  Facing anger and emotion in the workplace  Tackling problem behaviour  The impact of micro behaviours in the workplace  Employing foreign nationals  How to write an effective job profile  Successful recruitment  Workforce planning – future requirements  Workforce planning- Succession planning  Making teams work  Team Leading |
| **Managing our resources** | Introduction to eFinancials  Anti Money Laundering  Financial planning for budget holders  Finance Fundamentals  An Introduction to Infosmart  Infosmart for requisitions and authorisers  PECOS 1 – Introduction  PECOS 2- Requisitioning  PECOS 3 – Advanced Requisitioning  PECOS 4- Authorising  PECOS 5- Receipting and other tasks |
| **Personal Skills** | Finding the right words  How to prepare for an interview  Listening Skills  Managing Meetings  More than words  Plain English  Presentation skills  Speaking without words  Time Management |
| **Policy and Performance** | Bad weather, what happens?  Data protection – Essentials  Educational Visits Policy  For your eyes only  Freedom of Information  Guide to maternity  Introduction to the bribery act  Knowledge management  Maximising attendance  Polling staff training  Professional update for teachers  Smarter working for managers  Smarter working Aberdeen City Council  Performance Review and Development – Social Work employees  Performance Review and Development – Social Work managers  Performance Review and Development - Managers  Performance Review and Development -Employees  Performance Review and Development - Teachers |
| **Equalities and Diversity** | Equalities and diversity for employees  Equalities and diversity for managers  Equality and Human rights impact assessment  Understanding disability |
| **Service Specific Training** | **Education and Children's Service**  Protecting Children- GIRFEC  Autism – An introduction for school staff  National Autistic Society – Understanding Autism  National Autistic Society – Autism and Communication  National Autistic Society – Autism and sensory experiences  National Autistic Society – Autism, stress and anxiety  National Autistic Society – Supporting families  Reclaiming social work – further reading  **Adult Social Care**  Adult Support and Protection  Adult protection eAssessment  Self Directed Support  National Autistic Society – Understanding Autism  National Autistic Society – Autism and Communication  National Autistic Society – Autism and sensory experiences  National Autistic Society – Autism, stress and anxiety  National Autistic Society – Supporting families  **Housing**  Introduction to iWorld version 6  What is the Scottish Social housing charter?  **Aberdeen City Health and Social Care Partnership**  iMatter Manager resource |