



ISTEK UK LIMITED

## Online Training for School Staff – Flexible, Practical, Cost-Effective

At **Istek UK Ltd**, we understand the pressures schools face: tight budgets, staff shortages, and the constant need to develop skills that have an immediate impact. That's why we've designed a **range of practical, online training courses** tailored specifically for school staff – courses that focus on skills you will actually use every day.

### Why Choose Our Training?

- **Flexible & Convenient:** All courses are fully online. Staff can learn at their desk, in a quiet room, or even at home – wherever and whenever suits them.
- **Hands-On & Interactive:** Each session is designed to be **practical and applied**, with downloadable notes, step-by-step guides, and mini assignments to consolidate learning. Pause, practice, and continue at your own pace for a truly interactive experience.
- **Tailored for Schools:** Every course has been developed with school staff in mind – whether teaching, admin, finance, or leadership teams – ensuring the content is relevant, actionable, and easy to implement.

### Cost-Effective Access for Your Whole School

- **Single Course:** £99 per school – not per person. Whether 1 staff member or 50, the price is the same.
- **Unlimited Access:** £299 per school for **12 months unlimited access** to all courses – every staff member can take any course at any time, making professional development simple and affordable.

### How It Works

1. **Sign Up:** You'll receive a link to our online training platform.
2. **Register:** Enter your name, email, and password.
3. **Start Learning:** Access presentations, notes, and assignments. Pause, try out functions on your own system, then continue – building skills as you go.

### How to Book

- **Online:** [www.istekuk.com](http://www.istekuk.com)
- **Email:** [info@istekuk.com](mailto:info@istekuk.com)
- **Call:** 01722 413255

Empower your staff, boost confidence, and improve school performance – all without stretching your budget or disrupting the school day. **Invest in training that makes a real difference.**

## Online Training Courses for Schools

The cost for ALL the courses is £299 per school per annum OR £99 per course. Click course for more details.

Course	Suitable for	Time to complete
<a href="#">Microsoft Office Essential Skills</a>	No prior knowledge.	4 hours
<a href="#">Microsoft Office Intermediate</a>	Need basic knowledge of the 4 Office programs	4 hours
<a href="#">Microsoft Office Advanced Skills</a>	Need good knowledge of the 4 programs	4 hours
<a href="#">Excel for Beginners</a>	No prior knowledge required	3 hours
<a href="#">Bitesize Excel</a>	No prior knowledge required	3.5 hours
<a href="#">Excel Masterclass</a>	Need a working knowledge of Excel basics	4 hours
<a href="#">Excel Advanced with apps</a>	Need a working knowledge of Excel basics	3 hours
<a href="#">Excel New Features</a>	Need a working knowledge of Excel basics	2 hours
<a href="#">Bitesize Word</a>	No prior knowledge required	3.5 hours
<a href="#">Word Masterclass</a>	Need a working knowledge of Word basics	4 hours
<a href="#">Outlook Skills</a>	No prior knowledge required.	2 hours
<a href="#">Teams</a>	No prior knowledge required	1 hour
<a href="#">Zoom</a>	No prior knowledge required	1 hour
<a href="#">Google Classroom</a>	No prior knowledge required	1 hour
<a href="#">Forms</a>	No prior knowledge required	1 hour
<a href="#">Publisher</a>	No prior knowledge needed.	2 hours
<a href="#">OneNote</a>	No prior knowledge needed.	1 hour
<a href="#">Sway</a>	No prior knowledge needed.	1 hour
<a href="#">ToDo</a>	No prior knowledge needed.	1 hour
<a href="#">Copilot for MS Office</a>	No prior knowledge needed.	3 hours
<a href="#">AI (Artificial Intelligence) apps for Schools</a>	No prior knowledge needed.	4 hours
<a href="#">School Finance for Officers &amp; Assistants</a>	No prior knowledge ideally working in finance	4 hours
<a href="#">Bitesize School Finance</a>	No prior knowledge required	4 hours
<a href="#">Budgeting for Schools</a>	No prior knowledge required	2 hours
<a href="#">Generating additional income for Schools</a>	No prior knowledge required	2.5 hours
<a href="#">Procurement for Schools</a>	No prior knowledge required	2.5 hours
<a href="#">School Budgeting with Excel</a>	Need a working knowledge of Excel basics.	2 hours
<a href="#">Internal Audit for School Finance</a>	No prior knowledge required	2 hours
<a href="#">GDPR for School Staff</a>	No prior knowledge required	1 hour
<a href="#">Bitesize GDPR</a>	No prior knowledge required	1 hour
<a href="#">School Mental Health First Aider (MHFA)</a>	No prior knowledge required	8 hours
<a href="#">MHFA refresher / introduction</a>	No prior knowledge required	3.5 hours
<a href="#">Developing &amp; implementing school wellbeing strategy</a>	No prior knowledge required	3.5 hours
<a href="#">Resilience for pupil mental wellbeing</a>	No prior knowledge required	3 hours
<a href="#">Mindfulness in the classroom</a>	No prior knowledge required	2.5 hours
<a href="#">Conflict Management &amp; Resolution schools</a>	No prior knowledge required	3 hours
<a href="#">Calm Spaces for Student Support</a>	No prior knowledge required	2.5 hours
<a href="#">Ergonomics training - working at computers</a>	No prior knowledge required	1 hour
<a href="#">Time Management in schools</a>	No prior knowledge required	1 hour
<a href="#">Stress Management in schools</a>	No prior knowledge required	1 hour
<a href="#">How to Train others in schools</a>	No prior knowledge required	1 hour
<a href="#">Assertiveness Skills</a>	No prior knowledge required	1 hour
<a href="#">Dealing with difficult people</a>	No prior knowledge required	1 hour
<a href="#">Being a mentor</a>	No prior knowledge required	1 hour
<a href="#">Interviewer Skills</a>	No prior knowledge required	1.5 hours
<a href="#">Small habit changes to achieve your goals</a>	No prior knowledge required	1.5 hours

## **Microsoft Office Essential Skills**

### **4 x 1 hour sessions**



Strong Microsoft Office skills are essential for the smooth day-to-day running of any school. From producing letters and reports to managing data, presentations, emails, and calendars, school support staff rely on Microsoft Office every day to keep communication clear, accurate, and professional.

**In schools, efficiency and accuracy matter.** Well-trained staff save time, reduce errors, and feel more confident using technology to support pupils, teachers, and senior leaders. This course helps ensure that support staff have consistent, reliable skills across the core Microsoft Office applications, improving productivity and reducing reliance on others for routine tasks.

Our **Microsoft Office Essential Skills** course is designed to give your team the practical skills and confidence they need to work more efficiently and effectively. It assumes very little prior knowledge and is ideal for staff who want to build confidence or refresh their skills. Each session introduces key features, time-saving shortcuts, and practical techniques that can be applied immediately in a school environment.

The course is delivered online and consists of **four one-hour sessions**. Each session includes a video presentation, supporting notes, practical exercises, and assignments to reinforce learning.

#### **Session 1: Microsoft Word**

Creating and editing documents, formatting and layout, copy and paste, spellcheck, printing options, and inserting objects.

#### **Session 2: Microsoft Excel**

Creating and editing spreadsheets, basic calculations and formulae, copying and formatting data, layout, and printing.

#### **Session 3: Microsoft PowerPoint**

Creating and editing presentations, layout and design, adding graphics, and using simple animations.

#### **Session 4: Microsoft Outlook**

Managing email including attachments, CC/BCC and folders, contacts and lists, and effective use of the calendar.

By the end of the course, participants will have increased confidence and practical skills across the four core Microsoft Office applications, helping them work more efficiently and support school operations more effectively.

## **Intermediate Microsoft Office Skills**

### **4 x 1 hour sessions**



Developing more in depth Microsoft Office skills helps the smooth and efficient running of any school. As staff take on more complex tasks — managing data, producing professional documents, coordinating communication, and supporting senior leaders — it is increasingly important that they are confident moving beyond the basics of Microsoft Office.

**In schools, developing intermediate-level skills improves efficiency, consistency, and professionalism.** Staff who understand more advanced features can work faster, reduce duplication, manage information more effectively, and present data clearly and accurately. This course supports school support staff to become more independent, confident users of Microsoft Office, enabling them to better support teaching, learning, and administration across the school.

Our **Microsoft Office Intermediate Skills** course is designed for staff who already have a basic working knowledge of Microsoft Office and want to build on this foundation. The course introduces more advanced features and time-saving techniques that help staff get the most out of the core Office applications.

The course is delivered online and consists of **four one-hour sessions**. Each session includes a video presentation, supporting notes, downloadable resources, and assignments to reinforce learning.

#### **Session 1: Microsoft Word**

Mail merge, referencing and reviewing tools, tables of contents and indexes, templates, headers and footers, and inserting objects into Word documents.

#### **Session 2: Microsoft Excel**

Text, number, date and table formatting, freezing panes, data validation, IF functions, filters and sorting, conditional formatting, protection, subtotals, pivot tables, and printing.

#### **Session 3: Microsoft PowerPoint**

Using templates, effective design techniques, inserting external objects, animation, and packing presentations and creating videos.

#### **Session 4: Microsoft Outlook**

Advanced calendar use, hyperlinks, recalling and replacing sent messages, automatic replies and inbox rules, managing attachments, BCC, search, spam management, distribution lists, templates and stationery, and voting buttons.

By the end of the course, participants will have developed greater confidence and stronger intermediate skills across the four core Microsoft Office applications, allowing them to work more efficiently and support school

## **Advanced Microsoft Office Skills**

### **4 x 1 hour sessions**



As school systems and administrative demands become more complex, advanced Microsoft Office skills play a vital role in maintaining efficiency, accuracy, and professionalism. Staff who are confident using advanced tools and automation features can significantly reduce time spent on repetitive tasks and manage information more effectively.

**In schools, advanced Office skills support higher-level administration and leadership support.** From producing complex documents and analysing data to automating processes and managing shared information, advanced users help schools operate more smoothly. This course is designed to enable experienced staff to work smarter, increase productivity, and make full use of Microsoft Office across the school environment.

Our **Microsoft Office Advanced Skills** course is aimed at staff with a strong existing knowledge of Microsoft Office. Ideally, participants will have completed our Intermediate course or have equivalent experience. The course explores advanced functions and concepts to help staff get even more value from the core Office applications.

#### **Flexible course structure**

We recognise that not all staff need the same depth of training in every application. This course therefore offers flexibility: while Word and Excel form the core, Session 4 can be tailored to meet your school's needs. Options include additional advanced Word or Excel, Microsoft Publisher, Windows 10, or alternative combinations — allowing you to select the four sessions most relevant to your staff.

#### **Session 1: Microsoft Word**

Productivity tools including AutoText and Quick Parts, working with objects, macros, toolbars, page options and forms, and sharing documents.

#### **Session 2: Microsoft Excel**

Advanced text and formatting techniques, BODMAS, absolute and relative cell references, IF/AND/OR functions, advanced charts, views, and What If analysis.

#### **Session 3: Microsoft PowerPoint**

Enhancing images, advanced animations and transitions including motion paths, animating individual elements, media and action buttons, themes, and saving and sharing presentations.

#### **Session 4: Optional advanced pathway (choose one)**

- Even More Word: Macros, toolbars, and Visual Basic
- Even More Excel: Macros, buttons, toolbars, and VBA
- Microsoft Publisher: Publication layout and structure, text, graphic objects, and finishing a publication
- Windows 10

By the end of the course, participants will have developed advanced skills and confidence, enabling them to streamline workflows, handle complex tasks, and provide high-level administrative support within the school.

## Microsoft Excel for Beginners

### 3 x 1 hour sessions



This three-part Excel course is designed to take learners from the very basics through to key intermediate skills, building confidence and practical ability step by step. It is ideal for anyone who has inherited existing spreadsheets, needs to understand and maintain them, or wants to create clear, functional spreadsheets of their own.

#### **Why this course is helpful**

Excel is widely used across schools and organisations, yet many users rely on guesswork or only use a small fraction of its capabilities. This course helps delegates understand *how* Excel works, not just which buttons to click. By developing structured, transferable skills, participants can work more efficiently, reduce errors, and feel confident managing data rather than being intimidated by it.

The course is particularly valuable for staff who need to present information clearly, manage lists or records, perform basic calculations, or produce summaries and charts for others. It supports learners in moving from basic data entry to using Excel as a practical problem-solving tool.

Each session includes a short assignment. Upon completion of each session and its assignment, delegates receive a **Certificate in Excel for that level**, allowing clear recognition of progress and achievement.

#### Session 1 – Excel Basics

Delegates will learn how to create a new spreadsheet and edit an existing one, insert and edit text and numbers, change layout and formatting, enter and check calculations, and print spreadsheets in the most effective and professional format.

*This session builds a strong foundation, ensuring participants understand the structure of spreadsheets and feel confident navigating and editing Excel files.*

#### Session 2 – Formatting and Formulas

This session focuses on improving clarity and usability through formatting techniques such as row and column sizing, text alignment and rotation, number formatting, borders and shading, table formatting, and use of the format painter. Delegates will also learn to use formulas, the smart drag handle, and basic protection features.

*These skills help participants create spreadsheets that are easier to read, easier to use, and less prone to errors.*

#### Session 3 – Managing and Analysing Data

Delegates will learn how to sort, filter and subtotal data, create charts, and work with multi-sheet and multi-workbook links.

*This session enables learners to turn raw data into meaningful information, making Excel a more powerful and time-saving tool for everyday tasks.*

**Outcomes** - By the end of the course, participants will be able to confidently create, edit, format, and manage spreadsheets, apply formulas correctly, and present data clearly. They will also have gained recognised certificates for each completed level, demonstrating their developing Excel skills.

## **Bitesize Excel – from beginner to advanced**

### **10 x 20 minute sessions**



Our **Bitesize Excel course** is designed to provide short, focused sessions that build up to full proficiency in Excel. Delivered online, these sessions can be accessed anytime and anywhere, making it easy for anyone in your school to participate. The flexible format allows learners to start at the very beginning, jump in at their current skill level, or focus on specific topics of interest.

Excel is an essential tool for managing data, producing reports, and supporting school administration. Many staff inherit spreadsheets or work with Excel only occasionally, leading to inefficiency or mistakes. This Bitesize course breaks learning into small, manageable steps, giving participants confidence as they progress from beginner to fully competent users. Assignments at the end of each session reinforce understanding and provide recognition through certificates at each level. Each session includes downloadable notes, a video presentation to follow along with on your own Excel, and a short assignment to ensure participants can apply the skills independently.

#### **Beginner Level**

- **Session 1:** Creating a spreadsheet, understanding the Excel interface, inserting and editing text and numbers, performing simple calculations, and printing.
- **Session 2:** Basic formatting for numbers and text, moving and copying data, and using simple formulas.

*This stage ensures learners are comfortable navigating Excel and performing the fundamental tasks needed for everyday use.*

#### **Basic User Level**

- **Session 3:** Text and number formatting, borders and shading, creating headings.
- **Session 4:** Using the smart drag handle and more advanced formulas such as AVERAGE, COUNT, IF, SUMIF, and others.
- **Session 5:** Creating and formatting charts to visualise data clearly.

*At this level, participants begin to create more structured, visually effective spreadsheets and use formulas to automate calculations.*

#### **Intermediate User Level**

- **Session 6:** Freeze panes, filters, sorting, subtotals, and pivot tables.
- **Session 7:** Keyboard shortcuts, conditional formatting, and data validation.
- **Session 8:** Absolute and relative cell references, and understanding BODMAS.
- **Session 9:** Multitab and multisheet calculations, protection, and advanced printing options.
- **Session 10:** Macros and toolbars to increase productivity and efficiency.

*This stage equips participants with the skills to manage large or complex datasets, automate repetitive tasks, and produce professional, accurate spreadsheets.*

**Outcomes** - By the end of the course, participants will have progressed from beginner to confident intermediate users of Excel. They will have mastered essential techniques, time-saving tips, and practical skills that can be applied immediately in a school setting. Each completed session earns a certificate, providing formal recognition of learning and achievement at the appropriate level.

## Excel Masterclass

### 4 x 1 hour sessions



Excel is a powerful tool for school finance and administration, yet many staff only use the basics in day-to-day tasks. The Excel Masterclass has been designed to help participants explore the advanced features of Excel, making their work faster, more accurate, and more professional.

Advanced Excel skills allow finance and admin staff to manage complex datasets, automate repetitive tasks, and produce professional reports with ease. This course is particularly valuable for staff responsible for budgeting, scheduling, invoicing, or resource management, enabling them to work smarter, reduce errors, and make informed decisions based on accurate data.

Delivered online, the course consists of **four one-hour sessions**. Each session includes a video presentation, downloadable notes, and a short assignment to ensure understanding and practical application. Upon completion of the sessions and assignments, delegates receive a **Certificate in Advanced Excel**.

#### **Session 1 – Lettings Management Spreadsheet**

Delegates will create a comprehensive lettings management spreadsheet, learning table formatting, freezing panes, date formatting, data validation, formulae and functions (including IF), filters, and sorting.

*This session helps participants organise and manage complex lists of data efficiently.*

#### **Session 2 – Invoice Template and Database**

This session focuses on creating an invoice template and managing a database, including conditional formatting, macros, buttons, customising toolbars, printing selections and page fitting, protection, and text orientation.

*Participants gain the skills to create automated, professional templates and databases that save time and reduce errors.*

#### **Session 3 – Resources and Scheduling**

Delegates will learn how to set up a scheduling system for facilities and resources, locate free slots, and produce and print summary reports. Topics include indents, borders, more conditional formatting, absolute and relative references, AND/OR functions, Gantt charts, comments, and arranging views including synchronous scrolling.

*This session equips staff to plan and coordinate resources effectively, producing clear, actionable schedules.*

#### **Session 4 – Budgeting, What-Ifs, and Projections**

This session covers scenario planning and projections, including BODMAS, Scenario Manager, Scenario Summaries, pivot tables, Goal Seek, Solver, data tables, and printing options like print areas and titles.

*Participants learn how to create predictive models, perform advanced calculations, and evaluate different financial or operational scenarios, making Excel a strategic tool for planning.*

**Outcomes** - By the end of the Excel Masterclass, delegates will have mastered advanced Excel functions and techniques relevant to school finance and administration. They will be able to manage complex data, automate repetitive tasks, and produce professional reports, increasing productivity and supporting strategic decision-making. Each session's completion earns a certificate, providing formal recognition of achievement in advanced Excel skills.

## Excel Advanced / App creator

### 5 x 1 hour sessions



Excel is a powerful tool for school staff, yet many users only scratch the surface of its capabilities in day-to-day tasks. The **Excel Advanced / App Creator course** is designed to take participants beyond the basics, building fully functional Excel applications while mastering advanced features that save time and improve productivity.

Many school staff work with spreadsheets every day, but lack the confidence or time to explore advanced tools. This course provides a structured, practical approach to learning advanced Excel functions while creating real, usable applications. Participants gain skills in automation, data management, visualization, and formula-driven design — making Excel a true problem-solving tool in a school context. Upon completion of assignments, delegates receive a **Certificate in Advanced Excel**.

#### **Session 1 – Habit Tracker Application**

Participants will create a fully functional habit tracker, covering layout and formatting, working with multiple sheets, named ranges, conditional formatting using icons and data sets, IF and COUNTIF functions, hiding rows and columns, HSTACK, dropdown selection boxes, ISBLANK, INDEX, and creating charts from habit data.

*This session introduces advanced formulae and dynamic features while producing a practical, visual tool.*

#### **Session 2 – Kanban Chart Application**

Delegates create a visual Kanban chart to manage tasks and projects, learning layout and formatting, borders and shading, column width and row height, text wrapping, using Paste Special options, conditional formatting to highlight dates, and creating macros.

*Participants gain skills in visual project management and automation techniques.*

#### **Session 3 – Random Number Generator Application**

This session covers building a random number generator with full options, including RANDBETWEEN and RANDARRAY functions, absolute and relative references, INDEX, UNIQUE, SEQUENCE functions, and methods to prevent duplications. *Participants explore dynamic data generation and advanced formula logic.*

#### **Session 4 – Study Scheduler Application**

Delegates will create a study scheduler, learning layout and formatting, formatting numbers, dates and times, calculations involving dates and times, marking tasks complete and changing priority, grouping by subject, creating macros, and editing macros in VBA.

*This session combines calculation, automation, and interactive functionality to support structured planning.*

#### **Session 5 – To-Do Application**

Participants build a fully functional To-Do application, including layout and formatting, data validation for consistent entry, conditional formatting with icons and data sets, working with data bars, applying filters and advanced sorting, and task completion options. *This session consolidates learning, combining layout, validation, automation, and interactive features into a practical productivity tool.*

**Outcomes** - By the end of the course, participants will have developed **advanced Excel skills** and the confidence to create fully functional applications tailored to their school environment. Staff will be able to design, automate, and manage their own tools to track tasks, schedule activities, generate data, and visualise information efficiently. The practical assignments and certificate at the end provide tangible evidence of achievement and skill.

# Excel New Features

2 hours



Microsoft Excel is constantly evolving, introducing new tools, formulas, and features that can save time, improve accuracy, and make data more visual and interactive. The **Excel New Features course** is designed to help school staff quickly get up to speed with these updates, enabling them to work smarter and more efficiently in a school context.

Even experienced Excel users often rely on older methods, missing out on features that simplify workflow, enhance data analysis, or improve presentation. This course ensures staff are confident with the latest tools, allowing them to manage spreadsheets faster, produce clearer reports, and make data-driven decisions with ease. Participants will discover shortcuts, automation tools, and new visualisation options that make Excel an even more powerful tool for school administration, finance, and data management.

## **General / Overview Features**

- Fullscreen mode and ribbon display options to see more data on your screen
- Quick Access Toolbar location and creating your own custom menu tab for frequently used tools
- Using SHIFT + drag to move and insert data efficiently
- Adding bullets. • Useful keyboard shortcuts and creating your own shortcuts

## **Home Menu**

- CELLS pane: insert, delete, and format cells and sheets
- CLIPBOARD: using multiple clipboards, clearing clipboards

## **Insert Menu**

- Insert SCREENSHOTS and partial screens with screen clipping
- Add SPARKLINES (mini graphs: line, column, win/loss) • SLICERS & TIMELINES for quick, visual filtering
- Insert ADD-INS such as Data to Pics (visual infographics) or Visio (flow charts, diagrams)

## **Page Layout Menu**

- SCALE TO FIT pane for managing print layout • SHEET options for presentation and print management

## **Formulas Menu**

- NAMES MANAGER pane: make formulae more intuitive and improve navigation
- XLOOKUP: search and retrieve information quickly from large lists

## **Data Menu**

- Wolfram Data: insert automatic live data for foods, activities, animals, cities, structures, etc.
- Convert text to columns: split data automatically (e.g., addresses, class/form)
- Advanced Filter: apply criteria with AND/OR and wildcards
- Flash Fill / CTRL+E: extract, clean, combine, or format data (e.g., names, emails)
- Consolidate: join ranges of data efficiently • Groups & outline: drill down into summary information

## **Review Menu**

- WORKBOOK STATS: view details about cells with data, number of formulae, etc.
- Accessibility review: check content for accessibility compliance

## **View Menu**

- SHEET VIEW pane: customise view without affecting shared users
- Custom views: save settings such as column width and print options
- Zoom to selection • Hide/unhide options

**Outcomes** - By the end of this course, participants will be fully confident using Excel's latest tools and features to save time and reduce errors and be equipped to **use modern Excel to its fullest**, ensuring day-to-day tasks, reporting, and data management are faster, easier, and more accurate.

## **Bitesize Microsoft Word – from beginner to advanced**

### **10 x 20 minute sessions**



The **Word Bitesize course** is designed to build staff confidence in using Microsoft Word through a series of short, focused sessions. Delivered online, the course can be accessed anytime, anywhere, making it easy for anyone in your school to participate. The sessions are structured to gradually progress participants from beginner to fully competent Word users, with the flexibility to start at the beginning or join at a higher skill level.

Word is an essential tool for producing professional documents, letters, reports, and communications in schools. Many staff rely on basic features and are unaware of tools that save time or improve document quality. This course provides practical, step-by-step guidance on key Word functions, formatting, collaboration, and automation, giving staff the confidence to create accurate, well-structured, and visually appealing documents quickly.

Each session includes downloadable notes, a video presentation to follow along and replicate on your own system, and a short assignment. Delegates earn a **certificate at the appropriate level** for each completed stage, providing formal recognition of their skills.

#### **Beginner Level**

- **Session 1:** Create a Word document, understand the interface, enter and edit text, move and copy content, save documents
- **Session 2:** Format text, spell check, and printing

*This level ensures learners are comfortable navigating Word and performing essential document tasks.*

#### **Basic User Level**

- **Session 3:** Margins, tabs, page orientation, and columns
- **Session 4:** Inserting objects such as pictures, shapes, and text boxes

*At this stage, participants learn to structure documents effectively and add visual content to improve readability and presentation.*

#### **Regular User Level**

- **Session 5:** Headers and footers, AutoText, and AutoCorrect
- **Session 6:** Inserting tables and charts, symbols, and equations
- **Session 7:** Collaborative working using comments and track changes
- **Session 8:** Using templates, clipboards, and translation tools
- **Session 9:** Mail merge for letters, labels, and emails
- **Session 10:** Macros and toolbars to streamline repetitive tasks

*These sessions equip participants with advanced Word features for document automation, collaboration, and professional presentation.*

**Outcomes** - By the end of the course, participants will be confident creating, editing, and formatting Word documents; use tables, charts, and visual elements to present information clearly; apply collaborative features, such as comments and track changes, effectively; automate tasks using mail merge, macros, and toolbar customisation.

## Word Masterclass for School Staff

### 4 x 1 hour sessions



Many school staff use Microsoft Word every day but only explore the basic features. The **Word Masterclass** is designed to help staff go further, learning advanced tools and techniques that save time, improve document quality, and enhance collaboration. Delivered online, the course consists of **four one-hour sessions**, each with a video presentation, downloadable notes, and practical assignments.

Advanced Word skills enable staff to produce professional, structured, and visually engaging documents quickly. Features such as mail merge, templates, referencing, and macros reduce repetitive work, improve consistency, and make complex document management tasks much simpler. Staff will also learn collaboration tools that help teams work together efficiently, track changes, and review documents effectively. By the end of the course, delegates will be confident in using Word as a fully-featured, productivity-enhancing tool.

Each session concludes with a short assignment to consolidate learning, and on completion of all four sessions and assignments, participants receive a **Word Masterclass Certificate**.

#### **Session 1 – Referencing and Reviewing**

- Table of Contents, Index, Outline, Cross References, Tables and Captions
- Reviewing tools including Research, Translation, Comments, and Track Changes
- Collaborative document techniques

*This session equips participants with tools for managing and reviewing documents professionally, making collaboration and referencing easier.*

#### **Session 2 – All About Pages**

- Templates and creating Forms
- Page options, breaks, headers & footers, numbering
- Borders and backgrounds

*Participants learn to structure documents effectively, applying consistent formatting and professional layouts.*

#### **Session 3 – Inserting Objects and Content**

- Objects, Charts, Shapes, Text Boxes, Quick Parts, SmartArt, Tables, Pictures
- Drop Cap, Columns, Signatures, Equations, and Symbols

*This session allows participants to enhance documents visually, insert complex content, and improve readability and presentation.*

#### **Session 4 – Mail Merge and Macros**

- Letters, Labels, Envelopes, Sources, Selective Merges
- Recording, editing, and running macros to automate repetitive tasks

*Delegates gain skills to automate workflows and produce mass correspondence efficiently, saving significant time in school administration.*

**Outcomes** - By the end of the Word Masterclass, participants will confidently use referencing and reviewing tools to create professional, structured documents; build and manage templates, forms, and page layouts efficiently; insert and manage advanced content including charts, tables, images, and SmartArt; automate repetitive tasks using macros and run complex mail merges; collaborate effectively with colleagues using track changes and comments.

## Microsoft Outlook Skills for School Staff

### 2 x 1 hour sessions



Microsoft Outlook is much more than an email platform. In schools, it can streamline communication, organise calendars, manage tasks, and automate routine processes. The **Advanced Outlook course** is designed to help staff fully utilise Outlook's features, saving time, reducing errors, and improving organisation and collaboration.

Many staff only use Outlook for basic emailing, missing opportunities to manage their inboxes efficiently, track communications, and coordinate schedules. This course introduces practical tools such as rules, automated replies, calendar management, distribution lists, and tracking options, helping staff handle communication and planning tasks more effectively. By mastering these features, participants can reduce email overload, stay on top of tasks, and collaborate seamlessly with colleagues.

Delivered online, the course consists of **two one-hour sessions**. Each session includes a video presentation, downloadable notes, and a short assignment to apply learning. Completion of the sessions and the final assignment leads to the award of an **Advanced Outlook Certificate**.

#### **Session 1 – Email, Contacts, and Calendar Basics**

- Email basics and best practices
- Adding and using contacts
- Fonts and formatting
- Spell check
- Setting up automatic replies
- Sending and opening attachments
- BCC functionality
- To-Do management
- Calendar basics
- Hyperlinks
- Recall and replace sent messages
- Inbox rules
- Search tools

*This session provides a strong foundation in Outlook, teaching participants to manage emails, contacts, and tasks efficiently while using built-in tools to save time.*

#### **Session 2 – Advanced Outlook Tools**

- Advanced calendar management
- Controlling spam and junk mail
- Creating or deleting search folders
- Distribution lists
- Tracking emails with read receipts
- Using voting buttons
- Password management
- Templates and stationery
- Backup and personal folders
- Sharing or publishing calendars

*Participants learn advanced functionality to organise communications, track and respond to messages effectively, and manage scheduling across teams.*

**Outcomes** - By the end of the course, participants will confidently manage emails, contacts, and tasks using Outlook; automate routine processes with rules, templates, and voting options; organise and share calendars efficiently, including publishing and backup; track and manage email communications with read receipts and search folders; reduce time spent on email management and improve workflow across teams.

# Microsoft Teams

## 1 hour session



Microsoft Teams has become an essential tool in schools, providing a central platform for staff communication, meetings, file sharing, and collaborative planning. It also enables teachers to engage directly with students, assign tasks, and deliver lessons both remotely and in person. Teams fosters seamless collaboration, helping staff stay organised and connected across the school community.

While many staff use Teams for basic messaging or meetings, there are numerous features that can improve workflow, enhance collaboration, and support teaching and learning. This course guides participants step by step, helping them understand how to create and manage teams, organise channels, run effective meetings, share and collaborate on files, and use apps and tools to streamline everyday tasks. By mastering these features, staff can communicate more efficiently, reduce administrative workload, and improve engagement with colleagues and students.

Delivered online, this course provides clear, practical instruction with **video demonstrations, downloadable notes, and practical exercises** to reinforce learning. Staff will gain hands-on experience with Teams in a structured, easy-to-follow format.

### **Session 1 - Getting Started**

- Signing up for Microsoft Teams
- Creating teams and inviting participants
- Setting up channels with best practice

### **Session 2 - Communication & Collaboration**

- Picking teams and starting conversations
- Replying, @mentioning, and using the activity feed
- Sharing files, adding tabs in channels, and working collaboratively with files

### **Session 3 - Meetings & Calls**

- Setting up meetings (“Meet now” or in advance)
- Assigning roles and managing participant settings
- Video and audio calls, sharing screens, and using the Whiteboard
- Recording meetings and sharing recordings

### **Session 4 - Advanced Tools & Settings**

- Adding apps to enhance Teams functionality
- Customising profile and notification settings

**Outcomes** - By the end of the course, participants will confidently create and manage teams and channels; communicate effectively with colleagues and students using chat, @mentions, and the activity feed; share, collaborate, and manage files efficiently within Teams; plan and run meetings effectively, including using video, audio, screen sharing, Whiteboard, and recordings; personalise Teams to suit their workflow and enhance productivity.

## Zoom 1 hour session



Since 2020, Zoom has become one of the world's most popular video conferencing platforms, widely used for professional, educational, and personal communication. In schools, Zoom enables staff teams to collaborate seamlessly, hold meetings, conduct remote teaching, and facilitate group discussions, all while maintaining continuity of operations and learning. Its user-friendly design and rich feature set, including screen sharing, recording, and breakout rooms, make it an indispensable tool for modern education.

Many staff only use the basic features of Zoom, missing opportunities to manage meetings efficiently, enhance collaboration, and engage participants effectively. This course equips participants with practical skills to run, attend, and manage meetings confidently. Staff will learn tools for scheduling, controlling participants, using chat, recording sessions, and utilising advanced features such as breakout rooms, waiting rooms, and recurring meetings. Mastering these features helps save time, improve engagement, and ensure smooth communication in a school setting.

Delivered online, the course includes **video presentations, downloadable notes, and practical exercises** to reinforce learning. Participants gain hands-on experience and can apply skills immediately in their school.

### **Session 1 -Getting Started with Zoom**

- Signing up for Zoom
- Starting an unscheduled meeting
- Scheduling and inviting participants
- Starting a scheduled meeting

### **Session 2 -Communication & Engagement**

- Showing attendee faces
- Screen sharing
- Chatting verbally and non-verbally
- Controlling attendees (mute, remove, etc.)
- Attending meetings

### **Session 3 - Advanced Features & Security**

- Zoom security settings
- Creating recurring meetings
- Recording meetings
- Removing background noise
- Waiting rooms and breakout rooms
- Keyboard shortcuts
- Viewing attendance reports

**Outcomes** - By the end of the course, participants will confidently schedule, start, and manage Zoom meetings; engage attendees effectively using audio, video, chat, and reactions; share screens and resources efficiently during meetings; manage participants and use security settings to protect meetings; use advanced features such as breakout rooms, waiting rooms, and recurring meetings; record meetings and access attendance reports for follow-up.

# Google Classroom

## 1 hour session



## Google Classroom

Google Classroom is a central platform for organising learning, assignments, and communication in schools. It allows teachers to set up classes, distribute tasks, collect work, provide feedback, and communicate with students efficiently. Its integration with Google Workspace tools such as Docs, Sheets, Slides, and Drive makes it a versatile solution for both in-person and remote learning.

Many staff may be familiar with Google Classroom's basic features but are not fully utilising its capabilities. This course helps staff streamline administrative tasks, manage classes effectively, and engage students with digital assignments and feedback. By mastering Google Classroom, teachers can save time, keep students organised, monitor progress, and create a more interactive and structured learning environment.

Delivered online, the course consists of **step-by-step video sessions**, downloadable notes, and practical exercises. Participants gain hands-on experience creating classes, managing assignments, and using Google Classroom's communication tools.

### **Session 1- Getting Started with Google Classroom**

- Signing in and creating your first class
- Adding students and co-teachers
- Organising your classroom interface

### **Session 2 - Assignments and Tasks**

- Creating and distributing assignments
- Attaching files from Google Drive, Docs, Sheets, Slides
- Setting due dates and grading criteria
- Collecting and reviewing student work

### **Session 3 - Communication & Feedback**

- Posting announcements and messages
- Using comments and private feedback
- Integrating Google Meet for virtual lessons
- Managing notifications and student communication

### **Session 4 - Advanced Tools & Organisation**

- Creating topics to organise assignments
- Using rubrics for consistent grading
- Reusing posts and assignments across classes
- Tracking student progress and generating reports
- Tips and shortcuts to streamline workflow

**Outcomes** - By the end of the course, participants will confidently create and manage Google Classroom classes; distribute and assess assignments efficiently; provide effective feedback and monitor student progress; communicate with students and co-teachers using announcements and Google Meet; organise classes and assignments for maximum clarity and productivity.

## **Microsoft Forms**

### **1 hour session**



Microsoft Forms

Microsoft Forms is a versatile tool that allows staff to create surveys, polls, quizzes, and tests quickly and easily. It is particularly useful in schools for assessing pupil progress, gathering feedback from parents or staff, and monitoring engagement. Forms integrates seamlessly with other Microsoft 365 tools and can be shared through email, web links, documents, or embedded in a webpage.

Many staff are unaware of the full capabilities of Microsoft Forms, often limiting its use to simple quizzes or feedback forms. This course helps participants unlock the full potential of Forms, including branching, scoring, themes, and advanced question types. Staff will learn to create interactive, engaging forms that save time, provide instant insights, and support data-driven decision-making in teaching, administration, and communications.

Delivered online, the course includes **video demonstrations, downloadable notes, and practical exercises** to reinforce learning. Staff gain hands-on experience designing, distributing, and analysing forms in a school context.

#### **Session 1 - Creating and Customising Forms**

- Creating a new form
- Adding content: choice, text, rating, date
- Advanced question types: ranking, Likert scale, Net Promoter Score
- Adding sections and using branching for customised pathways
- Previewing and editing forms
- Applying themes and using templates

#### **Session2 - Quizzes and Assessment**

- Creating a quiz with correct answers and scoring
- Providing feedback during the quiz
- Setting options such as participant names, start and end dates

#### **Session 3 - Distributing and Analysing Forms**

- Sharing forms via link, QR code, email, embed, or social media
- Viewing results: summary, individual responses, individual scores
- Exporting results to Excel for analysis

**Outcomes** - By the end of the course, participants will create engaging and interactive surveys, quizzes, and assessments; use advanced question types and branching to customise forms for different participants; distribute forms efficiently using multiple sharing options; analyse responses using built-in tools and Excel integration; apply Forms to support teaching, assessment, feedback, and administration.

## Microsoft Publisher

### 2 x 1 hour sessions



Microsoft Publisher is a user-friendly desktop publishing program that allows staff to create professional, visually appealing publications such as newsletters, flyers, posters, and brochures. This course is designed for staff with **no prior knowledge of Publisher**, providing step-by-step guidance to develop both confidence and practical skills in using the program.

Many school staff rely on Word or other tools for document creation, which can be limiting when producing visually rich publications. Publisher provides dedicated tools to design, format, and share high-quality materials efficiently. This course equips staff to produce professional-looking publications for school communications, events, and projects, saving time and improving engagement with pupils, parents, and colleagues.

Delivered online, the course consists of **2 x 1-hour live, interactive sessions**, each including a video presentation, downloadable notes, and a practical assignment. Completion of both sessions and assignments leads to the award of a **Certificate in Microsoft Publisher**.

#### **Session 1 – Basics of Publisher**

- Creating and editing documents
- Page setup options and layout guides
- Adding and organising pages
- Adding, editing, and formatting text
- Linking text boxes
- Reviewing and spellcheck
- Inserting graphic objects
- Printing options

*This session introduces participants to the core functionality of Publisher, enabling them to create structured and visually appealing documents.*

#### **Session 2 – Further Publisher Features**

- Inserting symbols and special characters
- Arranging thumbnails
- Applying backgrounds and colour schemes
- Using building blocks and master pages
- Applying text styles and different views
- Design Checker for quality control
- Sharing publications digitally or for print

*This session builds on the basics, introducing tools for advanced design, consistency, and professional-quality output.*

**Outcomes** - By the end of the course, participants will confidently create and edit publications in Microsoft Publisher; use layout guides, master pages, and text styles to ensure consistency; insert and manage text, graphics, symbols, and special characters effectively; apply backgrounds, colour schemes, and building blocks for professional design; review and share publications digitally or in print.

## Microsoft Sway

### 1 hour session



Microsoft Sway is a modern, web-based tool that allows staff to create interactive presentations, newsletters, reports, and digital stories. Unlike traditional tools, Sway enables visually engaging, dynamic content that can include text, images, videos, and other media, all presented in a responsive format suitable for screens of any size.

Many staff use traditional presentation tools such as PowerPoint for communication and learning materials, but these can be time-consuming to format and less interactive. Sway provides a simple, efficient way to create professional-looking content that is visually appealing and easy to share. This course helps staff harness Sway to engage pupils, communicate with parents, and present information in a creative and interactive way, saving time and improving audience engagement.

Delivered online, the course includes **video demonstrations, downloadable notes, and practical exercises**, allowing participants to gain hands-on experience and apply skills immediately.

#### **Session 1 - Getting Started with Sway**

- Signing in and understanding the interface
- Creating a new Sway from scratch or from templates
- Understanding the storyline and structure of a Sway

#### **Session 2 - Adding and Managing Content**

- Adding text, images, videos, and other media
- Using layouts, styles, and design options
- Arranging and formatting content sections

#### **Session 3 - Interactivity and Design**

- Applying themes and styles for professional appearance
- Adding interactive elements such as links, buttons, and embedded content
- Previewing and adjusting the flow of the Sway
- Sharing and Collaboration
- Sharing Sways via link, email, or embed
- Managing privacy and access settings
- Collaborating with colleagues in real time

**Outcomes** - By the end of the course, participants will confidently create interactive and visually engaging Sways; incorporate multimedia, text, and interactive elements effectively; apply themes, layouts, and design options for professional results; share Sways securely and collaborate with colleagues; use Sway to enhance teaching, learning, communication, and school publications.

## **Microsoft To Do**

### **1 hour session**



## Microsoft To-Do

Microsoft To Do is a task management tool that helps staff organise, prioritise, and track personal and work-related tasks. Integrated with Microsoft 365, To Do allows users to manage daily tasks, set reminders, create lists, and collaborate with colleagues, ensuring that nothing important is missed.

School staff often juggle multiple responsibilities, from administrative duties to lesson planning and meetings. Microsoft To Do provides a central platform to manage tasks efficiently, reduce stress, and stay organised. This course helps staff develop practical skills to plan workloads, prioritise activities, and integrate task management seamlessly with Outlook, Teams, and other Microsoft 365 tools.

Delivered online, the course includes **video demonstrations, downloadable notes, and practical exercises**, allowing participants to immediately apply their learning to manage their work effectively.

### **Session 1 - Getting Started with Microsoft To Do**

- Signing in and navigating the interface
- Creating tasks and lists
- Adding due dates, reminders, and notes

### **Session 2 - Organising Tasks**

- Prioritising tasks with flags and categories
- Creating recurring tasks
- Grouping tasks into projects or lists
- Adding steps and sub-tasks

### **Session 3 - Collaboration and Integration**

- Sharing task lists with colleagues
- Assigning tasks to others and tracking progress
- Integrating Microsoft To Do with Outlook and Teams

### **Session 4 - Advanced Features**

- Using My Day to focus on daily priorities
- Customising views and sorting tasks
- Searching, filtering, and tracking completed tasks

**Outcomes** - By the end of the course, participants will confidently create, organise, and prioritise tasks using Microsoft To Do; track deadlines, set reminders, and manage recurring tasks efficiently; collaborate with colleagues by sharing lists and assigning tasks; integrate To Do with Outlook and Teams for seamless workflow management; improve personal productivity and workload management in a school environment.

# Microsoft Copilot for MS Office

4 hours



Microsoft Copilot harnesses the power of AI to help users increase productivity, unlock creativity, and better understand information using clear, actionable insights. Powered by Large Language Models (LLMs), Copilot integrates seamlessly across Microsoft 365 applications—including Word, Excel, Outlook, PowerPoint, Teams, and more—allowing staff to automate repetitive tasks, generate content, analyse data, and improve workflow efficiency.

Many school staff spend significant time on routine tasks such as drafting documents, analysing spreadsheets, or preparing presentations. Copilot helps reduce this workload, enabling staff to focus on higher-value activities such as teaching, planning, and collaboration. This course shows participants how to safely and effectively leverage AI in Microsoft 365, boosting productivity, fostering creativity, and supporting professional growth.

Delivered online, the course combines **video demonstrations, practical exercises, and downloadable notes**, providing hands-on examples that are immediately applicable in school settings.

## **Session 1 - Getting Started with Copilot**

- Understanding AI prompts and how to use them effectively
- Safety, ethics, and best practices for responsible AI use

## **Session 2 - Copilot for Word**

- Composing and summarising text
- Editing, formatting, and improving accessibility
- Brainstorming ideas and performing research
- Enhancing compliance and security

## **Session 3 - Copilot for Excel**

- Writing formulas and analysing data
- Automating tasks and exploring data insights
- Creating charts and visualisations
- Using guidance and tutorials to boost efficiency

## **Session 4 - Copilot for Outlook**

- Drafting, replying, and summarising emails
- Preparing meetings and managing schedules
- Organising inboxes and calendars
- Enhancing language and communication

## **Session 5 - Copilot for PowerPoint**

- Generating content and designing slides
- Editing, summarising, and creating speaker notes
- Improving visual appeal and presentation quality
- Adding images and external data

**Outcomes** - By the end of the course, participants will understand how to use Copilot safely and effectively across Microsoft 365; save time and reduce repetitive tasks in Word, Excel, Outlook, and PowerPoint; enhance creativity and productivity through AI-powered content generation; analyse data and create visuals in Excel more efficiently; produce professional, polished documents, presentations, and communications; apply AI tools responsibly and ethically within a school context.

# Artificial Intelligence Apps for School Staff

4 hours



Artificial Intelligence (AI) has the potential to revolutionise the way school support staff work, streamlining operations, improving communication, and increasing efficiency across all areas of school life. This engaging, hands-on course is designed specifically for support staff in UK schools who want to explore AI tools and apply them practically—**no technical background required**.

Many staff are aware of AI but are unsure how to use it safely and effectively in their daily roles. This course provides practical, real-world examples of AI tools that can save time, enhance productivity, and improve communication. Staff will learn to integrate AI into their workflows, support teaching and administration, and empower colleagues and students with innovative approaches to problem-solving and content creation.

Delivered online, the course combines **video demonstrations, guided exercises, downloadable notes, and practical assignments**, allowing participants to immediately apply new skills in their school environment.

## **ChatGPT**

- Intro & basic prompting
- Using files as input
- Ethics, accuracy, and responsible AI use
- Advanced prompting
- Practical applications

## **Microsoft Copilot**

- Integration with Word, Excel, Outlook, and PowerPoint
- Automating tasks and generates smart content
- Enhancing workflow efficiency and productivity

## **Canva**

- Creating graphics, presentations, newsletters, and posters
- Canva AI: Magic Write, Magic Media (text-to-image)

## **Grammarly**

- Improving grammar, spelling, clarity, and tone
- Installing and using for professional writing

## **RytrAI**

- AI writing assistant for poems, songs, stories etc
- Prompting, tone adjustment, refining outputs

## **Lumen5**

- Transforming text into engaging videos
- Templates, media selection, audio enhancement

## **ClickUp**

- Task, timeline, and project management
- Streamlining workflows, schedules & collaboration

## **Wordtune**

- Real-time rewriting and sentence improvement
- Clarity, tone, and persuasive communication

## **Deepseek**

- Search tool for research and problem-solving
- Data analysis, modelling, idea generation

## **Claude**

- Ethical AI chatbot for conversation/automation
- Creativity, imaginative potential, perspectives

## **Other AI Tools**

- Exploration of additional AI solutions
- VR/AR, study aids, individual learning, careers support

**Outcomes** - By the end of the course, participants will confidently use a wide range of AI tools to enhance productivity and communication; automate repetitive tasks and streamline workflows; create engaging content, including documents, presentations, graphics, and videos; use AI ethically and responsibly in a school environment; apply AI for research, planning, and problem-solving in teaching and administration.

# **School Finance for Finance Officers & Assistants**

## **4 x 1 hour sessions**



The **School Finance course** is designed to provide staff involved with finance in schools a comprehensive understanding of the finance department, its functions, and key processes. Participants will learn the principles of school finance, the regulations required to ensure compliance, and how to interpret and manage financial reports effectively. This course is suitable for finance staff at all levels, whether new to school finance, experienced staff looking for a refresher, or school governors seeking a better understanding of financial management in schools.

Finance staff carry important responsibilities and strict deadlines, and they must operate within specific financial regulations to ensure accountability and transparency. Staff who have experience in finance outside of schools—or who have never received formal training in school finance—will benefit from practical guidance on school-specific processes, compliance requirements, and audit procedures. This course helps staff gain confidence, improve efficiency, and maintain accuracy while supporting their school's financial operations.

Delivered online, the course consists of **4 x 1-hour sessions**, each including a video presentation, downloadable notes, and practical exercises. Completion of all sessions and exercises leads to the award of a **Certificate in School Finance**.

### **Session 1 – Introduction to Accounting**

- How schools are funded and how schools spend
- The accounting process in schools
- Double-entry bookkeeping

*This session provides a solid foundation in the principles of school finance and accounting processes.*

### **Session 2 – Financial Regulations & Procedures**

- Appropriate use of funds
- Value for Money
- Separation of duties
- Authorisation and record-keeping
- External audit requirements

*Staff will learn how to ensure compliance with regulations and maintain robust financial procedures.*

### **Session 3 – Financial Terminology and Concepts**

- Management accounting: understanding and reviewing budgets
- Financial accounting: understanding and reviewing financial reports
- Key financial terms and concepts

*This session helps staff interpret and analyse financial information to make informed decisions.*

### **Session 4 – Period End Procedures and Internal Audit**

- Period-end procedures including VAT
- Financial housekeeping and maintaining accurate records
- Internal audit processes

*Participants will gain practical knowledge on closing procedures, audits, and ensuring financial accuracy.*

**Outcomes** - By the end of the course, participants will understand school finance processes, accounting principles, and funding structures; comply with financial regulations and procedures; read, interpret, and review budgets and financial reports effectively; complete period-end procedures and maintain accurate financial records; prepare for internal and external audits; gain confidence in managing school finance responsibilities professionally

# **Bitesize School Finance for Finance Officers & Assistants**

## **10 x 20 min sessions**



Bitesize courses are designed to provide a series of short, focused sessions that build up to a full understanding of the topic. This bite-sized approach ensures staff can develop their **finance knowledge in manageable steps**, improving confidence, accuracy, and efficiency in school financial management.

The **School Finance Bitesize course** consists of **10 x 20-minute sessions**, each followed by a short assignment to consolidate learning. The course takes participants from beginner to being competent in school finance, covering funding, financial processes, reporting, and compliance. You can start at the very beginning or jump in at any stage, and stop at any point. Each session includes downloadable notes, a video presentation, and a practical assignment, giving participants the confidence and skills to apply finance knowledge in a school environment.

### **Session 1 – School Funding and Accounting**

- How schools are funded
- Understanding what schools spend their funding on
- Overview of the accounting process in schools

### **Session 2 – Double Entry Bookkeeping**

- Introduction to double-entry bookkeeping
- Recording transactions accurately

### **Session 3 – Appropriate Use of Funds and Value for Money**

- Ensuring compliance in spending
- Maximising value for school resources

### **Session 4 – Separation of Duties and Authorisation**

- Understanding the importance of internal controls
- Authorisation processes to prevent errors and fraud

### **Session 5 – Record Keeping and External Audit**

- Traceability of records
- Preparing for and understanding external audit requirements

### **Session 6 – Capital Items and Fixed Assets**

- Identifying capital items and fixed assets
- Treatment, depreciation, and reporting

### **Session 7 – Financial Reports**

- Understanding and producing key reports: Income Statement, Balance Sheet, Cash Flow Statements

### **Session 8 – Management Reports and Budgets**

- Interpreting budgets
- Using management reports to inform decisions

### **Session 9 – Period End Procedures**

- Completing month-end or year-end processes
- Reconciling accounts and ensuring accuracy

### **Session 10 – Housekeeping and Internal Audit**

- Maintaining financial records and processes
- Preparing for internal audit reviews

**Outcomes** - By the end of the course, participants will understand how schools are funded and how funds are allocated; apply double-entry bookkeeping principles accurately; comply with financial regulations and internal control procedures; produce, interpret, and use financial and management reports; complete period-end processes and maintain accurate financial records; prepare for internal and external audits with confidence.

## School Budgeting 2 x 1 hour sessions



Give Your Team the Confidence to Build a Better School Budget! Budget season doesn't have to be overwhelming. Yet for many schools, it often means long hours, complicated spreadsheets, and the challenge of bringing finance staff, department leads and SLT together to create one coherent plan.

What if your team could approach budgeting with clarity, confidence, and the right tools—saving precious time and improving financial control across your school? This is a practical, school-focused budgeting course your staff will actually use. Our Budgeting for Schools online training is designed specifically for school finance teams, business managers, budget holders and SLT. It gives staff the practical skills and confidence they need to create, manage, and review budgets effectively—without confusing jargon or unnecessary theory.

Your team will learn:

- How to set realistic budgets and understand key budgeting techniques
- The difference between budgeting and forecasting
- How to phase budgets and handle cash, revenue & capital planning
- Delegated, devolved and capital funding streams
- How to create a budget calendar that really works
- Managing staffing costs, pay scales and payroll reporting
- Linking budgeting to your School Improvement Plan
- How to review actuals vs budget, identify variances & stay on track
- Understanding month-end processes and governor/LA/EFA reporting
- Excel skills essential for budgeting

### Session 1

**Budget setting and budgeting techniques:** Basics of budgeting, budgeting v forecasting. 4 main types of budgets / budgeting methods & Levels of involvement with budgets. Budget phasing. Cash, revenue & capital budgets

**Income:** Delegated Funding, Devolved Funding & Capital Funding. Other income streams Creating a budget calendar

**Expenditure items outside staffing structures:** Supplies & services Value for Money strategies Inflationary factors

**Staffing & payroll:** Pay scales & contracts Running staffing reports

**Making the budget work for your School Improvement Plan**

### Session 2

**How to prepare your budget:** Structure & starting point Considering Risk Average, Regression analysis, Extrapolation  
How to review your budget: Comparing actuals to budget How to tell if you are on track Explaining variances. When to panic. Other school staff & their budgets

**Presenting the information – Reporting:** Month-end issues, accounting adjustments to be aware of. Governors reports, month, year to date and full year LA and EFA reporting Previous year and current year comparison

**Using Spreadsheets for budgeting:** linking sheets, scenarios, pivot tables, Goal Seek, Solver, conditional formatting and more

**Outcomes** - By the end of this course, participants will be able to set and manage realistic school budgets; review actuals vs budgets and identify variances; link budgets to School Improvement Plans; prepare clear reports for governors and leadership; use Excel confidently for budgeting tasks.

## Generating additional income for schools

### 6 x 25 minute sessions



Across the UK, schools face mounting financial pressure. Despite small increases in government funding, spending per pupil remains at or below levels seen over a decade ago. Schools are expected to deliver more—with less. This course provides practical, proven strategies to unlock new income streams for your school. It's not about adding extra burdens to already overstretched staff—it's about smart, sustainable solutions that maximise your resources, tap into external funding, and build community support.

What Schools Will Gain: By the end of this course, schools will have a tailored income-generation strategy that:

- Maximises Government Entitlements: Ensure you claim every pound available
- Unlocks External Funding: Discover how to successfully apply for grants, awards, and competitions.
- Builds Business Partnerships: Learn how to secure sponsorships, affiliate income & more from businesses.
- Uses Your School Assets Creatively: Turn your facilities, staff and parents into reliable revenue streams.
- Drives Sustainable Fundraising: Move beyond cake sales and non-uniform days
- Implements Gift Aid: Claim an extra 25p on every £1 donated, turning small fundraising efforts into major wins

**Session 1 – Make sure you are getting everything you can from the DFE** - Pupil Premium – how to get everyone signed up. Online Free School Meals. English as an Additional Language EAL

**Session 2 – Capital & other Funding from DFE** – Capital (School Conditional Allocations, Condition Improvement Fund, Devolved Formula Capital) PE & Sports Premium Funding for Primary Schools, Other government grants

**Session 3 – Gift Aid** – What it is, Who can claim, What it can be claimed on, Record keeping & declarations, Cash donations, Aggregating claims for small amounts, Is it worth the effort?

**Session 4 – Grants** - Where to find them, Tips for applying for grants

**Session 5 – European Funds** - Erasmus/Turing Scheme, Structural Funds, Other European funds

**Session 6 – Competitions & Awards** - List of school competitions & where to find, How to find awards and apply

**Session 7 – Affiliate programs** – Ready made platforms. **Going direct** - Amazon, eBay, Uniform, Business

**Session 8 – Large Businesses** –Existing suppliers, Amazon, Neighbourly, Banks/Building societies, Matched funding.

**Session 9 – Smaller / local Businesses** - Ways to make donations, Business links, Approach businesses, Due diligence

**Session 10 – Generating income from existing resources** - Grounds/sports/PE, Food Tech/kitchens, Textile etc

**Session 11 – Skills** –Skills of parents / governors / contacts etc., Skill donations, Skills auctions.

**Session 12 –Fundraising - Parental** -School Fund donation schemes, Commissions, 100 club, Non Uniform days, Sponsored events, Old clothes collections, Voucher collections. **Session 13–Fundraising - Non -Parental** -Alumni, Public at large

**Outcomes** - By the end of the course, participants will maximise government funding entitlements for the school; identify and successfully apply for external grants and awards; build sustainable partnerships with large and local businesses; generate income from existing school assets, staff, and community resources; implement effective Gift Aid procedures to increase revenue; develop a comprehensive, practical, and scalable income-generation plan

# Procurement for Schools

## 6 x 25 minute sessions



Procurement accounts for a significant portion of school budgets, and nationally, billions of pounds of public money are spent each year. Many schools or trusts do not have a dedicated procurement expert, so purchasing is often handled by staff who have multiple responsibilities. Effective procurement is essential to ensure **value for money, compliance with regulations, and proper management of resources**. With the introduction of the **Procurement Act 2023**, schools need to understand the implications of new legislation and reforms.

This course provides a clear, practical guide to procurement in schools, including low, medium, and high-value purchases, compliance with public procurement regulations, and managing suppliers effectively. It helps staff understand new requirements under the Procurement Act 2023, improving efficiency, transparency, and fairness in school purchasing processes. The course is ideal for finance staff, office managers, and anyone responsible for purchasing and contracts.

### **Introduction to Procurement**

- Overview of procurement in schools
- Roles and responsibilities of staff involved in purchasing

### **General Principles for Procurement**

- Value for Money, Public/Social Benefit, Modern Slavery
- Separation of duties and managing conflicts of interest
- Understanding local procurement policies

### **Procurement Act 2023**

- Objectives and scope of the Act
- Exemptions and key changes (Value for Money, Conflicts of Interest)
- Transparency, integrity, and fair treatment of suppliers
- Register of suppliers and Central Digital Platform

### **Public Contract Regulations and Thresholds**

- Understanding the rules for lower, medium, and high-value purchases

### **Lower Value Purchases**

- Using catalogues and online searches
- Obtaining quotes and making informed choices

### **Medium Value Purchases**

- Framework agreements and dynamic markets

### **Higher Value Purchases**

- Developing business cases and writing specifications
- Assessing the market, prior information notices, and tender processes
- Open vs restricted procedures, evaluating bids, awarding contracts
- Using Direct Awards and guidance from Buying for Schools (DfE)

### **Reporting**

- Spend analysis and budget comparisons
- Category analysis and benchmarking
- Whole-life reporting of contracts

### **Supply Chain Resilience**

- Three-step approach: firefighting, integrating/streamlining operations, achieving structural resilience

### **Contract Management**

- Contract management process and best practice
- Record keeping and retention
- Creating and maintaining a contract register

**Outcomes** - By the end of the course, participants will understand procurement processes and responsibilities in a school setting; apply general principles such as Value for Money, separation of duties, and conflict of interest management; navigate the requirements of the Procurement Act 2023 and Public Contract Regulations; manage low, medium, and high-value purchases effectively; analyse procurement spend, benchmark performance, and report accurately; improve supply chain resilience and manage contracts efficiently; gain confidence in making compliant, fair, and effective procurement decisions in schools

# Excel techniques for School budgeting

## 2 x 1 hour sessions



Budgeting in schools can often be a time-consuming and complex task, requiring adjustments for increases, contingencies, and strategic priorities. This course is designed to help school staff **work smarter with Excel**, using built-in functions and tools to simplify budgeting, improve accuracy, and make the process more manageable.

Accurate and efficient budgeting is critical for schools to allocate resources effectively, comply with financial regulations, and plan for future needs. This course provides practical, hands-on guidance in Excel, enabling staff to create, analyse, and manage school budgets confidently. By using Excel tools designed for budgeting, participants will save time, reduce errors, and gain a clearer understanding of financial planning in a school setting.

### **Session 1 – Essential Excel Tools for Budgeting**

- Complex formulae and calculations
- Understanding BODMAS (order of operations)
- Working with multiple sheets and workbooks
- Tracing dependents and precedents
- Error checking and using arrows
- Watch windows for monitoring calculations
- Creating budget charts for visual representation

### **Session 2 – Advanced Budgeting Functions**

- Using inbuilt Excel functions specifically for budgeting
- Name Manager for clear and structured formulas
- “What If?” Analysis for scenario planning
- Printing large budgets effectively

**Outcomes** - By the end of the course, participants will:

- Confidently use Excel tools to create, manage, and analyse school budgets
- Apply complex formulas, functions, and BODMAS principles for accurate calculations
- Use multiple sheets and workbooks efficiently to manage large budgets
- Monitor, check, and trace formulas to reduce errors
- Visualise budget data through charts and scenario planning
- Print and present large budgets clearly and professionally
- Receive a **Certificate in Excel Budgeting** upon completion

This course ensures school staff gain the **skills and confidence** to manage budgets effectively, streamline financial planning, and make informed decisions that support the school’s operational and strategic goals.

# **Internal Audit for School Finance**

## **2 x 1 hour sessions**



Internal audit plays a vital role in school finance, providing assurance that management, governance, and internal control processes are operating effectively. A robust internal audit process helps ensure the integrity of financial statements, reviews internal controls, and makes external audits simpler and less stressful.

Effective internal auditing does not require specially trained or qualified staff—what matters are **clear procedures, structured reporting, and practical skills**. This course equips school staff with the tools and techniques needed to carry out internal audits efficiently, strengthen financial processes, and provide evidence of compliance. By putting simple, effective processes in place, schools can improve accountability, minimise risk, and ensure smoother external audits.

Delivered online, the course consists of **2 x 1-hour sessions** including video **presentations, downloadable notes, and a completion assignment**, allowing participants to consolidate learning and apply it directly in their schools. Completion leads to an **Internal Audit Certificate**.

### **Session 1 – The Role and Planning of Internal Audits**

- The role and function of internal audit in schools
- Key goals of internal audit
- Ensuring auditor objectivity and avoiding conflicts of interest
- Planning effective audits: pre-audit planning, objectives, key transaction types
- Risk assessment and prioritisation

### **Session 2 – Conducting Audits and Reporting**

- Audit sampling techniques and procedures
- Developing best practice for effective audits
- Recording findings and writing audit reports
- The 5 C's of audit reporting: Clear, Concise, Correct, Constructive, Complete
- Ensuring objective and constructive comments
- Recommendations for improvement and continuous improvement techniques

**Outcomes** - By the end of the course, participants will:

- Understand the purpose and function of internal audit within a school
- Plan and conduct effective internal audits
- Apply risk assessment and sampling techniques appropriately
- Record findings clearly and objectively
- Produce audit reports using best practice reporting standards
- Make actionable recommendations to improve financial processes
- Gain confidence in performing internal audits and supporting smooth external audits

This course ensures school staff have the **skills, procedures, and confidence** to manage internal audits efficiently, strengthen governance, and maintain robust financial controls in their school environment.

# **GDPR for School Staff**

## **2 x 1 hour sessions or 10 x 20 minute sessions**



The **General Data Protection Regulation (GDPR)** came into force on 25th May 2018, and post-Brexit the UK implemented its own version, the **UK-GDPR**, alongside the **Data Protection Act 2018**. It is essential for all school staff to understand their responsibilities when handling personal data. This course provides clear, practical guidance in a **factual way**, ensuring staff know what they should be doing to keep data safe and compliant.

Schools handle a wide range of personal data daily—from pupil and staff information to financial and medical records. Non-compliance with GDPR can lead to legal issues, reputational risk, and potential fines. This course equips staff with the knowledge and practical steps required to protect personal data, comply with regulations, and implement best practices in data management. Part 1 is suitable for all staff, while Part 2 is aimed at those responsible for data protection.

### **Session 1 – Introduction to GDPR & Personal Data**

- Overview of GDPR and UK-GDPR
- GDPR requirements for schools
- Privacy by design principles

### **Session 2 – Lawful Basis for Processing Data**

- Understanding lawful bases for holding personal data in schools
- Consent considerations

### **Session 3 – Basic Security**

- Practical steps to keep personal data secure
- Data handling best practices

### **Session 4 – Data Breaches & Subject Access Requests (SARs)**

- What to do in the event of a breach
- Managing and responding to SARs

### **Session 5 – Special Considerations for Schools**

- Pupil data, staff data, and sensitive categories
- Managing educational and safeguarding information

### **Session 6 – Privacy Notices (Part 2)**

- How to write and communicate privacy notices effectively

### **Session 7 – Data Retention**

- Policies and procedures for retaining and deleting data appropriately

### **Session 8 – The Role of the Data Protection Officer (DPO)**

- Do you need a DPO?
- Responsibilities and best practices

### **Session 9 – Rights of Data Subjects**

- Overview of subject rights under GDPR
- How to respond to requests and maintain compliance

### **Session 10 – Steps for Compliance**

- Practical guidance for ensuring ongoing compliance
- Internal procedures, monitoring, and continuous improvement

**Outcomes** - By the end of the course, participants will understand the principles and requirements of UK-GDPR and the Data Protection Act 2018; know how to handle personal data securely and lawfully; be able to respond appropriately to data breaches and subject access requests; understand the responsibilities of the DPO and the school leadership team; implement practical steps to maintain GDPR compliance across the school; gain confidence in protecting sensitive information and reducing risk

# **Mental Health First Aider Training for Schools**

## **Multiple sessions totalling 8 hours**

Build a Mentally Healthy School Community! Mental health has never been more vital in education. We know that when staff are well, pupils thrive. Yet the pressures of school life today — from supporting pupils and families to managing personal and professional demands — are immense. Now more than ever, we need to ensure that staff feel confident, supported, and equipped to look after their own wellbeing and that of others.

Training your staff as Mental Health First Aiders (MHFAs) gives your school a powerful foundation for early intervention and support. Your team will learn how to:

- Recognise when someone — colleague or pupil — may be struggling.
- Approach them sensitively and start a conversation.
- Use active listening to provide real support and connection.
- Signpost the right help and encourage self-care or professional support.

You do not need any prior knowledge, as this course doesn't just build knowledge — it develops practical, confident, and compassionate responders who can make a real difference every day. Each session combines essential theory with practical, engaging activities to ensure staff can apply their learning in real-life school situations.

### Session 1 – Introduction to Mental Health First Aid in Schools

- Why MHFA matters and how it supports a positive school culture
- The role of a Mental Health First Aider — what they do and don't do. Legislation covering mental illness, stigma and discrimination
- Core principles: confidentiality, fairness, respect, positive regard, autonomy, and doing no harm
- Practical session: recognising unconscious bias

### Session 2 – The MHFA System: ALGEE: structured, evidence-based framework for responding effectively:

- A – Approach/Assess: understanding needs and making your approach
- L – Listen: practising active listening and questioning skills
- G – Give Support & Information
- E – Encourage Self-Help: exploring strategies such as breathing, grounding, journaling, mindfulness, and sleep routines
- E – Encourage Professional Help: knowing when and how to refer on
- Mental health of children & Safeguarding issues
- Practical sessions throughout – role play and real-world scenarios

### Session 3 – Mental health conditions

- Low Mood & Depression & Bipolar Disorder – symptoms, first aid, suicidal crisis
- Stress & anxiety – symptoms, first aid
- Substance Abuse - Drug & alcohol – symptoms, first aid
- Eating disorders - symptoms, first aid
- Self-harm - symptoms, first aid
- Personality disorders – symptoms, first aid
- Practical session: identifying early warning signs

### Session 4 – Self-Care for Mental Health First Aiders

- Recognising signs of burnout and managing personal wellbeing
- First aider self-care, peer support and supervision

### Session 5 – Building a Mentally Healthy School

- MHFA Action Plan – setting up and operating a system
- Building a mentally well school environment

As well as full training and a supporting mental health first aid guide, you will receive an electronic resource pack with information sheets & posters for a range of mental health issues. You will end the course with an action plan for introducing a MHFA program into your school.

There are optional modules that look at the specifics of mental health for children and the safeguarding issues associated with providing mental health first aid to pupils.

There will be short assessments through the course, and on completion you will receive a certificate in Mental Health First Aid, together with a MHFA signature strip to add to your emails.

## **Mental Health First Aid Introduction**

### **Multiple sessions totalling 3 hours**

Mental wellbeing is vitally important in schools, both for students and staff alike. **A basic understanding** of mental wellbeing is invaluable for all staff. Recognising signs of distress, knowing how to make an approach & what to say, and understanding when to get help will be extremely beneficial.

This short course is designed for inset days or other training opportunities and takes about **2.5/3 hours to complete**.

The course is similar to the full Mental Health First Aider course above, but does not go into detail about the various mental health conditions – their signs, symptoms and their treatment. Instead we look at recognising common signs and symptoms – the behavioural, physical, and emotional indicators in both staff and pupils.

You **do not need any mental health qualifications** or prior experience for this course and it should help you to understand the importance of being compassionate, empathetic and accepting with an ability to listen, support and help.

There will be short **assessments** through the course, and on completion you will receive a certificate in Mental Health First Aid Awareness.

#### Session 1 Introduction to Mental Health First Aid in Schools

- Why MHFA matters and how it supports a positive school culture
- The role of a Mental Health First Aider — what they do and don't do
- Core principles: confidentiality, fairness, respect, positive regard, autonomy, and doing no harm
- Practical session: recognising unconscious bias

#### Session 2 – Recognising the Signs and Symptoms

- Common behavioural, physical, and emotional indicators in both staff and pupils
- Special focus on eating issues, self-harm, and substance misuse
- Practical session: identifying early warning signs

#### Session 3 – The MHFA System: ALGEE: A structured, evidence-based framework for responding effectively:

- A – Approach/Assess: understanding needs and making your approach
- L – Listen: practising active listening and questioning skills
- G – Give Support & Information
- E – Encourage Self-Help: exploring strategies such as breathing, grounding, journaling, mindfulness, and sleep routines
- E – Encourage Professional Help: knowing when and how to refer on
- Practical sessions throughout – role play and real-world scenarios

#### Session 4 – Self-Care for Mental Health First Aiders

- Recognising signs of burnout and managing personal wellbeing

#### Session 5 – Building a Mentally Healthy School

- Group planning and strategy-building to embed wellbeing in your school culture

# Mental wellbeing through resilience - How to build resilience in the classroom

3 hours



Resilience—the ability to bounce back from setbacks—is a key factor in **mental wellbeing**. While it does not make problems disappear, resilience allows individuals to see past difficulties, manage stress effectively, and maintain a positive outlook. Pupils who develop resilience are more likely to take healthy risks, embrace challenges, and learn from both successes and failures.

Teachers play a critical role in fostering resilience in their classrooms. This course equips educators with **practical strategies, exercises, and tools** to help pupils build resilience, enhance self-confidence, develop problem-solving skills, and strengthen social connections. By promoting resilience, teachers can support pupils in achieving better mental health, stronger relationships, and greater engagement with learning.

Delivered online, the course consists of **3 hours of guided training**, with practical exercises designed to be implemented in the classroom. Each session includes step-by-step activities and examples, allowing teachers to **apply techniques immediately and observe measurable impact**.

## **Session 1 – Introduction**

- Understanding resilience and its importance in pupils’ mental health
- Introduction to the **7Cs** of resilience

## **Session 2 – Competence**

- Problem-solving exercises: Human Knot, Egg Drop, Marshmallow Tower, Legoman, Flip Over, Survivor
- Logic and brain challenges: BrainBashers activities
- Embracing change: “Just One Thing” exercise
- Mindmapping techniques for creative problem-solving

## **Session 3 – Confidence**

- Developing self-acceptance: self-collages, personal letters
- Celebrating success & learning from failure: class incentives, peer recognition, displaying work, social recognition
- Helping pupils discover their passions using lists and role models
- Encouraging positive self-talk

## **Session 4 – Connection**

- Strengthening classroom connections: Human Bingo, sticky note activities, WOWs
- Promoting empathy and diversity: exclusion games, “World of Diversity” exercises
- Building connections with the wider community: “Class Grandparent”, Adopt-a-Group programs

## **Session 5 – Character**

- Modelling positive behaviour: achievement charts
- Teaching sharing and teamwork: group activities, donation projects, team games
- Instilling honesty: Truth or Lie game, “Boy Who Cried Wolf” scenarios
- Encouraging respect and politeness: manners activities, apology charades

## **Session 6 – Contribution**

- Encouraging pupils to help peers, the community, & environment
- Supporting pupils in identifying and pursuing their passions

## **Session 7 – Coping**

- Understanding and expressing emotions: emotions masks, body maps
- Relaxation techniques: Noodle Caboodle, doodling exercises, visualisation, laughter meditation, mindfulness

## **Session 8 – Control**

- Developing decision-making skills: small choice exercises, “Would You Rather?”, Desert Island, debates
- Future planning and goal setting: career exploration, vision boards, interest maps, goal-setting worksheets

**Outcomes** - By the end of the course, participants will understand the importance of resilience for pupil mental wellbeing; be able to implement practical exercises to develop competence, confidence, character, connection, contribution, coping, and control; help pupils take healthy risks and build problem-solving skills; promote positive self-esteem, social connection, and emotional regulation; apply mindfulness and relaxation techniques in the classroom; equip pupils with tools to manage challenges, setbacks, and stress effectively.

## **Mindfulness in the classroom**

**2.5 hours**



Mindfulness is a powerful tool that helps both staff and pupils **manage stress, improve focus, and enhance overall wellbeing**. By teaching mindfulness techniques in schools, teachers can support pupils in regulating emotions, increasing attention, and developing resilience. Mindfulness also benefits staff by promoting calm, reducing burnout, and improving classroom management.

Schools can be high-pressure environments, and pupils often experience stress, distraction, and emotional challenges. Mindfulness equips staff with **practical strategies and exercises** that can be implemented in everyday classroom routines, fostering mental clarity, emotional balance, and a positive learning environment. Regular mindfulness practice can improve **concentration, behaviour, and engagement**, helping pupils and staff thrive together.

Delivered online, the course consists of 2.5 **hours of guided training**, with practical, hands-on exercises designed to be immediately applied in the classroom

### **Session 1 – Introduction to Mindfulness**

- Understanding mindfulness and its benefits for pupils and staff
- The science behind mindfulness: focus, stress reduction, emotional regulation
- Simple techniques to bring mindfulness into everyday life

### **Session 2 – Mindfulness Practices**

- Breathing exercises to calm the mind
- Guided body scans to increase awareness
- Visualization exercises to improve focus and creativity
- Mindful movement and stretching for energy and relaxation

### **Session 3 – Mindfulness in the Classroom**

- Incorporating mindfulness into daily classroom routines
- Short, practical exercises for pupils to reduce anxiety and improve attention
- Mindful transitions between activities
- Creating a calm and supportive classroom environment

### **Session 4 – Emotional and Social Mindfulness**

- Techniques to manage strong emotions and stress
- Encouraging empathy, patience, and positive communication
- Mindful listening and observing for improved relationships
- Using mindfulness to support conflict resolution and teamwork

### **Session 5 – Developing a Mindfulness Culture**

- Strategies to embed mindfulness school-wide
- Mindfulness for staff wellbeing and resilience
- Tools for measuring progress and engagement
- Encouraging pupil-led mindfulness activities

**Outcomes** - By the end of the course, participants will understand the principles and benefits of mindfulness in schools; be able to guide pupils through mindfulness exercises effectively; apply mindfulness techniques to manage classroom stress and improve focus; promote emotional regulation, empathy, and resilience among pupils; support their own wellbeing and reduce workplace stress; integrate mindfulness practices into daily classroom routines.

This course ensures teachers are equipped to **create a calm, focused, and emotionally supportive classroom**, helping both staff and pupils flourish academically and personally.

# Developing & implementing a wellbeing strategy in your school.

**3.5 hours**



Schools face significant pressures that impact the wellbeing of both staff and pupils. Last year, UK teachers recorded over **2 million sick days**, with more than **half of staff experiencing work-related stress**, while pupils accounted for **22 million sick days**. Prioritising wellbeing in schools leads to **lower absence, reduced stress, improved morale**, and creates a healthier, happier, and more inclusive environment. A strong wellbeing strategy demonstrates that the school **cares and supports its community**, helping staff and pupils feel valued and motivated.

This course equips school leaders and staff with the knowledge, tools, and practical guidance to **develop and implement a tailored wellbeing strategy**. It covers staff wellbeing, pupil wellbeing, or a combined approach, ensuring a positive culture across the school. Participants will learn how to **assess needs, define goals, create practical initiatives, and embed ongoing evaluation** to sustain a culture of wellbeing.

## **Session 1 – Introduction and Why Wellbeing Matters**

- Why schools need a wellbeing strategy
- Understanding wellbeing and the **5 pillars**: Physical, Mental/Emotional, Social, Financial, Career
- Duty of care and legal requirements

## **Session 2 – Assessing Needs and Defining Goals**

- Understanding the wellbeing needs of your staff and pupils
- Defining clear, achievable goals for your wellbeing strategy
- Developing and shaping the strategy with practical ideas

## **Session 3 – Pillars of Wellbeing: Physical & Mental/Emotional**

- **Physical wellbeing**: standing, moving, screen breaks, healthy working environment, nutrition, sleep, gym links, classroom challenges
- **Mental/Emotional wellbeing**: normalising mental health, work-life balance, personal skills, managing emotions, peer networks, relaxation techniques, quiet spaces, creativity sessions, positivity

## **Session 4 – Pillars of Wellbeing: Social, Financial & Career**

- **Social wellbeing**: creating belonging, inclusive spaces, contests, buddy systems, diversity & inclusion, social events, peer recognition, team-building
- **Financial wellbeing**: staff resources, pupil support (PP & FSM), mental health support, nutrition, trips, uniform, financial education
- **Career wellbeing**: setting goals, CPD, recognition, celebrating positives

## **Session 5 – Developing, Launching & Sustaining Your Strategy**

- General strategy: wellbeing calendar, rewards, challenges
- Staffing: senior leadership, line managers, wellbeing champions, and mental health first aiders
- Writing your strategy: examples and starting points
- Launching your strategy: branding, communication, visual displays
- Ongoing assessment and updates: mood polls, feedback forms, tracking against goals, identifying barriers

**Outcomes** - By the end of the course, participants will understand why wellbeing is critical for staff, pupils, and the wider school community; be able to **assess the needs** of their school and define clear wellbeing goals; develop a **practical, tailored wellbeing strategy** encompassing all five pillars; implement initiatives to improve physical, mental, social, financial, and career wellbeing; identify roles and responsibilities for effective delivery, including leadership and wellbeing champions; launch the strategy effectively and communicate it to staff and pupils; monitor, evaluate, and update the strategy to ensure ongoing success; foster a **positive, inclusive, and supportive school culture**.

# **Conflict Management & Resolution in Schools**

**3 hours**



Conflict is a natural part of any school environment, arising from differences in perspectives, behaviours, and expectations. Left unmanaged, conflict can **undermine morale, damage relationships, and create a stressful or toxic atmosphere**. However, when handled skillfully, conflict can **strengthen collaboration, build understanding, and improve problem-solving** among staff and pupils.

Most school staff encounter conflict in various forms—staff-to-staff, teacher-to-pupil, pupil-to-pupil, or parent-to-staff. This course equips participants with **practical strategies, techniques, and tools** to manage and resolve conflict effectively, reducing stress, improving relationships, and fostering a positive school culture. Many strategies are adaptable for use with pupils, including engaging activities and games that teach constructive conflict resolution.

## **Session 1 – Understanding Conflict**

- Defining conflict and identifying common causes in schools
- Exploring personal conflict styles
- Recognising behaviours that escalate or de-escalate conflict

## **Session 2 – Managing Your Personal Response**

- Recognising personal reactions: body, voice, and emotions
- Managing stress: diaphragmatic breathing, tension release, engaging the senses
- Building emotional awareness: self-awareness and social-awareness exercises
- Developing empathy: 8 practical strategies, including class activities and games

## **Session 3 – Conflict Management Strategies**

- Understanding the phases of conflict
- Skills to employ: slowing down, cooperative language, non-judgemental responses, managing body language
- Using the **CICASS system**: Control, Identify, Connect, Acknowledge, Summarise, Solution
- Managing challenging behaviour: addressing violence, inappropriate actions, and escalation

## **Session 4 – Applying CICASS in School Situations**

- Staff/Parent conflicts: techniques for communication and resolution
- Staff/Staff conflicts: mediation, managing past issues, cooperative approaches
- Teacher/Pupil conflicts: escalation prevention, involving appropriate parties
- Pupil/Pupil conflicts: 6-step resolution plan, class activities, and games

## **Session 5 – Conflict Prevention and Reduction**

- Implementing policies and clear communication to reduce conflict
- Between staff: dialogue, understanding roles, leveraging complementary styles, providing feedback
- With parents: guides for positive interaction and communication
- With pupils: clear rules, safe spaces, teaching conflict resolution skills, modelling behaviour, and using calm corners

**Outcomes** - By the end of the course, participants will:

- Understand the causes and types of conflict in a school environment
- Recognise personal conflict styles and manage their own responses
- Apply practical strategies to de-escalate and resolve conflict
- Use the CICASS system effectively in a variety of school situations
- Prevent conflict through clear communication, modelling, and proactive policies
- Equip pupils with conflict resolution skills through activities and games
- Foster a positive, respectful, and collaborative school culture

This course ensures staff are confident in **managing, resolving, and preventing conflict**, improving relationships, reducing stress, and creating a supportive learning and working environment.

# Creating & Managing Calm Spaces for Student Support

2.5 hours



Supporting the emotional needs of pupils requires thoughtful environments that promote calm, focus, and regulation. This course is designed specifically to provide the knowledge, tools, and practical skills needed to design, implement, and manage a Calm Space within school settings.

Participants will explore the principles of sensory regulation and environmental design while developing the digital and organisational skills needed to plan, budget, and track their project using Microsoft Excel and Canva. The course culminates in creating a comprehensive Calm Space Implementation Guide for teachers and support staff.

By the end of this course, participants will be able to:

- Understand the purpose, benefits, and psychological foundations of calm spaces.
- Design a calm, safe and sensory-sensitive environment that supports regulation & inclusion.
- Develop practical and sustainable project plan, budget, and spending tracker using Excel.
- Create visuals and design materials using Canva.
- Produce a clear instructional guide for staff on how to use and maintain the calm space effectively

## Module 1: Designing a Calm and Inclusive Space

- Develop an understanding of sensory processing, emotional regulation, and inclusive design principles.
- Establishing clear physical boundaries and defining the purpose of the space
- Choosing Suitable furniture, seating, and sensory-friendly materials
- Selecting calming colours, lighting, and natural elements
- Incorporating soothing sounds, scents, and visuals
- Managing clutter and creating tactile and sensory zones
- Providing tools for self-regulation (fidget items, mindfulness activities, soft toys, art, and movement options)

## Module 2: Visual Design and Communication with Canva

- Use and arrange elements, resize and recolour objects
- Add and style text, apply backgrounds and colour schemes
- Incorporate and upload images to personalise designs

## Module 3: Budgeting and Project Management with Excel

- Budget Sheet: what to include, formatting, formulas and visual summaries with charts and pivot tables
- Spending Tracker: data validation, named ranges, IF and SUMIF formulas
- Project Manager: conditional formatting, cell references, and GANTT chart creation

## Module 4: Staff Guidance and Implementation

- The purpose and psychology behind calm spaces
- When to use and when not to use the space
- Promoting emotional regulation and independent use by students
- Reinforcing boundaries, safety, and comfort
- Ensuring consistency and accessibility across staff teams

# **Time Management for School Staff**

## **1 hour session**



Time is one of the most pressured and limited resources in schools. With competing priorities, constant interruptions, and high accountability, even the most capable staff can feel **overwhelmed, reactive, and stretched thin**. Effective time management is essential not only for productivity, but also for **wellbeing and job satisfaction**.

### **Why this course is helpful**

This course provides practical, school-focused strategies to help staff **work smarter, reduce stress, and regain control** of their workload without extending their working hours. Participants learn how to prioritise tasks, manage diaries and emails, reduce distractions, and protect time for what truly matters—benefiting both staff and pupils.

Delivered online, the course includes **video presentations, downloadable notes, practical exercises, and a completion assignment**, enabling staff to apply strategies immediately in their school environment.

### **Session 1 – Understanding Time Management**

- Good vs poor time management and its impact on effectiveness and wellbeing
- Identifying where time really goes through practical time-logging exercises

### **Session 2 – Planning and Prioritising**

- Tools and techniques for prioritising tasks in high-pressure school environments
- Using the **Urgent/Important Matrix** for decision-making
- Creating effective, prioritised, and double-prioritised to-do lists

### **Session 3 – Managing Interruptions and Workload**

- Identifying “time robbers” such as interruptions, emails, and inefficient meetings
- Strategies to manage paperwork, diaries, and school-specific tasks
- Learning when and how to say ‘no’, delegate, and share responsibilities

### **Session 4 – Productivity Techniques**

- Applying methods such as **time blocking, batching, and realistic goal-setting**
- Protecting time for high-priority work
- Developing a personal, realistic action plan to embed learning

### **Outcomes**

By the end of the course, participants will be able to:

- Work more efficiently and focus on results rather than busyness
- Plan and prioritise tasks effectively, even in high-pressure environments
- Reduce stress caused by overload and competing demands
- Manage interruptions, emails, meetings, and paperwork proactively
- Delegate, share workload, and say ‘no’ strategically
- Apply productivity techniques like time blocking and batching to school tasks
- Develop and follow a personal action plan for ongoing time management improvement

This course ensures staff are **equipped with practical, immediately applicable tools** to regain control of their time, improve productivity, and enhance both personal wellbeing and school effectiveness.

# **Stress Management for School Staff**

## **1 hour session**



School finance, administration, and teaching roles have never been more demanding. Recent reports show that **93% of teachers in the UK feel stressed at least once a week**, highlighting the very real pressures staff face. Constant deadlines, interruptions, and high-stakes responsibilities mean stress can quietly become part of the job—impacting **wellbeing, performance, attendance, and staff retention**.

This practical, school-focused course is designed to tackle stress where it matters most: **in the real pressures of school roles**. By equipping staff with both immediate and long-term strategies, the course helps improve focus, decision-making, wellbeing, and resilience. It also supports schools in meeting their **duty of care** obligations, while reducing burnout and staff absence.

Delivered online, the course includes **video presentations, downloadable notes, practical exercises, and a completion assignment**, allowing participants to apply learning immediately in their school environment.

### **Session 1 – Understanding Stress**

- What stress is and how it affects the body and mind
- Common internal and external stressors in school roles
- How the body reacts to stress and the impact of prolonged heightened stress

### **Session 2 – Recognising the Signs of Stress**

- Early warning signs of short- and long-term stress
- Cognitive, emotional, physical, and behavioural symptoms
- Understanding how stress can affect performance and relationships

### **Session 3 – Managing Stress in the Moment**

- Quick, practical techniques for immediate relief
- Breathing exercises, muscle relaxation, and grounding strategies
- Calming the mind in busy or high-pressure situations

### **Session 4 – Long-Term Stress Management Strategies**

- Identifying personal stress triggers
- Managing workload, priorities, and time
- Preventing fatigue, overwork, and burnout
- Building positive relationships and support networks

### **Session 5 – Stress in the School Environment**

- Legal responsibilities around workplace stress
- The role of leadership, school culture, and working practices
- Practical adjustments and strategies to reduce stress at an organisational level

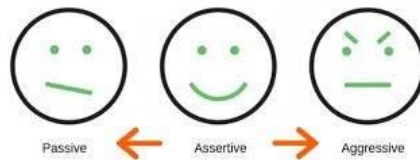
### **Session 6 – Personal Action Plan**

- Creating a realistic, actionable plan to apply learning immediately
- Consolidating strategies for personal and professional wellbeing

**Outcomes** - By the end of this course, participants will be able to recognise personal and workplace stressors and their effects; spot early warning signs of stress in themselves and others.; use practical techniques to manage stress in the moment; implement long-term strategies to prevent burnout and manage workload; build supportive relationships and improve the school work environment; create a personal action plan to maintain wellbeing and focus under pressure.

# Assertiveness Skills

## 1 hour session



In schools, clear and confident communication isn't a "nice to have" – it's essential. Whether managing workload, handling difficult conversations with parents, supporting colleagues, or preventing issues from escalating, assertiveness plays a quiet but powerful role in a healthy school culture.

This practical, highly interactive course is designed to help staff **communicate clearly, calmly, and confidently**—without tipping into aggression or defaulting to passivity. Assertive individuals are able to get their point across, set boundaries, and manage conflict without upsetting others or themselves. Developing these skills supports staff wellbeing, reduces stress, and promotes professional relationships and harmony in the school environment.

Delivered online, the course includes **video presentations, downloadable notes, interactive exercises, and a completion assignment**, allowing participants to apply learning immediately in meetings, classrooms, and parent interactions.

### **Session 1 – Understanding Assertiveness**

- Assertive, passive, and aggressive communication styles
- Core assertiveness skills: body language, eye contact, tone of voice, phrasing
- Using "I" statements to express needs and concerns

### **Session 2 – Practical Assertiveness Techniques**

- Techniques: broken record, fogging, enquiry, and workable compromise
- Confidently saying no and managing competing demands
- Making complaints effectively and handling difficult behaviour
- Encouraging assertiveness in more passive colleagues

The course is reflective and hands-on, using realistic school-based examples and exercises. Staff leave with practical strategies they can implement immediately and a personal plan for continuing to build assertiveness skills.

**Outcomes** – By the end of the course, participants will express their views, needs, and boundaries professionally; Say "no" or "not now" without guilt or conflict; handle challenging conversations with colleagues, parents, and senior staff; manage criticism, complaints, and conflict calmly and constructively; reduce stress, resentment, and emotional overload; encourage assertiveness in themselves and others.

## Dealing with difficult people at school

### 1 hour session



Schools bring together a wide variety of personalities, responsibilities, and high-pressure situations. Occasionally, staff may encounter challenging behaviours from colleagues, pupils, or parents that can disrupt the learning environment, increase stress, and affect wellbeing.

This practical, focused training is designed to help staff **recognise, understand, and manage difficult behaviours** in a calm and professional way. By learning to respond effectively to both aggressive and passive-aggressive behaviour, staff can maintain their composure, reduce conflict, and create a safer, more harmonious workplace.

Delivered online, the course consists of a **1-hour session** including a video presentation, downloadable notes, and practical techniques that staff can apply immediately.

- Understanding causes of aggressive behaviour in schools
- Recognising aggression and its early warning signs
- Understanding passive-aggressive behaviour
- Techniques for managing aggressive behaviour safely and effectively
- Techniques for managing passive aggression constructively
- Dealing with violence and high-risk situations
- Building a workplace culture less prone to aggression

**Outcomes** - By the end of this course, participants will be able to:

- Recognise different types of difficult behaviour in the school environment.
- Understand the causes behind aggressive and passive-aggressive behaviour.
- Apply practical techniques to manage challenging interactions calmly and professionally.
- Maintain personal safety and reduce risk in potentially aggressive situations.
- Promote a more positive and less confrontational workplace culture.

## **Training other people** **1 hour session**



Effective training is essential in schools for developing staff skills, sharing best practices, and maintaining high standards. Whether delivering induction sessions, upskilling colleagues, or leading workshops, confident and competent trainers help ensure knowledge is transferred clearly and effectively.

This practical, step-by-step course equips staff with the skills, techniques, and confidence to **plan, deliver, and evaluate training** for others. Participants learn how to prepare materials, engage participants, handle challenges, and ensure training is meaningful and impactful.

Delivered online, the course includes **video presentations, downloadable notes, practical exercises, and a completion assignment**, allowing participants to apply learning immediately in their own training sessions.

- Purposes of training – understanding why and when to train others
- Preparation for training – planning objectives, audience, and structure
- Materials – options for creating, sourcing, and using training resources effectively
- Delivery skills and techniques – engaging participants, clear communication, and maintaining energy
- Dealing with difficult participants – strategies for managing resistance or disengagement
- The importance of feedback – how and when to collect feedback to improve training

**Outcomes** - By the end of this course, participants will be able to:

- Plan and structure effective training sessions tailored to their audience.
- Create and use materials that support clear learning outcomes.
- Deliver training confidently, using engaging methods and communication skills.
- Manage challenging participants professionally and constructively.
- Gather and use feedback to enhance future training sessions.

## Mentoring Skills

### 1 hour session



Mentoring is a vital part of staff development in schools, providing guidance, support, and professional growth for colleagues. Unlike formal training, mentoring focuses on **building relationships, fostering confidence, and helping mentees achieve their goals** over time.

This practical, interactive course equips staff with the knowledge and skills to **mentor effectively**, supporting colleagues' development while maintaining clear boundaries and structured sessions. Participants learn how to set goals, provide constructive feedback, and guide mentees through their professional journey.

Delivered online, the course includes **video presentations, downloadable notes, exercises, and a completion assignment**, allowing participants to apply their mentoring skills immediately.

- The difference between training and mentoring – understanding distinct roles and purposes
- Mentoring types and styles – formal, informal, peer, and group mentoring
- Skills and attributes required of effective mentors – listening, empathy, communication
- Structuring mentoring sessions – planning, objectives, and session flow
- Conducting the first mentoring session – setting expectations and building rapport
- The ongoing role of the mentor – maintaining support, monitoring progress, and adapting approach
- Giving and receiving feedback – promoting growth while remaining constructive
- Developing an action plan for/with your mentee – setting goals, measuring progress, and next steps

**Outcomes** - By the end of this course, participants will be able to:

- Understand the key differences between training and mentoring roles.
- Recognise different mentoring types and identify the most appropriate style.
- Apply effective mentoring skills to support colleagues' professional development.
- Structure and conduct productive mentoring sessions, including the first session.
- Give and receive feedback constructively to foster growth and improvement.
- Collaboratively develop actionable plans to help mentees achieve their goals.

## **Interviewer Skills**

**1.5 hours**



Recruiting the right staff is one of the most important decisions any school makes. Great hires improve outcomes, strengthen culture, reduce turnover, and create stability for pupils and staff. But with increasing legal requirements, inconsistent interview practices, and time pressures, even experienced leaders can find recruitment challenging.

Our Interview Skills Training gives your team the confidence, structure, and practical tools to run fair, consistent, legally compliant, and highly effective recruitment processes—leading to better hiring decisions and a stronger school community.

This training is ideal for leaders, line managers, governors, and anyone involved in shortlisting or interviewing candidates.

- The Law – Equality Act 2010. Understand what you can and cannot ask, how to avoid discrimination, and how to use positive action correctly and safely.
- Job Descriptions That Attract the Right Candidates - How to write clear, accurate, and appealing job descriptions that reflect the true competencies and culture of your school.
- Assessing CVs & Application Forms - Prioritising the skills and competencies that matter, effective screening, spotting red flags, and understanding the risks and benefits of checking social media.
- Preparing for Interview - How to create a structured, fair, and consistent interview plan, including:
- Behavioural and situational questions - Open and probing questioning. Questions you must avoid. Skills tests and role plays. Scoring, weighting, and competency frameworks. Choosing the right interview panel. Understanding cultural fit without introducing bias. Reducing both interviewer bias and candidate stress
- Conducting the Interview - Professional, welcoming interview practice, including:
  - Pre-interview preparation
  - Meet & greet and creating a positive first impression
  - Representing your school's culture authentically
  - Staying on track with planned questions
  - When—and when not—to probe further
  - Reading body language
  - Spotting potential red flags in real time
- After the Interview - How to evaluate candidates fairly and consistently, make evidence-based decisions, conduct follow-up interviews if needed, and manage:
  - Conditional offers
  - Pre-employment checks
  - Reference checks
  - Making a firm offer promptly and professionally
- Mock Interview Practice - Try out realistic interview scenarios to build confidence and apply best practice immediately.

## **Interviewee Skills**

**1.5 hours**



Securing the right role requires more than experience and qualifications—it requires confidence, preparation, and the ability to communicate effectively in interviews. This course is designed to equip interviewees with the skills to **present themselves confidently, answer questions effectively, and leave a positive impression** on interviewers.

Interviews can be stressful, especially in high-stakes school environments. This practical course helps participants **manage nerves, research thoroughly, anticipate questions, and communicate their strengths clearly**, increasing the likelihood of success. Delivered online, the course includes **video presentations, downloadable notes, exercises, and a completion assignment**, allowing participants to practice techniques in a safe and supportive environment.

### **Preparing for Interviews**

- Understanding the interview process and practical details
- Dealing with nerves and boosting confidence
- Making your research count and demonstrating knowledge of the school
- Anticipating key questions and preparing answers

### **The Interview**

- Creating a positive first impression
- Professional appearance and body language
- Using your voice effectively
- Structuring answers and telling your story
- Selling your strengths and demonstrating enthusiasm
- Asking insightful questions to the interviewer

### **Different Interview Types**

- Successful telephone and video interviews
- Delivering presentations
- Tests and exercises

### **After the Interview**

- Following up and leaving a lasting positive impression

### **Outcomes**

By the end of this course, participants will be able to:

- Prepare thoroughly for interviews, including research and question anticipation.
- Manage nerves and present themselves confidently under pressure.
- Communicate strengths clearly and structure responses effectively.
- Make a strong first impression through body language, voice, and professional appearance.
- Navigate different interview formats, including telephone, video, presentations, and exercises.
- Ask insightful questions and leave a positive impression post-interview.

**Small habit changes to achieve your goals:**  
**The aggregation of marginal gains to achieve success.**

**1.5 hours**



Success in schools (and if life generally) isn't just about knowledge or experience—it's also shaped by the small, everyday habits that staff build and maintain. This course focuses on helping staff develop **soft skills for goal-setting and achievement** through the aggregation of marginal gains: making **small, manageable changes that build into significant results over time**.

Developing soft skills is essential at every level of school life, from support staff to senior leaders. This course helps participants understand **how habits are formed, how to break unhelpful patterns, and how to implement incremental changes** to achieve long-term professional and personal goals. Delivered online, the course includes **video presentations, downloadable notes, reflective tasks, and a completion assignment**, allowing staff to learn at their own pace.

- Understanding why “all or nothing” approaches often fail
- Addressing systems rather than focusing solely on goals
- Understanding how habits are built and how they function
- How long it takes to build a new habit
- The eight principles for building effective habits: Make it easy, Link them, Add on, Make it attractive, Make it satisfying, Make it obvious, Keep doing it, Missing a habit isn't a failure
- Principles for breaking bad habits
- Putting it into practice: Identifying ultimate goals, defining the “person” responsible, breaking goals into sections, identifying tiny habits, starting and tracking progress

**Outcomes** - By the end of this course, participants will be able to:

- Recognise how small changes can accumulate to create meaningful results.
- Build new, productive habits using practical principles and techniques.
- Break unhelpful habits and replace them with effective behaviours.
- Apply goal-setting strategies in a step-by-step, manageable way.
- Track progress and adjust strategies to sustain long-term improvement.