

SERVICE DESCRIPTION FORM**Department: Corporate Services****Service: Employee Development****Income (€000s)**

None

Description:

The Employee Development team provide corporate training services to all Moray Council employees to support corporate priorities, meet service requirements and to develop individual employees. The corporate work of the council is supported by providing strategic advice and development, for example in relation to leadership development.

The team is involved in the DBS programme of work having provided induction for all employees working in the HQ Annexe, IT training, management training and facilitation of events for DBS workshops.

Generic business training courses are delivered across all services, bespoke training is designed and developed in line with service demand, facilitation services are provided for large scale events. The team provide coaching, mentoring mediation services as well as training in this area.

The increase in opportunities for Partnership Working has increased the numbers of candidates attending courses through the local Collaborative Learning Network (public sector partners across Moray). In partnership with the Scottish Government's Improvement Service we have co-designed and developed the post-graduate certificate programme in Public Sector Leadership in Moray.

The team also assist and support elected members by providing information, skills and techniques.

Outcomes / impacts:

Provision of advice, coaching, classroom based training, e-learning, distance learning options, individual CPD and team events.

There is no statutory duty for the Council to provide training, however, staff must be appropriately trained to deliver services to the required standard, in order to secure Best Value for the community of Moray and to protect the council from legal challenge in relation to the quality of work undertaken or, for example, injury to staff or the public. It is also important to assist the workforce through periods of change and support service priorities.

Work and volumes:

- MS Office guidance that has been accessed over 1600 times by staff via the intranet
- Approx 120 training courses run annually with over 1060 attendees
- Facilitation of events such as employee conference, health and social care integration, young people transitions.
- Coaching and facilitation services provided to approx 600 attendees a year
- Coaching training and workshops to around 180 teaching staff.

- Health Improvement events (suicide prevention training and self harm awareness workshops 40 attendees so far and 3 more large workshops planned)