



# EVH Training Guide



supporting  
social  
employers

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## WELCOME

**EVH's Training Services** are a flexible, efficient, cost and time effective way to get the maximum return on your training and development investment. Since programmes are held at your premises (or at a venue of your choice) you don't incur the expense and loss of time associated with travelling further afield.

### Why Us?

We take the time to understand your organisation's needs so that the training we offer is focussed around your specific requirements to ensure you achieve the results you desire. Our training can also be tailored to specific learning areas and levels of experience of individuals. This makes it much more relevant for your organisation. You gain from a personalised approach which is completely confidential, giving you the freedom to ask questions that you may not be comfortable raising at a public session. Our aim is also to make the training participative, interactive, fun and easy to understand.

You will benefit from training that draws upon a pool of experienced trainers with considerable expertise in the chosen subject areas. Full CVs of the trainers can be supplied on request.

### What we offer:

- **Cost-effectiveness** - you pay per session, rather than per person, giving you a much larger return on your investment.
- **In-house training** – we attend at your office or agree a mutually convenient location.
- **An Extensive** range of sessions covering a wide range of topics.
- **Solutions** that enable managers and those responsible for developing people to build their capability and drive the organisation's performance
- **A Practical** hands-on approach
- **Flexibility** – we deliver training in a variety of different formats to suit your specific requirements



<b>Training Course</b>	<b>Suitable For</b>
<b>Absence and Attendance</b>	HR Practitioners or other staff responsible for managing employees
<b>Appraisal for Managers and Staff</b>	Staff tasked with conducting appraisals as well as appraisee
<b>Appraising your Director</b>	Office Bearers tasked with carrying out the Chief Executive/Directors Appraisal
<b>Basics of Employment</b>	Staff required to understand the basics of resource management
<b>Change</b>	For any organisation going through change
<b>Coaching</b>	Chief Executives/Directors and Senior Managers
<b>Discipline and Grievance</b>	HR Practitioners, Line Manager or any member of staff responsible for managing employees
<b>Employee Survey</b>	Aimed at Senior Managers
<b>Equality and Diversity</b>	HR Practitioners, Line managers, Governing Body Members or any member of staff responsible for managing employees
<b>GDPR</b>	This training can be tailored to both staff and governing body members
<b>Having Difficult Conversations</b>	Aimed at Managers
<b>Induction</b>	Senior Staff with HR/organisational development responsibilities
<b>Job Evaluation</b>	Full and Associate members who wish assistance in aligning jobs to grades (with the exception of senior management posts)
<b>Lone Working</b>	All staff
<b>Pay Bargaining and Negotiations</b>	Governing Body Members (and Senior Managers involved in Local bargaining processes)
<b>Performance</b>	HR Practitioners, Line managers or any member of staff responsible for managing employees
<b>Satisfaction Surveys</b>	All organisations wishing to carry out staff or customer surveys
<b>Stress</b>	HR Practitioners and Line managers requiring the skills to manage stress in the workplace

<b>Recruitment &amp; Selection</b>	<b>Suitable for</b>
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<b>Interview Skills</b>	HR Practitioners, Line managers, Governing Body Board Members or any member of staff responsible for managing employees
<b>Job Application and Interview Tips</b>	Suitable for apprentices or individuals concluding skills training
<b>Recruitment and Selection</b>	HR Practitioners, Line managers or any member of staff involved in the shortlisting process. Also suitable for Governing Body Members
<b>Shortlisting Skills</b>	HR Practitioners, Line managers or any member of staff involved in the shortlisting process. Also suitable for Governing Body Members
<b>Career Development Assistance</b>	Suitable for employees and employers when redundancy is taking place



## Specifically for Governing Body Members

Appraisal for Governing Body Members

Governance Tools

Governing Body as Employer

Succession Planning

Training Needs Analysis

## Information & Costs

Because every enquiry is unique, we will provide you with a cost depending on the length of the session, however the typical cost for a full day is £650 and for a half day £350 as training is usually exempt from VAT (VAT is only applicable to non-member organisations). We can deliver our training sessions in a variety of formats. By providing this flexibility we aim to make the learning experience as useful as possible. We can also incorporate other topics into the training outlines which may be relevant to your organisation. Ideally, the maximum group number is 15 delegates per session and for larger groups we may need to split attendees into two sessions.

### Short Sessions

These sessions are no longer than 75—90\* minutes and are mainly geared towards governing body members who are not available during the day and typically cost £150. These can be slotted in before scheduled evening meetings to make best use of time. Some of our other sessions fall into this category too and they can be held during the day.

**\*If the session is longer than 90 minutes, the half day rate will apply.**

***Our prices are per session, rather than per individual, which offers great value for money.***

Session Type	Duration	EVH Members Rate	Non-Members Rate
Half Day Sessions	2—3 hours	£350	£700 + VAT
Full Day Sessions	6—8 hours	£650	£1,300 + VAT
Short Sessions	Up to 90 minutes	£150	£300+ VAT

**Please do not hesitate to get in touch using the contact details on the cover page if you would like any more information on any of our training.**

