

Date and time	Course Title	Venue
19 Sept 2017 9.30-4.30	Mobilising, Motivating and Developing a Team	Holt Hall
26 Sept 2017 9.30-4.30	Introduction to Managing Change and Projects	The Green Britain Centre, Swaffham
27 Sept 2017 9.30-12.30	Conducting Appraisals	Holt Hall
27 Sept 2017 13.30-16.30	Challenging Conversations	Holt Hall
3 Oct 2017 9.30-12.30	Conducting Appraisals	Norwich PDC
3 Oct 2017 13.30-16.30	Challenging Conversations	Norwich PDC
10 Oct 2017 9.30-12.30	Presentations Skills (Part 1)	Norwich PDC
10 Oct 2017 13.30-16.30	Communication	Norwich PDC
31 Oct 2017 9.30-12.30	Presentations Skills (Part 2)	Norwich PDC
31 Oct 2017 13.30-16.30	Excellence in Customer Service	Norwich PDC
7 Nov 2017 9.30-16.30	Recruitment, Interviewing and Selection	Norwich PDC
8 Nov 2017 9.30-12.30	Conducting Appraisals	The Green Britain Centre, Swaffham
8 Nov 2017 13.30-16.30	Report Writing	The Green Britain Centre, Swaffham
14 Nov 2017 9.30-12.30	Challenging Conversations	Norwich PDC
14 Nov 2017 13.30-16.30	Workload Management	Norwich PDC
21 Nov 2017 9.30-12.30	The Capability Process	Norwich PDC
21 Nov 2017 13.30-16.30	Managing Sickness Absence	Norwich PDC
22 Nov 2017 9.30-12.30	Equality and Diversity	Norwich PDC
22 Nov 2017 13.30-16.30	Working with Governors and Trustees	Norwich PDC
28 Nov 2017 9.30-12.30	Managing Complaints	Holt Hall
28 Nov 2017 13.30-16.30	Effective Management Meetings	Holt Hall
7 Dec 2017 9.30-12.30	Employee Management, An Introduction for Senior Leaders	Holt Hall
7 Dec 2017 13.30-16.30	Allegations of Misconduct	Holt Hall

**Please note:** A free lunch is provided for delegates booking both a morning and afternoon course on the same day. For further information or to book a course please visit: [www.educatorsolutions.org.uk](http://www.educatorsolutions.org.uk) and log-in using your school name. Alternatively contact us on: 01603 303355 or email: [governor.services@educatorsolutions.org.uk](mailto:governor.services@educatorsolutions.org.uk)