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# HR Pathways CPD Programme

Pathway One of our HR Pathways continuous professional development (CPD) programme is led by senior HR consultant **Tanya Jackson**, who specialises in providing strategic and commercial HR advice to the education sector. HR Pathway One is also delivered by HR Consultant **Hayley Rivens**, who is joined by other experts, including safeguarding lawyer and firm partner, **Dai Durbridge**.

Our course will equip you with the skills, knowledge and confidence needed to proactively manage employees in accordance with best practice and the law. Delivered via Zoom the interactive and engaging course provides 20 hours of contact time and to keep things personal, is limited to a maximum 30 delegates per cohort.

## Pathway One: Agenda

**20 March 2025 - 10am–12pm**

### Getting people management right:

- Understanding people management.
- The role of the line manager.
- Managing disciplinary and grievance issues.
- Handling difficult conversations.

**5 June 2025 – 10am–12pm**

### Hearings and investigations:

- Investigations – tips, techniques and pitfalls.
- Understanding the Acas Code and Guide.
- Hearings – roles, process and quality.

**27 March 2025 – 10am–12pm**

### High Quality Recruitment & Onboarding:

- Safer recruitment – getting it right.
- Fair recruitment – equality and diversity.
- Importance of induction and onboarding.
- Proactive probation management.

**12 June 2025 – 10am–12pm**

### Effective and Proactive Absence Management:

- Why managing absence is vital.
- Tools and techniques for effective and proactive absence management.
- Addressing disability and pregnancy related absences.

**3 April 2025 – 10am–11am**

- One-hour learning consolidation and free-form Q&A.

**19 June 2025 – 10am–11am**

- One-hour learning consolidation and free-form Q&A.

**8 May 2025 – 10am–12pm**

### Driving Performance Management:

- Managing performance via the appraisal process.
- Linking performance to pay.
- When issues arise, moving to a capability process.

**26 June 2025 – 10am–12pm**

### Policies and contracts:

- Using fixed term and temporary contracts.
- Flexible working.
- Top tips for managing restructures.
- Contract variations.
- Drafting and implementing policy changes.

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**15 May 2025 – 10am–12pm**

**Leading safeguarding, with Dai Durbridge:**

- Lead by example and supporting your DSL.
- Identify and manage safeguarding trends.
- Promoting strong safeguarding compliance and knowledge transfer.

**3 July 2025 – 10am–12pm**

**Employment law (delivered by an employment lawyer):**

- Employment law update.
- Steps you should take to ensure compliance.

**22 May 2025 – 10am–11am**

- One-hour learning consolidation and free-form Q&A.

**10 July 2025 – 10am–11am**

- One-hour learning consolidation and free-form Q&A.