

Day 1 AM	Trainer	Day 2 AM	Trainer
Introduction Managers Induction Standards Principles and values Safeguarding Responsibilities as a manager Introduction to Head Office departments, roles and responsibilities	Ray Corry Michala Bateson	Supervision & Appraisal Supervision and appraisals Purposes and principles of supervision The management function within supervision The supportive function Dealing with Complaints	Neil Maguire Cheryl Ashton Jenny Lovett
Day 1 PM	Trainer	Day 2 PM	Trainer
Roles and Responsibilities as a manager Corporate business plan Direct Support Hours Interagency working Contract Compliance Budgets Funding streams Health and Safety responsibilities as a manager Personalisation Principles of personalisation Brokerage Models Self Directed support Resource allocation systems	Debbie Craddock Tom Jones Charlie Culshaw	Performance management Setting targets/goals Monitoring achievements Being an effective Leader Managing attendance Team meetings	Geraldine Condon

Day 3 AM	Trainer
Disciplinary Suspensions Investigatory procedures Indemnity Disciplinary issues	Julie Cooke
Day 3 PM	Trainer
Grievances Grievance procedures Employment Legislation Unfair dismissal Constructive dismissal Personal injury Managers role within grievance procedures	Julie Cooke

Dates of Induction

This is a 3 day induction for managers. Staff must complete all 3 days to receive a certificate of attendance.

The first two days are consecutive and the third day will have a separate date.

	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012
Day 1 & 2		21 & 22		16 & 17		18 & 19		6 & 7		21 & 22		18 & 19
Day 3		28		24		26		15		28		24