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

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| **New Category** | **Course** |
| **Induction** | eInduction 1 - IntroductioneInduction 2- Our CultureeInduction 3 – Preventing terrorismeInduction 4- Conclusion |
| **Mandatory** | Data Protection essentials |
| **Being Digital** | Managing Emails effectivelyDisplay Screen EquipmentFor your eyes onlyMicrosoft Word 2013Microsoft PowerPoint 2013Microsoft Excel 2013Microsoft Outlook 2013 |
| **Customer Service** | Managing Frontline Corporate ComplaintsManaging Frontline Complaints in schools |
| **Elected Members** | InductionNotebook 1-10 |
| **Health, Safety and Wellbeing** | An introduction to Health and SafetyFire SafetyDisplay Screen EquipmentFire Marshal and Warden ResponsibilitiesAsbestos AwarenessFood HygieneMoving and Handling 1Moving and Handling 2Moving and Handling 3Step – Preventing slips, trips and fallsStress Awareness for Managers |
| **Leadership and management** | How to… Manage changeCoaching skillsAvoiding workplace conflictEffective QuestioningFacing anger and emotion in the workplaceTackling problem behaviourThe impact of micro behaviours in the workplaceEmploying foreign nationalsHow to write an effective job profileSuccessful recruitmentWorkforce planning – future requirementsWorkforce planning- Succession planningMaking teams workTeam Leading |
| **Managing our resources** | Introduction to eFinancialsAnti Money LaunderingFinancial planning for budget holdersFinance FundamentalsAn Introduction to InfosmartInfosmart for requisitions and authorisersPECOS 1 – IntroductionPECOS 2- RequisitioningPECOS 3 – Advanced RequisitioningPECOS 4- AuthorisingPECOS 5- Receipting and other tasks |
| **Personal Skills** | Finding the right wordsHow to prepare for an interviewListening SkillsManaging MeetingsMore than wordsPlain EnglishPresentation skillsSpeaking without wordsTime Management |
| **Policy and Performance** | Bad weather, what happens?Data protection – EssentialsEducational Visits PolicyFor your eyes onlyFreedom of InformationGuide to maternityIntroduction to the bribery actKnowledge managementMaximising attendancePolling staff trainingProfessional update for teachersSmarter working for managersSmarter working Aberdeen City CouncilPerformance Review and Development – Social Work employeesPerformance Review and Development – Social Work managersPerformance Review and Development - ManagersPerformance Review and Development -EmployeesPerformance Review and Development - Teachers |
| **Equalities and Diversity** | Equalities and diversity for employeesEqualities and diversity for managersEquality and Human rights impact assessmentUnderstanding disability |
| **Service Specific Training** | **Education and Children's Service**Protecting Children- GIRFECAutism – An introduction for school staffNational Autistic Society – Understanding AutismNational Autistic Society – Autism and CommunicationNational Autistic Society – Autism and sensory experiencesNational Autistic Society – Autism, stress and anxietyNational Autistic Society – Supporting familiesReclaiming social work – further reading**Adult Social Care**Adult Support and ProtectionAdult protection eAssessmentSelf Directed SupportNational Autistic Society – Understanding AutismNational Autistic Society – Autism and CommunicationNational Autistic Society – Autism and sensory experiencesNational Autistic Society – Autism, stress and anxietyNational Autistic Society – Supporting families**Housing**Introduction to iWorld version 6What is the Scottish Social housing charter?**Aberdeen City Health and Social Care Partnership**iMatter Manager resource  |