



ISTEK UK LIMITED

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

ISTEK UK LIMITED

istekuk.com

Online Training for School Staff

Istek UK Ltd offer a range of training courses, designed specifically for school staff to maximise their skills, knowledge and understanding of things they will actually use in school.

Because we know resources can be tight for schools – both financial and time wise – our courses are very cost effective and designed so that they can followed wherever and whenever is most convenient.

Courses are delivered over the internet – so delegates can sit at their desk, or in a quiet room, or even at home – as long as they have an internet connection and either speakers/earphones or a phone to listen in.

So how do you actually attend the training?

You will receive an email with a link to our online training platform. You need to register with a name and email and password, and then you are in! You will see the course and have full access to all notes. Presentations, assignments and additional information. You can run the presentation – pause it – try out the functions on your own package – and then continue with the presentation. So you get more of an interactive, hands-on experience this way.

Costs & number of attendees

The training courses are typically split into separate sessions. **All courses are priced at £99 per school.** This is NOT PER PERSON it is per school. So if you have 1 person or 50 that want to do the training, it is the same price.

If there are a few courses of interest, we also offer 12 months UNLIMITED access to ALL courses for £299 per school. So that's every course, as many people as you like, for 12 months.

How to book

Visit our website www.istekuk.com- Or email us on info@istekuk.com . Or call us on 01722 413255

Microsoft Office Essential Skills

4 x 1 hour sessions

In this course on Microsoft Office skills you will learn how to use the core Office programmes.

It's essential for schools to have employees with good Microsoft Office skills and this course will get your staff up to scratch. Each session assumes only a very basic – if any - knowledge and introduces features and shortcuts to improve utilisation of packages.

The aim of this course, is to provide both skills and confidence with the 4 main packages.

Delivered over the internet – and consisting of 4 x 1 hour sessions, each session provides a video presentation with accompanying notes, exercises and assignments.

Session 1 : Microsoft Word - creating and editing documents, formatting, layout, copy & paste, spellcheck, printing options, inserting objects.

Session 2 : Excel - creating and editing spreadsheets, calculations and formulae, copying, formatting, layout, printing

Session 3 : PowerPoint - creating and editing presentations, layout & design, adding graphics, animation.

Session 4 : Outlook - using mail including attachments, CC/BBC & folders, Contacts & Lists, Using calendar.

Intermediate Microsoft Office Skills

4 x 1 hour sessions

In this course on Microsoft Office Intermediate skills you will learn how to move on beyond the basics with the core Office programmes.

It's essential for schools to have employees with good Microsoft Office skills and this course will get your staff really on top of the packages. Each session assumes an existing basic knowledge and introduces features and shortcuts to improve utilisation of packages.

The aim of this course, is to provide both additional skills and confidence with the 4 main packages. Delivered over the internet – and consisting of 4 x 1 hour sessions this course provides video presentations plus accompanying notes, downloads & assignments.

Session 1 : Microsoft Word - Mailmerge, Referencing & reviewing - TOC, index, Templates, headers & footers, Inserting objects into Word.

Session 2 : Excel – Text, number, date & table formatting, Freezing panes, Data validation, IF function, Filters & Sorting, Conditional formatting, Protection, Sort, subtotal & Pivot Tables, Printing

Session 3 : Powerpoint – Templates, design techniques, Inserting other objects, Animation, Packing & creating videos.

Session 4 : Outlook - Calendar, Hyperlinks, Recall and replace sent messages, Setting up automatic replies and inbox rules, Send and open attachments, BCC, Search , Spam, Distribution lists, Templates and stationery, Voting buttons

Advanced Microsoft Office Skills

4 x 1 hour sessions

In this course on Microsoft Office Advanced skills you will learn how to get even more from your packages, going into the more advanced functions and concepts.

You will need a good existing knowledge – so ideally you will need to have completed our Office Intermediate course.

Because not everyone will want to go into PowerPoint and/or Outlook in such detail we do have some options here – you can swap in a Windows 10 session, a Microsoft Publisher session, or can do a further session in Word and/or Excel – so you pick the 4 session that suit you best.

Delivered over the internet – and consisting of 4 x 1 hour sessions this course provides video presentations, plus accompanying notes, downloads & assignments.

Session 1 : Microsoft Word – Productivity tools – autotext, quick parts, Objects. Macros, Toolbars, Page options & Forms. Sharing documents.

Session 2 : Excel – Advanced text & other formatting, BODMAS, Absolute & relative cell references, IF/AND/OR, Advanced Charts, Views, What If

Session 3 : Powerpoint – Enhancing images, Advanced animation and transitions – motion paths, animating individual elements, Media & Action buttons, Saving & Sharing presentations, Themes.

Session 4 : Choose from **Even More Word** – Macros, Toolbars and Visual Basic. **Even More Excel** – Macros, buttons, toolbars & VBA. **Microsoft Publisher**- Publication Layout & Structure, Adding and Formatting Text. Editing Publication Text, Working with Graphic Objects, Finishing a Publication or **Windows 10**

Excel for Beginners

3 x 1 hour sessions

This three-part course, takes the trainee from the very basics, up to the more intermediate topics for using Excel.

It is ideal for anyone who has inherited spreadsheets, or who needs to create functional spreadsheets of their own.

Each session gets a short assignment and on completion of each session and assignment, the delegate receives a Certificate in Excel for each level.

Session 1 – Creating a new spreadsheet, Edit an existing spreadsheet, Insert and edit text and numbers, Change the layout & formatting, Enter and check calculations and then Print the spreadsheet in its most effective form

Session 2 - More formatting – Row/column height, text alignment, rotation, indenting. Number formatting, format painter, Borders and shading, Table formatting, Smart drag handle, Using Formulas, Protection.

Session 3 – Filters, Sort & Subtotal, Charts, Multi-sheet and multi-book links.

Bitesize Excel – from beginner to advanced

10 x 20 minute sessions

Bitesize courses – these courses are designed to provide a series of short, snappy sessions that build up to a full knowledge of the topic. They are delivered online, so can be accessed at any time, anywhere and anyone in your school can be involved.

For the Excel course there are 10 x 20 minute sessions with a 5 minute assignment for each. The course takes you through from a beginner to a fully competent user, although you can start at the very beginning – sometimes a good idea for tips and shortcuts – or jump in at the 'Basic User' or 'Intermediate User' stage. You can stop at any point – submit your assignment and receive a certificate at the appropriate level.

Each session has notes to download, a video presentation for you to follow and replicate on your own Excel and a short assignment at the end to make sure you are happy with that topic.

Beginner Level

Session 1 – Create a spreadsheet, what's on screen, insert & edit text and numbers, simple calculations, printing.

Session 2 – Basic formatting of numbers and text, moving & copying, simple formulae

Basic User Level

Session 3 – Text & number formatting, Borders & Shading, Headings

Session 4 – Smart drag handle & More formulae – AVERAGE, COUNT, IF, SUMIF etc

Session 5 – Charts

Intermediate User Level

Session 6 – Freeze panes, Filters, Sorting, Subtotals & Pivot tables

Session 7 – Keyboard shortcuts, conditional formatting, data validation

Session 8 – Absolute & relative cell references, BODMAS

Session 9 – Multitab & multisheet calculations, Protection, Advanced printing

Session 10 – Macros & Toolbars

Excel Masterclass

4 x 1 hour sessions

Excel can be a great tool for finance and admin staffs in school, but many of us just use the basics day to day as we don't have the time to explore.

To help with this, we have created a new online training program consisting of 4 x 1 hour sessions covering different aspects of the more advanced features of Excel. Each session provides a video presentation with accompanying notes, downloads and assignments.

Each session gets a short assignment and on completion of the sessions and assignments, the delegate receives a Certificate in Advanced Excel.

Session 1 – Creating a lettings management spreadsheet including Table formatting, Freezing panes, Date formatting, Data validation, Formulae & functions, IF, Filters & Sorting.

Session 2 - Invoice template and database including Conditional formatting, Macros, Buttons, Customising Toolbars, Printing – selections / fit to page etc, Protection & Text orientation

Session 3 – Resources and other scheduling – how to set up a scheduling system by creating facilities and resources, locating free slots, producing and printing summary reports. It includes Indents, Borders, More conditional formatting, Absolute & relative cell reference, AND / OR functions, GANTT charts, Comments, Views – arranging / viewing / synchro scrolling

Session 4 – Budgeting / What-ifs and Projections – using Excel to create what-if scenarios & projections to predict outcomes with differing potential situations. Includes BODMAS - Brackets and operator order, Scenario Manager, Scenario Summaries and Pivot Tables, Goal Seek, Solver, Data Tables, Printing – print area and titles

Excel Advanced / App creator

5 x 1 hour sessions

Excel can be a great tool for school staff, but many of us just use the basics day to day as we don't have the time to explore.

This training consisting of 5 x 1-hour sessions covers some of the more advanced features of Excel that can be very useful in schools, whilst completing a fully functioning application for each. Each session provides a 1-hour video presentation that you can pause and complete on your own system as we go. It comes with accompanying notes. At the end there is an assignment to complete – and you receive a Certificate in Advanced Excel.

This course is designed for school staff who have mastered the basics and would like to go further.

Course Topics

Session 1 – **Habit Tracker Application** – includes Layout & formatting, Working with multiple sheets, Named ranges, Conditional formatting – using icon & data sets, IF and COUNTIF functions, Hiding rows and columns, HSTACK, Dropdown selection boxes, ISBLANK, INDEX, Creating charts from habit data

Session 2 – **Create your own Kanban chart** (visual representation of tasks and projects as various stages) includes Layout and formatting, Borders and shading, Column width and row height, Text wrapping, Using PASTE SPECIAL options, Conditional formatting to highlight dates, Creating macros.

Session 3 – Creating a **Random Number Generator** with full options includes RANDBETWEEN and RANDARRAY functions, Using Absolute and relative references, INDEX, UNIQUE and SEQUENCE functions, Preventing duplications

Session 4 – Create your own **Study Scheduler** includes Layout and formatting, Formatting numbers, dates and times, Calculations involving dates and times, Marking complete and changing priority, Grouping by subject, Creating macros and adding to shapes and buttons. Editing macros in VBA.

Session 5 – Create your own **ToDo** application includes Layout and formatting, Data Validation for consistency of entry, Conditional formatting with icons and data sets, Working with data bars, Applying and using Filters and advanced sort, Completion options.

Excel New Features

2 hours

Over the past few years, Microsoft has released so many updates to Excel. The Windows, Mac, web, and mobile versions of Excel all received great new updates that help us get our jobs done faster and more easily.

But it's hard to make time to find out what's new in busy schools, and so we often end up using Excel, and our programs, in the way we've always done it, missing out on really useful updates. The aim of this course is to run through some of the recent additions that we feel can be particularly useful in schools.

GENERAL

Fullscreen mode / Ribbon display options to see more data on your screen - Quick Access Toolbar location - SHIFT and drag to move and insert data easily - Adding bullets - Creating your own menu tab for your often used tools - Useful keyboard shortcuts & how to make your own

HOME menu

CELLS pane – Insert, delete and format cells & sheets - CLIPBOARD – using multiple clipboards and clearing clipboards

INSERT menu

Insert SCREEN SHOTS and partial screens with screen clipping - Add SPARKLINES – mini overview graphs – line, column, win/loss - Insert ADD INS – Data to pics for visual infographics, Visio for flow charts, diagrams etc - SLICER & TIMELINE – for quick, visual filtering.

PAGE LAYOUT menu

SCALE TO FIT PANE for easy management of print layout - SHEET options

FORMULAS menu

NAMES MANAGER pane to make formulae more intuitive & for navigation - XLOOKUP to search/look up information from large lists.

DATA menu

Wolfram Data: inserting automatic live data for foods, activities, animals, cities, people, structures etc - Converting text to columns: splitting data automatically eg addresses, class and form etc - Advanced Filter: Criteria, AND and OR, wildcards - Flashfill / CTRL E feature: to extract information eg names, emails, to split or combine, clean data, capitalise, remove spaces etc - Consolidate: joining ranges - Groups & outline data – to see summary information with drill down for details.

REVIEW menu - - WORKBOOK STATS for details on cells with data, number of formulae etc - Accessibility review – check content is appropriate for people with accessibility issues.

VIEW menu - - SHEET VIEW pane: customise view without affecting sharers - Custom views: save settings eg column width, print option etc., so you don't have to change every time - Zoom to selection - Hide options.

Bitesize Microsoft Word – from beginner to advanced

10 x 20 minute sessions

Bitesize courses – these courses are designed to provide a series of short, snappy sessions that build up to a full knowledge of the topic. They are delivered online, so can be accessed at any time, anywhere and anyone in your school can be involved.

For the Word course there are 10 x 20 minute sessions with a 5 minute assignment for each. The course takes you through from a beginner to a fully competent user, although you can start at the very beginning – sometimes a good idea for tips and shortcuts – or jump in at the 'Basic User' or 'Regular User' stage. You can stop at any point – submit your assignment and receive a certificate at the appropriate level.

Each session has notes to download, a video presentation for you to follow and replicate on your own Word and a short assignment at the end to make sure you are happy with that topic.

Beginner Level

Session 1 – Create a word document, what's on screen, enter and edit text, move & copy, save

Session 2 – Format text, spell check and printing

Basic User Level

Session 3 – Margins & tabs, Orientation, Columns

Session 4 – Inserting objects – pictures, shapes and text boxes

Regular User Level

Session 5 – Headers & footers, Autotext & autocorrect

Session 6 – Inserting tables & charts, symbols & equations

Session 7 – Collaborative working – comments & track changes

Session 8 – Templates, Clipboards & translation

Session 9 – Mailmerge

Session 10 – Macros & Toolbars

Word Masterclass for School Staff

4 x 1 hour sessions

Do you have Microsoft Word in school but have staff who only use the basics and don't have time to explore further? Many of us fall into this category with software, and so we have created a new training course – delivered over the internet – and consisting of 4 x 1 hour sessions. Each session provides a video presentation with accompanying notes, downloads and assignments.

The aim is to introduce the user to the more advanced features of Word. Delegates will learn how to use and create templates, add comments and use the track changes feature. Delegates will learn to work with multiple documents, perform a mail merge and use the referencing tools such as creating an index, outline, table of contents, and cross references.

This Microsoft Word Advanced course will also show delegates how to record a macro, edit a macro, and run macros to automate repetitive tasks.

Each session has an assignment which will help consolidate the information covered, and on completion of all 4 assignments a Word Masterclass Certificate will be awarded.

The 4 sessions are as follows :

Session 1 - Referencing & reviewing - TOC, index, outline, cross ref, tables and captions, reviewing -research, translation, collaborative documents & tracking changes, comments

Session 2 - All about Pages - Templates, Creating Forms, page options, breaks, headers & footers, numbering, borders and backgrounds .

Session 3 - Inserting things into Word documents - objects, charts, shapes, text boxes, quick parts, smart art, tables, pictures, drop cap., columns, signatures, equations and symbols

Session 4 - Mailmerge & macros - – letters, labels, envelopes, sources, selective merges

Microsoft Outlook Skills for School Staff

2 x 1 hour sessions

Microsoft Outlook is a comprehensive tool that offers functionalities beyond sending and receiving emails. It can be beneficial in educational settings, for example by enabling the setup of rules for managing incoming emails, and supporting calendar management and invitations.

This course is designed to assist staff in utilising Outlook's features effectively, automating tasks, and making use of its built-in tools. Delivered online, the course consists of two one-hour sessions that include video presentations, notes, downloads, and assignments.

Participants will complete a final assignment to consolidate the material covered, leading to the award of an Advanced Outlook Certificate.

The 2 sessions are as follows :

Session 1

- Email basics
- Add and use contacts
- Calendar basics
- Fonts
- Hyperlinks
- Spell check
- Recall and replace sent messages
- Setting up automatic replies
- Inbox rules
- Send and open attachments
- BCC
- Search
- To Do.

Session 2

- More on calendar
- Control spam
- Create or delete a search folder
- Distribution lists
- Templates and stationery
- Track email with read receipts
- Use voting buttons
- Backup
- Personal Folders
- Passwords
- Share or publish

Microsoft Teams

1 hour session

Microsoft Teams has become an essential tool in schools, serving as a powerful platform for staff communication, conducting meetings, sharing files and resources, and enabling teachers to engage directly with students. Its versatility supports a wide range of educational activities, from collaborative planning among staff members to delivering interactive lessons and assignments to pupils. The platform fosters seamless collaboration, making it easier to stay connected and organised within the school community.

This straightforward, step-by-step training course is designed to help you unlock the full potential of MS Teams. Whether you are new to the platform or looking to enhance your skills, the training covers everything you need to communicate effectively, manage files, organise meetings, and teach pupils remotely or in person.

By the end of the course, you will be equipped with practical knowledge and confidence to use Microsoft Teams efficiently in your everyday school environment.

The Microsoft Teams training includes:

- Signing up for MS Teams
- Creating teams, Inviting people to teams
- Creating channels - best practice
- Picking teams. Starting conversations / replying / @mentioning
- Activity
- Sharing files. Adding tabs in channels. Working with files
- Meetings - meet now, and in advance. Assigning roles in meetings, yes/no to video. Sharing your screen in a meeting. Using the Whiteboard
- Video / audio calls. Recording calls and meetings and sharing recordings
- Adding apps
- Profile settings

Zoom

1 hour session

In 2020, Zoom rapidly rose to prominence as one of the world's most popular video conferencing platforms, with daily participation surpassing 300 million users by the close of December that year. Its intuitive interface and robust set of features have made it an indispensable tool for both professional and personal communication. Originally designed to facilitate virtual meetings for businesses, Zoom has also become a favoured solution for families and friends seeking to connect remotely, especially when gathering in person is not feasible.

For educational settings, Zoom presents a comprehensive platform that allows school teams to collaborate seamlessly and maintain effective communication, ensuring that day-to-day operations and teaching activities continue with minimal disruption. Whether for staff meetings, remote teaching, or group discussions, Zoom's capabilities—such as screen sharing, recording sessions, and breakout rooms—support a wide range of collaborative tasks and learning experiences. Its flexibility and user-friendly design have contributed significantly to its widespread adoption across schools, workplaces, and social circles alike.

The Zoom training includes:

- Signing up for Zoom.
- Starting an unscheduled meeting.
- Scheduling a meeting.
- Inviting people to your meeting.
- Starting a scheduled meeting.
- Showing attendee faces.
- Sharing your screen.
- Chat verbally and non-verbally.
- Controlling attendees.
- Attending a meeting.
- Zoom security.
- Creating recurring meetings.
- Recording meetings.
- Removing background noise.
- See who attended.
- Waiting rooms and Breakout rooms.
- Keyboard shortcuts.

Google Classroom

1 hour session

Google Classroom enables teachers to create an online classroom area in which they can manage all the documents that their students need. Documents can be stored on Google Drive but what really enhances the experience is the teacher/student interface, which Google designed for the way teachers and students think and work.

The Google Classroom training includes:

- Logging into Google classroom
- Setting up classes
- Enrolling students
- Your class look and feel
- Adding co-teachers
- Topics
- Materials
- Announcements
- Video meetings
- Setting assignments, quizzes and questions
- Communicating with students and parents
- Marking, grading and returning assignments
- Checking originality of assignments
- Gradebooks and grade summaries
- Recording in Google Classroom

Microsoft Forms

1 hour session

Microsoft Forms is a package that allows you to create surveys, polls, quizzes and tests.

Once you have set your survey up, you can distribute it using a web link, an e-mail, as a link in a document; or embedded in a webpage.

Microsoft Forms was developed for the education market, and provides an easy way to assess pupils' progress on a regular basis. It is also ideal for parent or staff surveys.

The Microsoft Forms training includes:

- Creating a form
- Adding content – choice, text, rating, date
- Other question types – ranking, likert, net promoter score
- Adding sections
- Branching
- Previewing and editing
- Themes
- Templates
- Creating a quiz
- Correct answers and scoring
- Feedback during quiz
- Options – participant names, start and end dates
- Distributing your form – link, QR code, email, embed, social media
- Viewing results – summary, individual responses, individual scores, Excel links

Microsoft Publisher

2 x 1 hour sessions

In this course on Microsoft Publisher you will learn how to use the Publisher program to create attractive publications. The course assumes no prior knowledge of Publisher and introduces features and shortcuts to improve utilisation of package.

The aim of this course, is to provide both skills and confidence with the program. Delivered over the internet – and consisting of 2 x 1 hour session, each session provides a live, interactive online presentation with accompanying notes and an assignment to complete.

Session 1 : Basics of Publisher

- creating and editing documents
- page setup options
- layout guides
- adding pages
- adding, editing and formatting text
- linking text boxes
- reviewing & spellcheck
- inserting graphic objects
- printing options

Session 2 : Further Publisher features

- Inserting symbols and special characters
- Arranging Thumbnails
- Backgrounds
- Using schemes
- Using building blocks
- Master pages
- Text styles
- Views
- Design Checker
- Sharing your publication

Each session has an accompanying assignment which will help consolidate the information covered and will result in the award of a Certificate in Microsoft Publisher.

Microsoft Sway

1 hour session

MS Sway is which is Microsoft's attempt to provide a **lightweight, cloud-only, story-telling application** that is easier to use than PowerPoint and provides more narrative devices than simply slide after slide of bullet points.

- Creating new Sways,
- Storylines and cards.
- Adding text, image, video, or other content types.
- Formatting, layout & design.
- Sharing your Sway.

Microsoft OneNote

1 hour session

Often described as '**the best Microsoft program you're probably not using**' MS OneNote is a note-taking program for free-form information gathering and multi-user collaboration. It gathers users' notes, hand writing and drawings, screen clippings, audio commentaries, images, videos & more.

- Creating & deleting notebooks
- Sections and pages.
- Creating notes.
- Adding content, screen clippings, images, audio, video and files, tables.
- Formatting notes – text, bullets, styles, pages.
- Spellcheck & grammar.
- Templates.
- Writing tools and pen mode.
- Interacting with Outlook.
- Sharing and collaborating.
- Options and passwords.

Microsoft To Do

1 hour session

A simple online to do list for your computer, tablet or phone (or all).

- Adding tasks
- Due date
- Reminders
- Locations
- Repeats.
- Breaking tasks into steps.
- Completing tasks.
- Creating separate lists.
- Adding detail.
- Using My Day.
- Importance and other criteria.
- Colour themes.
- Sharing lists and collaborating.
- Settings

Microsoft Copilot for MS Office

4 hours

Microsoft Copilot uses the power of AI to help increase your productivity, unlock creativity, and help users understand information better using simple language.

Powered by Large Language Models (LLMs), Copilot looks at your existing data & aims to spark creativity, boost productivity, and foster new skills.

It integrates seamlessly with all of the programs and applications in the Microsoft 365 suite, including popular things like Word, Excel, Outlook, PowerPoint, Teams and more.

In this course, we look at how to utilise Copilot within MS Office for school tasks and requirements.

- Understanding AI prompts and how to use them effectively
- Safety and ethics of using Copilot
- Copilot for Word – Composing, summarising, brainstorming, research, language, meetings, editing, formatting, accessibility, compliance, security
- Copilot for Excel – Formula writing, data analysis, charts, visualisation, automation
- Copilot for Outlook – drafting and replying, summarising, organising, calendar management, meeting preparation, language
- Copilot for Powerpoint – Content generation, design assistance, images, external data, editing, summarising, speakers notes

The course provides hands on examples and exercises to complete.

Artificial Intelligence Apps for School Staff

4 hours

AI has the potential to revolutionise the way you work supporting your school community.

This engaging, hands-on course is tailored for support staff in UK schools who are eager to discover how AI can streamline daily operations, enhance communication, and bring fresh efficiency to every aspect of school life—no technical background needed!

Learn how to harness real-world AI tools, gain practical skills you can use right away, and boost your confidence in a friendly, collaborative setting. Step into the future, empower your colleagues and students, and make a lasting difference in your school.

- ChatGPT: AI-powered conversational assistant that can enhance communication and productivity in daily tasks. Intro & basic prompting, More on prompting, Files as input, Advanced prompting, Practical uses, Ethics & accuracy
- Copilot: Integrates with the Microsoft products to automate tasks and provide smart content suggestions, making workflows faster and smoother for staff managing documents or schedules. 4 sessions looking at Word, Excel, Outlook and PowerPoint.
- Canva: a design tool for creating graphics, presentations, newsletters, posters etc. Canva AI – content creator, Magic Write, Magic media – text to image creation
- Grammarly: helps improve writing by checking grammar, spelling, and tone. Installing, spelling, grammar, clarity
- RytrAI: an AI writing assistant that generates poems, songs, stories etc. Creating poems, songs, content. Tone, use case, prompting, refining
- Lumen5: transforms text into engaging videos using AI, which can create informative content for announcements or online learning. Templates, text, media selection, customising, audio enhancements
- ClickUp: a productivity platform that organizes tasks, timelines, and collaboration, streamlining project management for busy school environments. Workflow planning, productivity, schedules and subtasks
- Wordtune: offers real-time suggestions to rewrite or improve sentences, helping staff communicate more clearly and persuasively. Tone, spices, analogy, rewriting
- Deepseek: A more indepth search tool powered by AI that finds information quickly from diverse sources, aiding staff in research or problem-solving. How it works, idea generation, reasoning, data analysis, modelling
- Claude: A free and ethical AI chatbot designed for helpful conversation and task automation, empowering staff to handle questions or requests efficiently. Comparison with ChatGPT, imaginative potential, creativity techniques; reverse assumptions, metaphorical thinking, multiple perspectives
- Other AI tools: Exploring other AI tools can introduce staff to new ways of automating routine work, improving efficiency, and supporting the needs of students and educators. Virtual & augmented reality, Individual learning, Study aids, Careers

School Finance for Finance Officers & Assistants

4 x 1 hour sessions

The aim of this course is to help staff involved with finance in schools appreciate all aspects of the finance department and its functions.

This includes the financial regulations required to ensure compliance, the key financial processes involved, how the system works as a whole, how to read financial reports and how to ensure all audit requirements are in place.

Finance staff have important responsibilities & deadlines and need to meet specific financial regulations. Staff who have worked in finance but not in a school or who never formally been trained in finance will find this training useful.

This course is designed for all school finance staff, whether experienced and looking for a recap, new to finance or new to schools. It is also suitable for school governors.

Session 1 - Introduction to accounting. How schools are funded & how schools spend. The accounting process in schools. Double entry bookkeeping

Session 2 - Financial regulations & procedures - Appropriate use of funds, Value for Money, Separation of duties. Authorisation & record keeping. External Audit

Session 3 - Financial Terminology and concepts. Management accounting - Understanding & Reviewing budgets. Financial accounting - Understanding & Reviewing Financial Reports

Session 4 - Period End procedures including VAT. Financial Housekeeping. Internal Audit

Bitesize School Finance for Finance Officers & Assistants
10 x 20 min sessions

Bitesize courses are designed to provide a series of short, snappy sessions that build up to a full knowledge of the topic. They are delivered online, so can be accessed at any time, anywhere and anyone in your school can be involved.

For the School Finance course there are 10 x 20 minute sessions with a 5 minute assignment for each. The course takes you through from a beginner to a fully competent user, although you can start at the very beginning or jump in at any stage. You can stop at any point – submit your assignment and receive a certificate at the appropriate level.

Each session has notes to download, a video presentation for you to follow and replicate on your own Word and a short assignment at the end to make sure you are happy with that topic.

Session 1 – How schools are funded and what they spend their funding on. The accounting process in schools

Session 2 – Double entry bookkeeping

Session 3 – Appropriate Use of Funds and Value for Money

Session 4 – Separation of duties & Authorisation

Session 5 – Record keeping, traceability of records, external audit

Session 6 – Capital items/ fixed asset – what they are, treatment, depreciation

Session 7 – Financial reports – understanding and producing – Income Statement, Balance Sheet, Cash Flows

Session 8 – Management reports – understanding and using budgets

Session 9 – Period End procedures

Session 10 – Housekeeping, & Internal audit.

School Budgeting

2 x 1 hour sessions

Budgeting is a key process in schools, which often requires considerable review and refinement, and the interaction of department heads and senior management to create a cohesive and comprehensive budget.

This training course specifically for schools provides participants with the techniques and confidence to create, manage and control budgets effectively.

It explains financial terms and budgeting tools in a clear way and helps you understand how to go about preparing a budget, including what information you'll need before you start and how to review your numbers for reasonableness. You'll learn how to manage month-end issues, how to use typical monthly reports and how to manage the review process.

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

Generating additional income for schools

6 x 25 minute sessions

Across the UK, schools are facing ever-tighter financial constraints, with budget pressures having become a constant challenge rather than an occasional hurdle. Despite some recent funding increases, the Institute of Fiscal Studies highlights that spending per pupil currently remains just below, or only matches, the levels seen a decade ago. Specifically, from 2009-10 to 2018-19, real-term per pupil spending in England fell by 8%, and while there has since been an 8% real-term rise, this has only served to lift funding back to just under where it was in 2009-10.

Consequently, schools nationwide are exploring innovative ways to supplement their income, seeking relief from ongoing financial pressures.

This training course and resource pack have been designed to provide practical, achievable suggestions for generating additional income, without placing undue strain on school staff. Even if only one or two ideas prove effective, the resulting boost to your school's finances could make a meaningful difference.

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 – Approaching, Identifying, getting onto the October Census.

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 eg National Education Nature Park grants for schools.

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 (Giveasyoulive etc) **Going direct** - Amazon, eBay, Uniform, Local businesses

Session 8 – Large Businesses – Your large existing suppliers, Amazon, Neighbourly, Banks / Building societies, Matched funding programs.

Session 9 – Smaller / local Businesses - Ways businesses can make donations, Ideas for business links, How to approach businesses, Due diligence

Session 10 – Generating income from existing resources - Grounds/sports/PE, Food Tech/kitchens, Textiles, Art, Music, Reprographics, Fayres

Session 11 – Skills – Utilising skills of parents / governors / contacts etc., Gathering information, ideas for 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

Procurement for Schools

6 x 25 minute sessions

Procurement accounts for a significant portion of schools' budgets and from a national perspective involves billions of pounds of public money spent each year.

Not all schools or trusts can employ a procurement expert, and so purchasing is often undertaken by someone who is wearing many hats. This is complex enough, but from October 24 the new Procurement Act 2023 kicks in which has important reforms for schools.

The aim of this training course is to give a clear understanding of procurement in schools including a look at the implications of the new Procurement Act.

- **Introduction** to procurement.
- General **Principles** for procurement – Value for Money, Public/social benefit, Modern slavery. Separation of duties. Conflicts of interest. Understanding your local procurement policies.
- **The Procurement Act 2023** – objectives, who applies to, exemptions – including VfM and Conflict of interest changes, Transparency & integrity, Treating suppliers fairly and equally including duty to SMEs. Register of suppliers & Central Digital Platform – single procurement system.
- Understanding **Public Contract Regulations** and thresholds.
- **Lower** value purchases – catalogues, searches, quotes, choosing.
- **Medium** value purchases – framework agreements & dynamic markets.
- **Higher** value purchases – the business case, who to involve, writing specifications, whole life of contract, assessing the market, prior information notice, open v restricted, invitation to tender, assessing bids, awarding contracts – new mandatory contract award notices & exemptions. Get help Buying for Schools from DfE. When / if to use Direct Awards – the new Procurement Act clauses.
- **Reports** – spend analysis & comparison with budgets, category analysis and benchmarking, whole-life reporting.
- **Supply Chain** resilience – three steps to optimal resilience – firefighting, integrating and streamlining operations, achieving structural resilience.
- **Contract management** – contract management process, record keeping & retention, contract register & how to create one and keep it up to date.

Excel techniques for School budgeting

2 x 1 hour sessions

Budgeting can quite a long winded affair, adjusting and re-adjusting to reach desired goals, allowing for increases, contingencies etc. This short course focuses on the functions in Excel that aid with school budgeting.

The aim of this course, is to provide the skills and facilities that can help with the budgeting task. Delivered over the internet – and consisting of 2 x 1 hour sessions , each session provides a live, interactive online presentation with accompanying notes (the live session being recorded so anyone can watch it after the event, at a time of their choosing) Attendees can ask questions and email us after the sessions with any additional queries.

The course has a completion assignment which will help consolidate the information covered, and will result in the award of a Certificate in Excel Budgeting.

The 2 sessions are as follows :

Session 1

- Complex formulae
- BODMAS (order of calculation)
- Multi sheet & multibooks
- Tracing dependents & precedents
- Error checking & arrows
- Watch windows
- Budget charts

Session 2

- Inbuilt Functions for budgeting
- Name Manager
- What If? Analysis
- Printing large budgets.

Internal Audit for School Finance

2 x 1 hour sessions

The role of internal audit is important in school finance, to provide assurance that the management, governance and internal control processes are operating effectively. An internal audit process will monitor the integrity of the financial statements, review the schools internal financial controls and pave the way for a stress-free external audit.

It does not have to be an onerous task however – by putting clear, simple processes in place, a school should be able to perform this function effectively and make the external audit process a much easier, and more straight forward event. It does not require specially trained and qualified staff members – merely an efficient procedure & reporting process.

The aim of this short course, is to provide the skills and procedures for this task. Delivered over the internet – and consisting of 2 x 1 hour sessions , each session provides a live, interactive online presentation with accompanying notes (the live session being recorded so anyone can watch it after the event, at a time of their choosing) Attendees can ask questions and email us after the sessions with any additional queries.

The course has a completion assignment which will help consolidate the information covered, and will result in a Basic Internal Audit Certificate.

The 2 sessions are as follows :

Session 1

The Role and Function of Internal Audit - Key goals of the internal audit function, Ensuring auditor objectivity, Avoiding conflicts of interest within auditing.

Planning Effective Audits - Pre-audit planning, Objectives, measurements, and key transaction types, Risk assessment

Session 2

Conducting Effective Audits - Audit sampling techniques & procedures, Developing best practice.

Audit Report Writing - Recording findings during the audit, The 5 C's, Ensuring objective comments & use of constructive language, Improvement recommendations & continuous improvement techniques

GDPR for School Staff

2 x 1 hour sessions or 10 x 20 minute sessions

The General Data Protection Regulation came into force on 25th May 2018, and it's important for school staff to know what's required of them with handling personal data.

Post Brexit, the UK passed its own version called the UK-GDPR, which alongside the Data Protection Act of 2018, is in effect now.

The aim of this training is to highlight what's different in a factual, non-alarmist way, and ensure that everyone in school knows what they should be doing.

Part 1 is for all staff who handle any data – so finance, admin, teachers, canteen staff etc., and part 2 is for senior management, leadership & governors and whoever is responsible for data protection.

The training is accessed online - so you log into our webpage and run the training whenever suits you. As many people as you like from school can access the training, whenever suits each person best. It comes with notes and a copy of the PowerPoint slides and a certificate is generated on completion of a short assignment. Each session has notes to download and a video presentation for you to follow,.

Session 1 – Intro to GDPR & Personal data. GDPR requirements for schools & Privacy by design

Session 2 – The Lawful basis for holding personal data in schools. Consent considerations.

Session 3 – Basic Security

Session 4 – What to do in a breach & Subject Access Requests.

Session 5 – Special considerations for schools

Session 6 – (Part 2) Privacy Notices

Session 7 – Data Retention

Session 8 – The role of the DPO – do you need one?

Session 9 – Subject rights

Session 10 – Steps for compliance

Mental Health First Aider Training for Schools

Multiple sessions totalling 8 hours

A **Mental Health First Aider** in the school is the go-to person for anyone who is going through some form of mental health issue. The first aider will be able to help guide the person in distress to the help that they need. They will also have the relevant knowledge to be able to spot someone who is developing a mental health issue. They will, therefore, be able to intervene before it escalates.

The aim of this course is to help delegates:

- Identify the symptoms of mental health issues
- Offer initial help and guide a person towards the most appropriate support
- Stop issues arising before they become a crisis
- Minimise the impact of mental ill health on work and life
- Proactively manage wellbeing in the workplace

You **do not need any qualifications** or prior experience for this role, but you do need to be compassionate, empathetic and accepting with an ability to listen, support and help.

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.

Topics

- What is mental health, mental ill-health & mental illness?
- Why mental health is important in schools for adults and students
- Why mental health first aid
- Legislation covering mental illness, stigma and discrimination
- The role of the mental health first aider – key principles
- Skills and application of mental health first aider role – ALGEE (approach/assess, listen, give support and information, encourage self-help & other support, encourage professional help)
- Mental health of children & Safeguarding issues
- First aider self-care, peer support and supervision
- 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
- MHFA Action Plan – setting up and operating a system
- Building a mentally well school environment

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 essential for 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**.

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.

Topics

- What is mental health?
- Why mental health is important in schools for adults and students
- Why mental health first aid
- Legislation covering mental illness, stigma and discrimination
- The role of the MHFA – key principles
- How to approach someone in need - ALGEE (approach/assess, listen, give support and information, encourage self-help & other support, encourage professional help)
- Mental health of children & Safeguarding issues (optional)
- Recognising symptoms of mental ill health and first aid approaches
- First aider self-care, peer support and supervision
- Building a mentally well school environment

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

3 hours

The ability to bounce back quickly from setbacks is very important for mental wellbeing. This 'bounce back ability' is called resilience.

Resilience doesn't make problems go away but gives the ability to see past them, find enjoyment in life and better handle stress. People who lack resilience often dwell on problems, feel victimized, become overwhelmed or turn to unhealthy coping mechanisms.

Resilient children are more likely to take healthy risks because they don't fear falling short of expectations. They are brave, trusting and curious, know their limits and they push themselves to step outside of their comfort zones.

This course, designed for teachers will help you to foster and promote resilience in the classroom.

Session 1 – Introduction

Introduction to resilience and its importance in mental health of pupils. • The 7Cs

Session 2 – Competence

Exercises – 1. Problem Solving Skills – Human Knot, Egg drop, Marshmallow Tower, Legoman, Flip over, Survivor 2. Logic games – brainbashers.com 3. Embracing change – Just One Thing 4. Mindmaps

Session 3 – Confidence

Exercises – 1. Learning Self Acceptance – Self collages, Write yourself a letter, Group exercise for young children: Cool Corgi; Group for older children: Mistake scenarios. 2. Celebrating success and accepting failure – Class incentives, Peer Recognition, Displaying work, Onscreen / social success. 3. Help Pupils find their passion – 3 lists, Different role models. 4. Encourage positive self talk

Session 4 – Connection

Exercises – 1. Make the classroom more connected – Human Bingo, Sticky note fun, WOWs. 2. Connection outside the classroom – Empathy exclusion game, World of diversity game, Embracing difference. 3. Connection with wider community – Class grandparent, Adopt a group, Community

Session 5 – Character

Exercises – 1. Model behaviour – achievement chart. 2. Teach sharing – Group picture, Donation, Team Games – Iceberg, River, Zoom. 3. Teach Honesty – Truth or Lie game, The Boy who cried wolf, What would you do. 4. Teach Respect & Politeness – Manners Song, Apology Charades, May I?

Session 6 – Contribution

Exercises – 1. Helping other children 2. Helping the community 3. Helping the environment. 4. Finding your passion.

Session 7 - Coping

Exercises – 1. Understanding emotions – Emotions Mask, Emotions body map. 2. Relaxation techniques - Noodle Caboodle, Doodling exercises, Visualisation, Laughter meditation, Mindfulness

Session 8 - Control

Exercises - 1. Opportunities for small choices. 2. Games for learning control – Would you rather be?, Desert Island, Debates 3. Future Plans – What do you want to be? Career options. 4. Teach goal setting – Goal setting worksheet, Vision Boards, Pressure cooker, Longest shadow, Interest maps, Smartie tower.

Mindfulness in the classroom

2.5 hours

Practicing mindfulness in the classroom can help students and teachers alike. Mindfulness can lessen anxiety and negative thinking and encourages positivity and kindness. Mindfulness practice has become an increasingly popular element in today's classrooms.

This course for teachers, covers the basic mindfulness techniques and then how to apply them to specific situations:

Topics

Session 1 Introduction to Mindfulness, How mindfulness helps teaching, how mindfulness helps learning, the research.

Session 2 – The Basic Mindfulness Techniques - Body awareness – theory & exercises, Breathing – theory and exercises, Chattering mind & overthinking– theory and exercises.

Session 3 - Mindfulness for worry, stress and big emotions. Theory. How mindfulness helps. Breathing – exercises, Grounding – theory and exercises, Visualisation – theory and exercises, The Mindful Pause – theory and exercises.

Session 4 - Mindfulness for positivity. Theory. Gratitude - theory and exercises. Positive affirmations. Positivity challenges

Session 5 - Mindfulness for kindness. Theory. Self compassion & self care. Listening skills. Developing empathy

Session 6 - Mindful lifestyle choices. Mindful movement, Mindful eating, Avoiding Judgement, Social Media, Getting in touch with nature

Session 7 - Creating a mindful classroom - Mindful music, Posters & pictures, Create a mindful area, Mindful moments, Kickstart with a mindful month

Developing & implementing a wellbeing strategy in your school.

3.5 hours

Now more than ever, wellbeing needs to be a priority in schools.

Even at pre COVID figures show more than 2 million sick days were recorded by UK teachers with 54.5% of teachers taking some sickness absence. 56.5% of staff had one or more work-related stress factor. For pupils 22 million sick days were taken.

Making wellbeing a priority in schools leads to lower absence, lower stress, improved morale and healthier, more inclusive staff and pupils. It is the key to making your school healthy, happy and motivated by showing everyone that you are a school that cares and supports. Staff and pupils feel valued, and a positive culture is created.

The aim of this course is to help understand the wellbeing needs in your school and put into place an appropriate strategy. This could be a strategy just for staff, or for staff and pupils alike.

Topics

WHY schools need a wellbeing strategy

WHAT is wellbeing? The 5 pillars of wellbeing. Duty of care / laws relating to wellbeing

Understanding the **NEEDS** of your people

Defining the **GOALS** of your wellbeing strategy

Developing and shaping the strategy – lots of ideas included!

PHYSICAL wellbeing strategy – Standing, Moving, Breaks, Screen breaks, Healthy working environment, Classes, Challenges, Nutrition, Sleep, Gym links

MENTAL/EMOTIONAL wellbeing strategy – Normalising mental health, Work/life balance, Personal skills, Managing emotions - group & one to one meetings, peer networks, Relaxation techniques, Quiet spaces, Creativity sessions, Positivity

SOCIAL wellbeing strategy – Creating a sense of belonging – contests, inclusive spaces, networks, buddy systems, Diversity & Inclusion – diversity calendar, holy days, diversity flowers, snapshot board, Social events – anniversaries, peer recognition, team building.

FINANCIAL wellbeing strategy – Staff - inset, leaflets/advise, Pupil – PP & FSM, access to mental health, nutrition, uniform, purchases, trips, financial education.

CAREER wellbeing strategy – Goals, CPD, Recognition, Positives

General strategy – Wellbeing calendar, Rewards, Challenges

STAFFING - Senior leadership, Line Manager, Wellbeing Champions and Mental Health First Aiders

WRITE your strategy - Example of a starting point

LAUNCH your strategy! Telling people about it – Branding – name, logo, colours, Where/How to display

Ongoing **ASSESSMENT & update** – Check against goals, Mood polls, Feedback forms, What can interfere with success?

Conflict Management & Resolution in Schools

3 hours

Managing conflict in schools is crucial to maintaining a positive and productive working and learning environment. Schools bring together different views of the world, different ways of being, thinking and living, and all these differences have the potential to lead to conflict.

Most school staff will be familiar with some form of conflict, be it parent to staff, staff to staff, teacher to pupil or pupil to pupil. When conflict is neglected, it doesn't simply disappear - it continues below the surface, resulting in damage to the school climate and if left ignored, stress can reach unsustainable levels and a toxic environment can take hold.

Skilfully managed conflict however, can benefit schools by improving the ability to work together toward shared goals and establishing a culture in which people can disagree without becoming disagreeable. This course is for staff but also has lots of techniques suitable for teaching to pupils including class activities and games.

Session 1 – Understanding Conflict:

- Defining conflict, Causes of conflict in school
- Conflict Styles (Find out yours), Behaviours that escalate and de escalate conflict

Session 2 – How to manage your personal response to conflict

- Recognising your reactions - Body, Voice, Emotions
- Managing your stress - Diaphragmatic breathing, Drop the tension, Engage the senses
- Building emotional awareness - Self Awareness: Mindfulness, Journaling, Class activities. Social Awareness: How to develop and improve social awareness
- Developing empathy - 8 ways to develop empathy. Class activities & games

Session 3 – Conflict management Strategies-

- Phases of Conflict
- Skills to employ - Slowing down. Avoiding force, No to 'calm down', No judgement, Personal comments, Co-operative language, Managing your body language
- Using the CICASS system - Control, Identify, Connect (Listening skills), Acknowledge, Summarise, Solution
- Managing Challenging Behaviour - Violence at school, Challenging unacceptable behaviour.

Session 4 – Applying CICASS to School Situations

- Staff / parent - Techniques
- Staff / staff - Techniques, Mediators
- Teacher / pupil - Techniques, Escalation, Involving other parties
- Pupil/pupil - 6 step plan, Class activities & games

Session 5 – Conflict Prevention & Reduction

- Key points - Policy, Communication, Modelling behaviour
- Between staff - Dialog, Roles, Complimentary styles, Past issues, Feedback
- Parents - Guide, Communication, Dialog, Positive interaction
- Pupils - Clear rules, Communication, Safe space, Model behaviour, Conflict Resolution Skills, High expectations, Positive reinforcement, Calm corner/space

Working safely & comfortably at a computer in school

1 hour session

- The effects of sitting at a computer all day
- How to sit correctly
- The importance of standing
- The activity quota
- Some stretches to do at your desk
- Hands & arms – risks of RSI
- Adjusting the keyboard and mouse
- Exercises for hands and arms
- Working with screens & effects on eyes
- Adjustments and positioning
- Eye exercises
- Other tools for working at a computer

Working sat down at a computer may seem one of the safest things in the world, but actually there are all sorts of risks to your health & comfort. Sitting for long periods of time, repetitive hand/arm movements using the computer, staring at a screen – all can cause issues. Sitting for 6 hours a day increases our risk of heart disease by up to 64% cent. You're more at risk for diabetes and certain types of cancer. Women can start to lose bone density – 1% per year. Sitting also messes with posture and our hips suffer particularly. This course helps find strategies to minimise current and future issues.

Time Management for School Staff

1 hour session

- Good & bad time management
- Planning & Prioritising – matrix method, Prioritised To-Do lists
- Productivity Tools – batching, multi-tasking, breaks & rewards
- Time Management devices
- Time Robbers and Strategies
- Organising yourself – workspace, communications, paperwork
- Organising the way you work with others
- Delegating and sharing
- Meetings
- Personal Action Plan

In schools, time management is really important as there is usually an enormous amount to do, and not enough people to do it! In addition, there are often time-specific jobs, so you might have to cover a lunch hour, might have a specific time when pupils are allowed to come and contact you etc., meaning that the rest of the time is even more squeezed. Time management is the process of organising and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress. This session looks at strategies and tools to assist.

Stress Management for School Staff

1 hour session

- Intro to stress awareness
- Recognising the signs and symptoms
- Quick fixes for immediate stress relief
- Long term strategies for dealing with stress – organisation, positive relationships, emotional support systems, reactivity, self-care
- Pro-active stress management – UK Laws, Supportive management & culture, Workplace aesthetics and ergonomics,
- Personal Action Plan

Stress is our body's way of keeping safe in times of danger. It reacts by releasing chemicals to ready the body for action, but if there is no physical outlet this can cause problems. Your nervous system isn't very good at distinguishing between emotional and physical threats so your body reacts just as strongly as if you're facing a true life-or-death situation.

If you tend to get stressed out frequently, like many of us in schools, your body may exist in a heightened state of stress most of the time. And that can lead to serious health problems. Chronic stress disrupts nearly every system in your body. It can suppress your immune system, upset your digestive and reproductive systems, increase the risk of heart attack and stroke, and speed up the aging process. It can even rewire the brain, leaving you more vulnerable to anxiety, depression, and other mental health problems. This session aims to help us recognise stress and find tools to help.

Assertiveness Skills

1 hour session

- Passive, aggressive and assertive - the differences
- Characteristics of assertive communication & how to start to use them
- Five techniques to improve assertiveness - behaviour rehearsal, repeated assertion, fogging, enquiry, workable compromise
- How to say NO effectively
- How to complain
- Dealing with passive co-workers
- Personal action plan

Assertiveness is simply the quality of being self-assured and confident without being aggressive. It is a learn-able skill and mode of communication.

In the hectic school environment, it can sometimes feel like the person who 'shouts the loudest' is the one that gets their way, but it does not and should not be this way. Assertive individuals are able to get their point across without upsetting others, or becoming upset themselves. Whatever a person's position or role, having good assertiveness skills should enable schools to get the very best from their staff and promote harmony and job satisfaction.

On this course we look at how assertive people behave, how we can emulate this & techniques for improving assertiveness. You'll get to try things out at the time, but also create a plan for moving forward.

Dealing with difficult people at school

1 hour session

- Understanding causes of aggressive behaviour
- Recognising aggression
- Passive aggression
- Techniques for managing aggressive behaviour
- Techniques for managing passive aggression
- Dealing with violence
- Building a workplace less prone to aggression

Training other people

1 hour session

- Purposes of training
- Preparation for training
- Materials – options, creation
- Delivery skills and techniques
- Dealing with difficult participants
- The importance of feedback and how/when to collect

Becoming a Mentor

1 hour session

- The difference between training and mentoring
- Mentoring types and styles
- Skills and attributes required of mentors
- Structuring mentoring sessions
- The first session
- Ongoing role
- Giving and receiving feedback
- Developing an action plan for/with your mentee

Interviewer Skills

1.5 hours

- The Law – Equality Act 2010, what you can and cannot ask, positive action
- Job Description – writing a spot on description
- Assessing CVs/application forms – Prioritising competencies, screening & assessing, red flags, checking social media.
- Preparing for Interview – Structuring interview questions – behavioural & situational, open ended and probing questioning. Questions to avoid. Planning skills tests / role playing. Weighting and scoring. Who to include in interview. Cultural fit. Reducing interview bias by becoming aware of own biases. Reducing stress for interviewees.
- The interview – before the interview starts, as candidates arrive, first impressions, meet & greet and making people feel at ease. Introducing your culture and representing your school. Asking the planned questions and when to probe. Body language. Spotting red flags.
- After the interview – evaluating candidates fairly and consistently & making a decision. Additional interviews. Timely follow up. Making a conditional offer - Pre employment checks & reference checks. Making a firm offer.
- Mock interview examples to try.

Interviewee Skills

1.5 hours

Preparing for interviews

- Dealing with nerves
- The practical details
- Making your research count
- Anticipating key questions
-

The Interview

- Creating a positive first impression
- What to wear
- Using your voice
- Getting to grips with interview questions and telling your story
- Selling your strengths
- Showing enthusiasm for the role & being engaging
- Great questions to ask the interviewer

Different interview types

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

Leaving a positive impression

After the interview

Small habit changes to achieve your goals - The aggregation of marginal gains to achieve success.
1.5 hours

Helping your staff build 'soft' skills plays a vital role in both individual and school performance. Often referred to as '**essential skills**' they are accessible to all, and everyone can develop and improve them.

Soft skills encompass transferable abilities that individuals can develop to **excel in their professional development**. These skills are vital in the school environment, and are necessary at every level of the workplace, from entry-level roles to the senior leadership team.

Developing and achieving **goals** is an important soft skill for school staff. This **new approach** focuses on aggregating lots of very small changes that are relatively easy and straightforward to implement, but which build to substantial success.

There are seven basics to master with changing small habits to achieve lasting goals:

1. Understanding why 'all or nothing' does not work
2. Addressing systems not goals
3. Understanding habits - why they are built and how they work
4. How long it takes to build a new habit
5. The 8 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
6. The principles for breaking bad habits
7. How to put it into practice - Identifying the ultimate goal, Identifying the 'person' who does this, Breaking the goal into sections, Identifying the tiny habits in each section, Starting & tracking

Do you think your staff might benefit from our 'Small Habit Changes' training workshop? Istek UK provides personal development training for schools that **doesn't break the bank** and is straightforward to complete.

The training takes about **1.5 - 2 hours to complete** and can be done in one go or a series of shorter chunks. As many people as you like from school can access the training, whenever they choose. It comes with video presentations and notes and there are a series of mini tasks to consider as you go through the course. There is a **certificate** issued on completion of a short assignment.