

## Staff Development Plan 2022/2023

Salisbury City Council are pleased to confirm the following Staff Development Plan for 2022-2023.

The plan below does not include role specific development. This can be discussed with your line manager during your 6 monthly reviews who can discuss needs with HR Manager.

You will see that some courses are optional and some are mandatory. We provide mandatory training so we are all clear on what is expected of us in these areas. If you would like to understand a bit more about the reasons behind this please do liaise with your manager/HR Manager.

There may be other mandatory courses that are applicable to your particular role, your manager will be able to tell you about these.

### Mandatory Courses (ALL STAFF)

Title	How often	Type of delivery	Aims of session
Diversity & Inclusion	Every year	Face to face sessions	Workshop on how we can all contribute to being an inclusive organisation representing the community we serve
H&S Refresher	Every 18 months	E-learning – link will be sent when due	Ensure continued awareness of general H&S responsibilities
Manual Handling	Every year (roles with <b>frequent</b> manual handling)  Every 3 years (roles with <b>low levels</b> of manual handling)	Face to face with H&S Co-Ordinator – higher levels of manual handling.  e-Learning – low level manual handling	Maintain awareness of how to carry out activities involving lifting and carrying safely
Safeguarding	New staff – attend next face to face session booked  All staff to attend refresher every 3 years	Face to face	Ensure staff continue to be confident in their responsibilities within safeguarding as a Public Sector organisation



**Optional – Available for ALL STAFF (Unless requested by manager)**

Course	How to access	Details
<b>Coaching</b>	<b>Please speak to Manager and HR Manager for more information</b>	<p>1:1 time with a trained coach to reflect and gain awareness on areas that are important to you and decide what you want to do.</p> <p>If you are not sure whether coaching is for you or not get in touch with Tracy/Marc or Lol who can tell you a bit more about it.</p>
<b>Mentoring</b>		<p>1:1 time with a mentor who may be able to give advice and guidance on areas that you may struggling with. This could include having conversations you find difficult or career development options.</p>
<b>Focus on your Finances</b>		<p><b>Financial Planning for future</b> This is a financial planning seminar being organised by Wiltshire Pension Fund delivered by <b>Affinity Connect</b></p>
<b>Pre-retirement planning</b>		<p><b>Pre-Retirement Financial Planning</b> Anyone considering retirement in the next 3 years This is a financial planning seminar being organised by Wiltshire Pension Fund delivered by <b>Affinity Connect</b></p>
<b>How we work as a team</b>		<p><b>Belbin Team roles</b></p> <p>A team is not a bunch of people with job titles, but a congregation of individuals, each of whom has a role which is understood by other members.</p> <p>This session involves exploring the roles within your team and how we can use our skills to best effect.</p> <p><a href="https://www.belbin.com/about/belbin-team-roles/">https://www.belbin.com/about/belbin-team-roles/</a></p>
<b>Become a trained coach</b>		<p>Train to become a Level 5 qualified coach to then offer coaching sessions to staff in SCC or organisations with a coaching sharing protocol in place.</p> <p>Please speak to your manager in first instance and then HR Manager for more information.</p>
<b>Line Manager Development</b>		<p>Are you a new or experienced line manager who would you benefit from some support in this area?</p> <p>If so please discuss your thoughts with your manager and then HR Manager.</p>

## Individual development

If you or your manager identify a development need please have a chat with HR Manager.

This may be role specific or more generic, it could include things like management, leadership, project management skills, having difficult conversations or workload prioritisation.

The type of development can be offered in a variety of ways from attending conferences, visiting peers at other Councils, face to face training or coaching and mentoring.

## Career Development

We recognise, that as a small organisation, SCC may not be able to meet everyone's career aspirations.

Where possible, we offer role enrichment opportunities (where these meet both Council and individuals needs). This may include things such as taking a lead in a project, research and report writing, buddying another member of staff, membership of forums such as HR/Mental Health Champion/ Project groups.

We are also able to offer support with tasks such as CV writing or mentoring or coaching to support career development.

Please speak to your manager or HR Manager about what options can be offered.

## NEW STAFF TO SCC

We have continued to extend our induction programme for new staff. However all of the above is open to all existing staff too. If this is you just get in touch with manager/HR Manager and we can book something.

Who	Title	How delivered	Session purpose
<b>All new staff</b>	Cyber Awareness	e-Learning	Provide awareness of practical steps that will help protect computers/networks and data from unauthorised access.
	H&S Induction	e-learning	Provide an awareness of general H&S responsibilities
	Manual Handling	E-Learning (for most roles) Face to face (for roles with frequent manual handling)	Provide awareness of how to undertake manual handling activities safely
	IT Awareness	Face to face	General overview of generic IT systems in use in SCC including - EDMS/Outlook and distribution lists/general security and how to report IT issues – <b>Corporate Services</b>  PeopleHR – <b>HR Manager</b>
	Safeguarding	e-Learning (video 85261 on EDMS)  Then followed up with next	Provide initial overall awareness of safeguarding.  This to be followed up by attending next yearly safeguarding face to face session.
	Title	How	Summary
<b>NEW MANAGER S</b>	SCC HR policies	Face to face with HR Manager	1:1 session for all new managers in SCC.  Session discusses all HR policies and why we have them.
	Recruitment		All new managers to attend before undertaking recruitment process