



supporting
social
employers

Training Guide



HR SUPPORT

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 participants the freedom to ask questions that they 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. More information about 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
 - **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
 - **Practical**
A hands-on approach
 - **Flexibility**
We deliver training in a variety of different formats to suit your specific requirements
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Our Courses

Training Course	Suitable for:
Absence and Attendance	HR Practitioners or other staff responsible for managing employees
Appraisal for Managers and Staff	Staff tasked with conducting appraisals as well as for those being appraised
Managing Change	For any organisation going through change
Discipline and Grievance	HR Practitioners, Line Managers or any member of staff responsible for managing employees
Equality and Diversity	All staff and Governing Body Members
GDPR	This training can be tailored to both staff and governing body members
Having Difficult Conversations	HR Practitioners, Line Managers or any member of staff responsible for managing employees
Positive Conflict Resolution	HR Practitioners, Line Managers, Governing Body Members or any member of staff responsible for managing employees
Lone Working	All staff
Managing Performance	HR Practitioners, Line Managers or any member of staff responsible for managing employees
Communications	HR Practitioners, Line Managers, Governing Body Members or any member of staff responsible for managing employees
Stress Management	HR Practitioners and Line Managers requiring the skills to manage stress in the workplace

Our Courses

Recruitment & Selection

Suitable for

Interview Skills

HR Practitioners, Line Managers, Governing Body Board Members or any member of staff responsible for managing employees

Recruitment and Selection

HR Practitioners, Line Managers or any member of staff involved in the shortlisting process. Also suitable for Governing Body Members

Shortlisting Skills

HR Practitioners, Line Managers or any member of staff involved in the shortlisting process. Also suitable for Governing Body Members



Our Courses

Specifically for Governing Body Members

Appraising your Director

Good Governance

Governing Body as Employer

Succession Planning

Understanding Job Evaluation



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 12 delegates per session and for larger groups we may need to split attendees into two sessions.

Short Sessions

These sessions are no longer than 2 hours and are mainly geared towards governing body members who are not available during the day and cost £200. 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 2 hours, the half day rate will apply.

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

Short Session: up to 2 hours

Members:

£200

Short Session – up to 2 hours

Non-Members:

£400 + VAT

Half Day Session: 2–3 hours

Members:

£350

Half Day Session: 2–3 hours

Non-Members:

£700 + VAT

Full Day Session: 6 hours

Members:

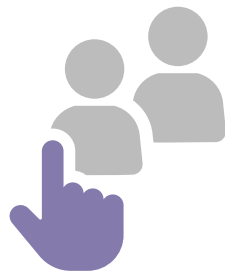
£650

Full Day Session: 6 hours

Non-Members:

£1,300 + VAT

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



Please contact us on:
0141 352 7435 or by email:
hr@evh.org.uk to discuss
any of the training
we provide.



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Training Enquiries

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 EVH Ltd – Supporting Social Employers

EVH is a company registered in Scotland No. 184547

