

# Development open to all

## [Model for Improvement 'bootcamp'](#)

This one day 'bootcamp' workshop is an introduction to the Model for Improvement and provides participants with tools, skills and resources useful on a wide range of improvement projects. It breaks down change into manageable pieces and a way to test changes on a small scale to see if they make a difference. This practical session is aimed at anyone leading or involved in an improvement project.

## [Coaching in the workplace NELC](#)

This two-day workshop has been designed to help participants develop coaching skills. It is a practical workshop which helps to raise self-awareness and provides opportunities to practice in a safe environment the key coaching skills of listening well and asking questions which help individuals find their own solutions. More info can be found on the [NELC website](#)

2019

## [North East Pension Fund Info sessions](#)

These short face to face information presentations are designed to give a 101 guide to getting to grips with pension basics. It covers how much you pay, when you can retire and how pensions are worked out.

*Note – they do not cover teachers or councillor pensions.*

## [Think GREAT for sustainable decisions](#)

This short session is designed to build an understand of our responsibilities for sustainability at the Council, including goals and commitments. Participants will get practical experience of this tool to assist in the efficient use of resources – helping to reduce costs and improve performance.

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## Pre-Retirement

This cross sector half day session is aimed at employees who are due to retire within the next 2 years. Participants will be provided with practical information and invaluable advice in preparation for their retirement. This includes: State Benefits, Estate Planning and Money Matters

## Mental Health NELC

This suite of training courses available through the North East Learning Collaborative will help you find out more about common mental health problems and how to deal with these. These courses are open for ACC staff to attend and will be held in various locations around the North East. More info can be found on the [NELC website](#)

## Quality Improvement Project Surgery

These drop in surgeries are designed to support anyone leading or considering undertaking an improvement project. They are an open and flexible place to seek advice/ access support and network with other improvement practitioners.

## North East Pension Fund 1:2:1 sessions

These bookable 15 minute appointments provide a private opportunity to speak to a member of the pension's team. They are designed to offer support on pension queries and assist with paperwork completion.  
*Note: Pension estimates and financial advice cannot be given during these appointments.*



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# Development open to managers

## Step On: Step Up Series

This four day programme is designed for new and existing first line managers and supervisors. It provides the knowledge, skills and mindset to thrive as a manager and leader of people during the council's transformation. It covers:

- [\*Mod 1: Rethinking Leadership\*](#)
- [\*Mod 2: Being an Engaging Manager\*](#)
- [\*Mod 3: Creating a Performance Culture\*](#)
- [\*Mod 4: Leading through Uncertainty\*](#)

## [Resilience NELC](#)

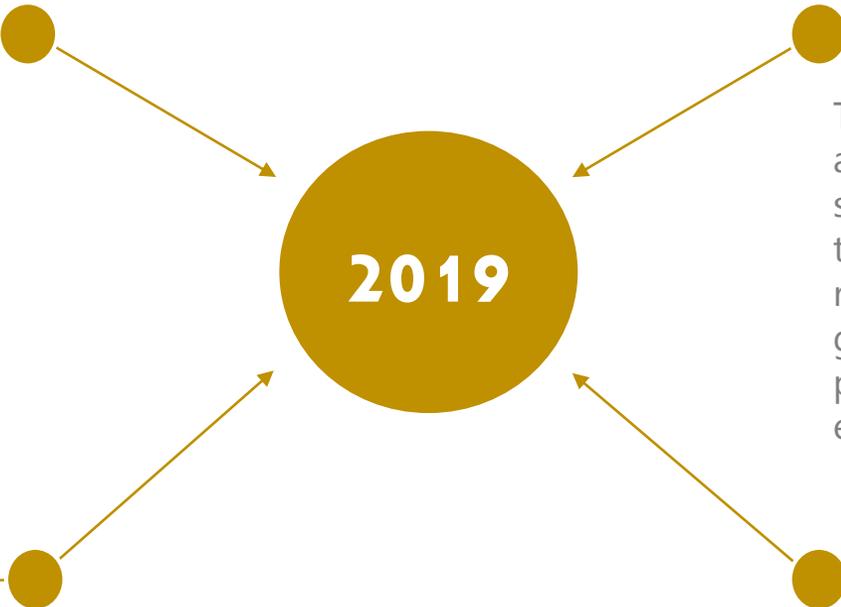
This training is aimed at managers and will help you to build resilience within your teams as well as to develop your own personal resilience. There's lots of valuable tips and techniques around having those sensitive conversations with staff and lots of practical exercise to put these skills in to practice. More info can be found on the [NELC website](#)

## [Recruitment & Selection](#)

This one day session will provide you with all you need to know about attracting and select a talented team. If you're planning to recruit or going to be involved in a recruitment panel, this will give you clear guidance on the Council's recruitment policy and best practice for the end to end process.

## [Introduction to Leadership NELC](#)

This half day session is aimed at those leaders and managers across all public and 3rd sectors in the North East of Scotland in the who are new or aspiring to a leadership role to help understand what effective leadership is and how you can put this into practice. More info can be found on the [NELC website](#)



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# eLearning – what's new?

## IOSH Managing Safely

This course is provided by HSQE Ltd and is accredited by the Institution of Occupational Safety and Health (IOSH). It covers:

- Introducing managing safely
- Assessing and controlling risks
- Understanding responsibilities
- Common hazards
- Investigation incidents

*There is an end of course assessment and a project to be undertaken.*

## Supporting Attendance & Well-being

This new eLearning course introduces the Council's policy to help you manage absence effectively. You'll learn:

- why managing absence is so important
- what the current sickness absence statistics are
- what to do when a member of your team is off sick or an absence trigger is met and how to manage a case through the formal procedure
- what resources are available to help you.

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## Aldo Learning portal NELC

Aberdeenshire Council has agreed to open up access to their online learning system (ALDO) to all NELC organisations. ALDO hosts a wide range of courses and information.

To gain access – send a 'log-in' request to [NELC@aberdeencity.gov.uk](mailto:NELC@aberdeencity.gov.uk) and within a few days you will be provided with a User Name and Password.

## Office 365 Hub

This public SharePoint portal is designed to provide a wide range of learning resources and information relating to the Office 365 products being rolled out. It offers learners a curated guide of support to get up to speed with the digital tools on offer.

# Sneaky peek what's coming soon...

## [Stepping into Management NELC](#)

This revised three day programme is aimed at new first line managers. It is designed to give participants an introduction to build their management knowledge, skills and behaviours and grow a support network across public and third sectors. More info can be found on the [NELC website](#)

## Critical Skills for Critical Times NELC

This new joint programme aimed at middle managers will take a blended learning approach to support managers learning and skills practice around these key topics:

- Encourage and promote innovation and improvement
- Recruit and develop managers who empower and engage staff
- Ensure evidence-led decisions by developing critical thinking and whole systems thinking

More info can be found on the [NELC website](#)

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## Something you'd like to ask or add?

Get in touch we'd love to hear from you, email us at [People Development](#) or call us on 01224 523789