Online Training Courses for Schools

Istek UK provide a range of training courses designed <u>specifically</u> for school staff. These are delivered over the internet, saving money and precious time for busy school staff. The sessions take the trainee through the course step-by-step, with excellent accompanying notes, PowerPoint slides, a video presentations with an assignment to try out the topics covered. The training is <u>extremely cost effective</u> – being a one-off price for the <u>whole school</u>, meaning as many staff as desired can use the training again and again.

The cost for ALL the courses is £299 per school per annum OR £99 per course.

Course	Suitable for	Time to complete
Microsoft Office Essential Skills	No prior knowledge– intro to Word, Excel, PowerPoint & Outlook.	4 hours
Microsoft Office Intermediate	Need basic knowledge of the 4 Office programs	4 hours
Microsoft Office Advanced Skills	Need good knowledge of the 4 programs	4 hours
Excel for Beginners	No prior knowledge required	3 hours
Bitesize Excel	No prior knowledge required	3.5 hours
Microsoft Excel Masterclass	Need a working knowledge of Excel basics	4 hours
Microsoft Excel Advanced with apps	Need a working knowledge of Excel basics	3 hours
Excel New Features 2023	Need a working knowledge of Excel basics	2 hours
Bitesize Word	No prior knowledge required	3.5 hours
Microsoft Word Masterclass	Need a working knowledge of Word basics	4 hours
Microsoft Outlook Skills	No prior knowledge required.	2 hours
Microsoft Teams	No prior knowledge required	1 hour
Zoom	No prior knowledge required	1 hour
Google Classroom	No prior knowledge required	1 hour
Microsoft Forms	No prior knowledge required	1 hour
Microsoft Publisher	No prior knowledge needed.	2 hours
Microsoft OneNote	No prior knowledge needed.	1 hour
Microsoft Sway	No prior knowledge needed.	1 hour
Microsoft ToDo	No prior knowledge needed.	1 hour
School Finance for Officers & Assistants	No prior knowledge ideally working in finance	4 hours
Bitesize School Finance	No prior knowledge required	4 hours
Budgeting for Schools	No prior knowledge required	2 hours
Generating additional income for Schools	No prior knowledge required	2.5 hours
Procurement for School	No prior knowledge required	2.5 hours
School Budgeting with Excel	Need a working knowledge of Excel basics.	2 hours
Internal Audit for School Finance	No prior knowledge required	2 hours
GDPR for School Staff	No prior knowledge required	1 hour
Bitesize GDPR	No prior knowledge required	1 hour
School Mental Health First Aider (MHFA)	No prior knowledge required	8 hours
MHFA refresher / introduction	No prior knowledge required	3.5 hours
Developing & implementing school wellbeing strategy	No prior knowledge required	3.5 hours
Resilience for pupil mental wellbeing	No prior knowledge required	3 hours
Mindfulness in the classroom	No prior knowledge required	2.5 hours
Conflict Management & Resolution schools	No prior knowledge required	3 hours
Working safely at computers	No prior knowledge required	1 hour
Time Management in schools	No prior knowledge required	1 hour
Stress Management in schools	No prior knowledge required	1 hour
How to Train others in schools	No prior knowledge required	1 hour
Assertiveness Skills	No prior knowledge required	1 hour
Dealing with difficult people	No prior knowledge required	1 hour
Being a mentor	No prior knowledge required	1 hour
Interviewer Skills	No prior knowledge required	1.5 hours
Small habit changes to achieve your goals	No prior knowledge required	1.5 hours

Online Training for School Staff

Istek UK Ltd offer a range of training courses, designed <u>specifically for school staff</u> to maximise their skills, knowledge and understanding of things they will actually use in school.

Because we know <u>resources can be tight</u> for schools – both financial and time wise – our courses are very cost effective and designed so that they can followed wherever and whenever is most convenient.

Courses are delivered over the internet – so delegates can sit at their desk, or in a quiet room, or even at home – as long as they have an internet connection and either speakers/earphones or a phone to listen in.

<u>So how do you actually attend the training?</u>

You will receive an email with a link to our online training platform. You need to register with a name and email and password, and then you are in! You will see the course and have full access to all notes. Presentations, assignments and additional information. You can run the presentation – pause it – try out the functions on your own package – and then continue with the presentation. So you get more of an interactive, hands-on experience this way.

<u>Costs & number of attendees</u>

The training courses are typically split into separate sessions. All courses are priced at £99 per school. This is NOT PER PERSON it is per school. So if you have 1 person or 50 that want to do the training, it is the same price.

If there are a few courses of interest, we also offer 12 months UNLIMITED access to ALL courses for £299 per school. So that's every course, as many people as you like, for 12 months.

<u>How to book</u>

Visit our website [www.istekuk.com-](http://www.istekuk.com) Or email us on info@istekuk.com . Or call us on 01722 413255

Microsoft Office Essential Skills

Online Training Program
4 x 1 hour sessions

In this course on Microsoft Office skills you will learn how to use the core Office programmes. It's essential for schools to have employees with good Microsoft Office skills and this course will get your staff up to scratch. Each session assumes only a very basic – if any - knowledge and introduces features and shortcuts to improve utilisation of packages.

The aim of this course, is to provide both skills and confidence with the 4 main packages. Delivered over the internet – and consisting of 4 x 1 hour sessions, each session provides a video presentation with accompanying notes, exercises and assignments.

Session 1 : Microsoft Word - creating and editing documents, formatting, layout, copy & paste, spellcheck, printing options, inserting objects.

Session 2 : Excel - creating and editing spreadsheets, calculations and formulae, copying, formatting, layout, printing

Session 3 : PowerPoint - creating and editing presentations, layout & design, adding graphics, animation.

Session 4 : Outlook - using mail including attachments, CC/BBC & folders, Contacts & Lists, Using calendar.

Each session has an accompanying assignment which will help consolidate the information covered and will result in the award of a Certificate in Microsoft Office Essential Skills.

The 4-session course costs £99 per school and multiple staff can attend from each school for this price.

Intermediate Microsoft Office Skills

Online Training Program
4 x 1 hour sessions

In this course on Microsoft Office Intermediate skills you will learn how to move on beyond the basics with the core Office programmes. It's essential for schools to have employees with good Microsoft Office skills and this course will get your staff really on top of the packages. Each session assumes an existing basic knowledge and introduces features and shortcuts to improve utilisation of packages.

The aim of this course, is to provide both additional skills and confidence with the 4 main packages. Delivered over the internet – and consisting of 4 x 1 hour sessions this course provides video presentations plus accompanying notes, downloads & assignments.

Session 1 : Microsoft Word - Mailmerge, Referencing & reviewing - TOC, index, Templates, headers & footers, Inserting objects into Word.

Session 2 : Excel – Text, number, date & table formatting, Freezing panes, Data validation, IF function, Filters & Sorting, Conditional formatting, Protection, Sort, subtotal & Pivot Tables, Printing

Session 3 : Powerpoint – Templates, design techniques, Inserting other objects, Animation, Packing & creating videos.

Session 4 : Outlook - Calendar, Hyperlinks, Recall and replace sent messages, Setting up automatic replies and inbox rules, Send and open attachments, BCC, Search , Spam, Distribution lists, Templates and stationery, Voting buttons

Each session has an accompanying assignment which will help consolidate the information covered, and will result in the award of a Certificate in Intermediate Microsoft Office Skills.

The whole 4 session course costs £99 per school and multiple staff can attend from each school for this price. Sessions last one hour and can be accessed as and when required, and can be paused so you can practice and try things out.

Advanced Microsoft Office Skills

Online Training Program
4 x 1 hour sessions

In this course on Microsoft Office Advanced skills you will learn how to get even more from your packages, going into the more advanced functions and concepts. You will need a good existing knowledge – so ideally you will need to have completed our Office Intermsediate course.

Because not everyone will want to go into PowerPoint and/or Outlook in such detail we do have some options here – you can swap in a Windows 10 session, a Microsoft Publisher session, or can do a further session in Word and/or Excel – so you pick the 4 session that suit you best.

Delivered over the internet – and consisting of 4 x 1 hour sessions this course provides video presentations, plus accompanying notes, downloads & assignments.

Session 1 : Microsoft Word – Productivity tools – autotext, quick parts, Objects. Macros, Toolbars, Page options & Forms. Sharing documents.

Session 2 : Excel – Advanced text & other formatting, BODMAS, Absolute & relative cell references, IF/AND/OR, Advanced Charts, Views, What If

Session 3 : Powerpoint – Enhancing images, Advanced animation and transitions – motion paths, animating individual elements, Media & Action buttons, Saving & Sharing presentations, Themes.

Session 4 : Choose from **Even More Word** – Macros, Toolbars and Visual Basic. **Even More Excel** – Macros, buttons, toolbars & VBA. **Microsoft Publisher**- Publication Layout & Structure, Adding and Formatting Text. Editing Publication Text, Working with Graphic Objects, Finishing a Publication or **Windows 10**

Each session has an accompanying assignment which will help consolidate the information covered, and will result in the award of a Certificate in Advanced Microsoft Office Skills.

The whole 4 session course costs £99 per school and multiple staff can attend from each school for this price.   Training sessions last one hour and can be accessed as and when required, and can be paused so you can practice and try things out.

Excel for Beginners

Online Training Program
3 x 1 hour sessions

This three-part course, takes the trainee from the very basics, up to the more intermediate topics for using Excel.

It is ideal for anyone who has inherited spreadsheets, or who needs to create functional spreadsheets of their own.

Each session gets a short assignment and on completion of each session and assignment, the delegate receives a Certificate in Excel for each level.

Session 1 – Creating a new spreadsheet, Edit an existing spreadsheet, Insert and edit text and numbers, Change the layout & formatting, Enter and check calculations and then Print the spreadsheet in its most effective form

Session 2 - More formatting – Row/column height, text alignment, rotation, indenting. Number formatting, format painter, Borders and shading, Table formatting, Smart drag handle, Using Formulas, Protection.

Session 3 – Filters, Sort & Subtotal, Charts, Multi-sheet and multi-book links.

The whole 4 session course costs **£99 per school** and multiple staff can use the course for this price. All sessions have a video presentation, excellent accompanying notes, and a short assignment to complete.

Bitesize Excel – from beginner to advanced

Online Training Program

10 x 20 minute sessions

Bitesize courses – these courses are designed to provide a series of short, snappy sessions that build up to a full knowledge of the topic.   They are delivered online, so can be accessed at any time, anywhere and anyone in your school can be involved.

For the Excel course there are 10 x 20 minute sessions with a 5 minute assignment for each. The course takes you through from a beginner to a fully competent user, although you can start at the very beginning – sometimes a good idea for tips and shortcuts – or jump in at the 'Basic User' or 'Regular User' stage.   You can stop at any point – submit your assignment and receive a certificate at the appropriate level.

Each session has notes to download, a video presentation for you to follow and replicate on your own Excel and a short assignment at the end to make sure you are happy with that topic.

Beginner Level

Session 1 – Create a spreadsheet, what's on screen, insert & edit text and numbers, simple calculations, printing.

Session 2 – Basic formatting or numbers and text, moving & copying, simple formulae

Basic User Level

Session 3 – Text & number formatting, Borders & Shading, Headings

Session 4 – Smart drag handle & More formulae – AVERAGE, COUNT, IF, SUMIF etc

Session 5 – Charts

Regular User Level

Session 6 – Freeze panes, Filters, Sorting, Subtotals & Pivot tables

Session 7 – Keyboard shortcuts, conditional formatting, data validation

Session 8 – Absolute & relative cell references, BODMAS

Session 9 – Multitab & multisheet calculations, Protection, Advanced printing

Session 10 – Macros & Toolbars

How to access the training

When you order the training, you will receive a link to the online training page – each person in your school registers separately, and gains access to the training - resuming each time you revisit the site to the appropriate point for each. There's no time limit on the training.

This course costs £99 per school and multiple staff can use the training from each school for this price.

Excel Masterclass

Online Training Program
4 x 1 hour sessions

Excel can be a great tool for finance and admin staffs in school, but many of us just use the basics day to day as we don't have the time to explore.

To help with this, we have created a new online training program consisting of 4 x 1 hour sessions covering different aspects of the more advanced features of Excel.   Each session provides a video presentation with accompanying notes, downloads and assignments.

Each session gets a short assignment and on completion of the sessions and assignments, the delegate receives a Certificate in Advanced Excel.

Session 1 – Creating a lettings management spreadsheet including Table formatting, Freezing panes, Date formatting, Data validation, Formulae & functions, IF, Filters & Sorting.

Session 2 - Invoice template and database including Conditional formatting, Macros, Buttons, Customising Toolbars, Printing – selections / fit to page etc, Protection & Text orientation

Session 3 – Resources and other scheduling – how to set up a scheduling system by creating facilities and resources, locating free slots, producing and printing summary reports. It includes Indents, Borders, More conditional formatting, Absolute & relative cell reference, AND / OR functions, GANTT charts, Comments, Views – arranging / viewing / synchro scrolling

Session 4 – Budgeting / What-ifs and Projections – using Excel to create what-if scenarios & projections to predict outcomes with differing potential situations.   Includes BODMAS - Brackets and operator order, Scenario Manager, Scenario Summaries and Pivot Tables, Goal Seek, Solver, Data Tables, Printing – print area and titles

The whole 4 session course costs **£99 per school** and multiple staff can use the course for this price.

Excel Advanced

Online Training Program
5 x 1 hour sessions

Excel can be a great tool for school staff, but many of us just use the basics day to day as we don't have the time to explore.

This training consisting of 5 x 1-hour sessions covers some of the more advanced features of Excel that can be very useful in schools, whilst completing a fully functioning application for each.   Each session provides a 1-hour video presentation that you can pause and complete on your own system as we go. It comes with accompanying notes. At the end there is an assignment to complete – and you receive a Certificate in Advanced Excel.

This course is designed for school staff who have mastered the basics and would like to go further.

Course Topics

Session 1 – **Habit Tracker Application** – includes Layout & formatting, Working with multiple sheets, Named ranges, Conditional formatting – using icon & data sets, IF and COUNTIF functions, Hiding rows and columns, HSTACK, Dropdown selection boxes, ISBLANK, INDEX, Creating charts from habit data

Session 2 – **Create your own Kanban chart** (visual representation of tasks and projects as various stages) includes Layout and formatting, Borders and shading, Column width and row height, Text wrapping, Using PASTE SPECIAL options, Conditional formatting to highlight dates, Creating macros.

Session 3 – Creating a **Random Number Generator** with full options includes RANDBETWEEN and RANDARRAY functions, Using Absolute and relative references, INDEX, UNIQUE and SEQUENCE functions, Preventing duplications

Session 4 – Create your own **Study Scheduler** includes Layout and formatting, Formatting numbers, dates and times, Calculations involving dates and times, Marking complete and changing priority, Grouping by subject, Creating macros and adding to shapes and buttons. Editing macros in VBA.

Session 5 – Create your own **ToDo** application includes Layout and formatting, Data Validation for consistency of entry, Conditional formatting with icons and data sets, Working with data bars, Applying and using Filters and advanced sort, Completion options.

The whole 5 session course costs **£99 per school** and multiple staff can use the course for this price.

Excel New Features 2022

Online Training Program

Over the past few years, Microsoft has released so many updates to Excel. The Windows, Mac, web, and mobile versions of Excel all received great new updates that help us get our jobs done faster and more easily.

But it's hard to make time to find out what's new in busy schools, and so we often end up using Excel, and our programs, in the way we've always done it, missing out on really useful updates. The aim of this course is to run through some of the recent additions that we feel can be particularly useful in schools.

GENERAL

- Fullscreen mode / Ribbon display options to see more data on your screen   - Quick Access Toolbar location   - SHIFT and drag to move and insert data easily   - Adding bullets   - Creating your own menu tab for your often used tools   - Useful keyboard shortcuts & how to make your own

HOME menu

- CELLS pane – Insert, delete and format cells & sheets   - CLIPBOARD – using multiple clipboards and clearing clipboards

INSERT menu - - Insert SCREEN SHOTS and partial screens with screen clipping   - Add SPARKLINES – mini overview graphs – line, column, win/loss   - Insert ADD INS – Data to pics for visual infographics, Visio for flow charts, diagrams etc   - SLICER & TIMELINE – for quick, visual filtering.

PAGE LAYOUT menu - - SCALE TO FIT PANE for easy management of print layout   - SHEET options

FORMULAS menu - - NAMES MANAGER pane to make formulae more intuitive & for navigation - XLOOKUP to search/look up information from large lists.

DATA menu - - Wolfram Data: inserting automatic live data for foods, activities, animals, cities, people, structures etc   - Converting text to columns: splitting data automatically eg addresses, class and form etc   - Advanced Filter: Criteria, AND and OR, wildcards   - Flashfill / CTRL E feature: to extract information eg names, emails, to split or combine, clean data, capitalise, remove spaces etc   - Consolidate: joining ranges   - Groups & outline data – to see summary information with drill down for details.

REVIEW menu - - WORKBOOK STATS for details on cells with data, number of formulae etc - Accessibility review – check content is appropriate for people with accessibility issues.

VIEW menu - - SHEET VIEW pane: customise view without affecting sharers   - Custom views: save settings eg column width, print option etc., so you don't have to change every time   - Zoom to selection   - Hide options.

Bitesize Microsoft Word – from beginner to advanced

Online Training Program

10 x 20 minute sessions

Bitesize courses – these courses are designed to provide a series of short, snappy sessions that build up to a full knowledge of the topic. They are delivered online, so can be accessed at any time, anywhere and anyone in your school can be involved.

For the Word course there are 10 x 20 minute sessions with a 5 minute assignment for each. The course takes you through from a beginner to a fully competent user, although you can start at the very beginning – sometimes a good idea for tips and shortcuts – or jump in at the 'Basic User' or 'Regular User' stage. You can stop at any point – submit your assignment and receive a certificate at the appropriate level.

Each session has notes to download, a video presentation for you to follow and replicate on your own Word and a short assignment at the end to make sure you are happy with that topic.

Beginner Level

Session 1 – Create a word document, what's on screen, enter and edit text, move & copy, save

Session 2 – Format text, spell check and printing

Basic User Level

Session 3 – Margins & tabs, Orientation, Columns

Session 4 – Inserting objects – pictures, shapes and text boxes

Regular User Level

Session 5 – Headers & footers, Autotext & autocorrect

Session 6 – Inserting tables & charts, symbols & equations

Session 7 – Collaborative working – comments & track changes

Session 8 – Templates, Clipboards & translation

Session 9 – Mailmerge

Session 10 – Macros & Toolbars

This course costs £99 per school and multiple staff can use the training from each school for this price. We also have bitesize courses for Excel, School Finance, and GDPR for Schools.

Word Masterclass for School Staff

Online Training Program 4 x 1 hour sessions

Do you have Microsoft Word in school but have staff who only use the basics and don't have time to explore further? Many of us fall into this category with software, and so we have created a new training course – delivered over the internet – and consisting of 4 x 1 hour sessions. Each session provides a video presentation with accompanying notes, downloads and assignments.

The aim is to introduce the user to the more advanced features of Word. Delegates will learn how to use and create templates, add comments and use the track changes feature. Delegates will learn to work with multiple documents, perform a mail merge and use the referencing tools such as creating an index, outline, table of contents, and cross references.

This Microsoft Word Advanced course will also show delegates how to record a macro, edit a macro, and run macros to automate repetitive tasks.

Each session has an assignment which will help consolidate the information covered, and on completion of all 4 assignments a Word Masterclass Certificate will be awarded.

The 4 sessions are as follows :

Session 1 - Referencing & reviewing - TOC, index, outline, cross ref, tables and captions, reviewing - research, translation, collaborative documents & tracking changes, comments

Session 2 - All about Pages - Templates, Creating Forms, page options, breaks, headers & footers, numbering, borders and backgrounds .

Session 3 - Inserting things into Word documents - objects, charts, shapes, text boxes, quick parts, smart art, tables, pictures, drop cap., columns, signatures, equations and symbols

Session 4 - Mailmerge & macros - – letters, labels, envelopes, sources, selective merges

The whole 4 session course costs £99 per school and multiple staff can attend from each school for this price

ISTEK UK LTD   www.istekuk.com   T: 01722 413255   info@istekuk.com

Microsoft Outlook Skills for School Staff

Online Training Program
2 x 1 hour sessions

Microsoft Outlook is a tremendously powerful tool offering so much more than just sending and receiving emails. This can be particularly useful in schools, particularly setting up rules for handling of incoming email and for using calendars, invitations etc.

The aim of this course is to help staff use Outlook to its full extent with confidence, to automate tasks and to utilise the inbuilt features of Outlook. Delivered over the internet – and consisting of 2 x 1 hour sessions providing video presentations with accompanying notes, downloads and assignments.

The course has a completion assignment which will help consolidate the information covered, and will result in an Advanced Outlook Certificate.

The 2 sessions are as follows :

Session 1 - Email basics, Add and use contacts, Calendar basics, Fonts, hyperlinks, and spell check, Recall and replace sent messages, Setting up automatic replies and inbox rules, Send and open attachments, BCC, Search , To Do.

Session 2 – More on calendar, Control spam, Create or delete a search folder, Distribution lists, Templates and stationery, Track email with read receipts, Use voting buttons ,Backup, Personal Folders ,Passwords, Share or publish

The 2-session course costs £99 per school and multiple staff can attend from each school for this price.

Microsoft Teams
Online Training Program
1 x 1 hour session

Microsoft Teams is proving invaluable for schools as a means of communicating with staff, having meetings, sharing files and work AND for teachers to communicate with and teach pupils.

This easy to follow training courses will enable you to use MS Teams to its full potential.

The Microsoft Teams training includes:

Signing up for MS Teams

Creating teams, Inviting people to teams

Creating channels - best practice

Picking teams. Starting conversations / replying / @mentioning

Activity

Sharing files. Adding tabs in channels. Working with files

Meetings - meet now, and in advance.   Assigning roles in meetings, yes/no to video. Sharing your screen in a meeting. Using the Whiteboard

Video / audio calls. Recording calls and meetings and sharing recordings

Adding apps

Profile settings

The session course costs £99 per school and multiple staff can attend from each school for this price.

Zoom

Online Training Program
1 x 1 hour session

During 2020, Zoom became one of the leading video conferencing software apps with more than **300 million people** attending Zoom meetings **every day** by the end of December 2020.

It enables you to virtually interact with co-workers when in-person meetings aren't possible, and it has been hugely successful for family and social events, too.

Zoom is an ideal tool for school teams that want to keep in touch and continue their daily workflows with minimal disruption.

The Zoom training includes:

Signing up for Zoom.

Starting an unscheduled meeting.

Scheduling a meeting.

Inviting people to your meeting.

Starting a scheduled meeting.

Showing attendee faces.

Sharing your screen.

Chat verbally and non-verbally.

Controlling attendees.

Attending a meeting.

Zoom security.

Creating recurring meetings.

Recording meetings.

Removing background noise.

See who attended.

Waiting rooms and Breakout rooms.

Keyboard shortcuts.

The session course costs £99 per school and multiple staff can attend from each school for this price.

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Google Classroom

Online Training Program
1 x 1 hour session

Google Classroom enables teachers to create an online classroom area in which they can manage all the documents that their students need. Documents can be stored on Google Drive but what really enhances the experience is the teacher/student interface, which Google designed for the way teachers and students think and work.

The Google Classroom training includes:

Logging into Google classroom

Setting up classes

Enrolling students

Your class look and feel

Adding co-teachers

Topics

Materials

Announcements

Video meetings

Setting assignments, quizzes and questions

Communicating with students and parents

Marking, grading and returning assignments

Checking originality of assignments

Gradebooks and grade summaries

Recording in Google Classroom

The session course costs £99 per school and multiple staff can attend from each school for this price.

Microsoft Forms

Online Training Program
1 x 1 hour session

Microsoft Forms is a package that allows you to create surveys, polls, quizzes and tests.

Once you have set your survey up, you can distribute it using a web link, an e-mail, as a link in a document; or embedded in a webpage.

Microsoft Forms was developed for the education market, and provides an easy way to asses pupils progress on a regular basis.   It is also ideal for parent or staff surveys.

The Microsoft Forms training includes:

Creating a form

Adding content – choice, text, rating, date

Other question times – ranking, likert, net promoter score

Adding sections

Branching

Previewing and editing

Themes

Templates

Creating a quiz

Correct answers and scoring

Feedback during quiz

Options – participant names, start and end dates

Distributing your form – link, QR code, email, embed, social media

Viewing results – summary, individual responses, individual scores, Excel links

The session course costs £99 per school and multiple staff can attend from each school for this price.

Microsoft Publisher

Online Training Program
2 x 1 hour sessions

In this course on Microsoft Publisher you will learn how to use the Publisher program to create attractive publications. The course assumes no prior knowledge of Publisher and introduces features and shortcuts to improve utilisation of package.

The aim of this course, is to provide both skills and confidence with the program. Delivered over the internet – and consisting of 2 x 1 hour session, each session provides a live, interactive online presentation with accompanying notes and an assignment to complete.

Session 1 : Basics of Publisher

- creating and editing documents
- page setup options
- layout guides
- adding pages
- adding, editing and formatting text
- linking text boxes
- reviewing & spellcheck
- inserting graphic objects
- printing options

Session 2 : Further Publisher features

- Inserting symbols and special characters
- Arranging Thumbnails
- Backgrounds
- Using schemes
- Using building blocks
- Master pages
- Text styles
- Views
- Design Checker
- Sharing your publication

Each session has an accompanying assignment which will help consolidate the information covered and will result in the award of a Certificate in Microsoft Publisher.

The 2-session course costs £99 per school and multiple staff can attend from each school for this price.

Microsoft Sway

Online Training Program
1 x 1 hour sessions

MS Sway is which is Microsoft's attempt to provide a **lightweight, cloud-only, story-telling application** that is easier to use than PowerPoint and provides more narrative devices than simply slide after slide of bullet points.

Creating new Sways,

Storylines and cards.

Adding text, image, video, or other content types.

Formatting, layout & design.

Sharing your Sway.

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Microsoft OneNote

Online Training Program
1 x 1 hour sessions

Often described as **'the best Microsoft program you're probably not using'** MS OneNote is a note-taking program for free-form information gathering and multi-user collaboration. It gathers users' notes, hand writing and drawings, screen clippings, audio commentaries, images, videos & more.

Creating & deleting notebooks

Sections and pages.

Creating notes.

Adding content, screen clippings, images, audio, video and files, tables.

Formatting notes – text, bullets, styles, pages.

Spellcheck & grammar.

Templates.

Writing tools and pen mode.

Interacting with Outlook.

Sharing and collaborating.

Options and passwords.

Microsoft To Do

Online Training Program
1 x 1 hour session

A simple online to do list for your computer, tablet or phone (or all).

Adding tasks

Due date

Reminders

Locations

Repeats.

Breaking tasks into steps.

Completing tasks.

Creating separate lists.

Adding detail.

Using My Day.

Importance and other criteria.

Colour themes.

Sharing lists and collaborating.

Settings

School Finance for Finance Officers & Assistants

Online Training Program
4 x 1 hour sessions

The aim of this course is to help staff involved with finance in schools appreciate all aspects of the finance department and its functions. The includes the financial regulations required to ensure compliance, the key financial processes involved, how the system works as a whole, how to read financial reports and how to ensure all audit requirements are in place.

Finance staff have important responsibilities & deadlines and need to meet specific financial regulations. Staff who have worked in finance but not in a school or who never formally been trained in finance will find this training useful.

This course is designed for all school finance staff, whether experienced and looking for a recap, new to finance or new to schools. It is also suitable for school governors.

Session 1 - Introduction to accounting. How schools are funded & how schools spend. The accounting process in schools. Double entry bookkeeping

Session 2 - Financial regulations & procedures - Appropriate use of funds, Value for Money, Separation of duties. Authorisation & record keeping.External Audit

Session 3 - Financial Terminology and concepts. Management accounting - Understanding & Reviewing budgets. Financial accounting - Understanding & Reviewing Financial Reports

Session 4 - Period End procedures including VAT. Financial Housekeeping.Internal Audit

Each session has an accompanying assignment which will help consolidate the information covered. and will result in the award of a Certificate in School Finance.

The whole 4 session course costs £99 per school and multiple staff can attend from each school for this price. Full notes accompany the session.

Istek UK Ltd 3 St Ursula's Close, Salisbury SP1 3FY
W: www.istekuk.com E: info@istekuk.com T: 01722 413 255

Bitesize School Finance for Finance Officers & Assistants

Online Training Program
10 x 20 min sessions

Bitesize courses are designed to provide a series of short, snappy sessions that build up to a full knowledge of the topic.   They are delivered online, so can be accessed at any time, anywhere and anyone in your school can be involved.

For the School Finance course there are 10 x 20 minute sessions with a 5 minute assignment for each. The course takes you through from a beginner to a fully competent user, although you can start at the very beginning or jump in at any stage.   You can stop at any point – submit your assignment and receive a certificate at the appropriate level.

Each session has notes to download, a video presentation for you to follow and replicate on your own Word and a short assignment at the end to make sure you are happy with that topic.

Session 1 – How schools are funded and what they spend their funding on. The accounting process in schools

Session 2 – Double entry bookkeeping

Session 3 – Appropriate Use of Funds and Value for Money

Session 4 – Separation of duties & Authorisation

Session 5 – Record keeping, traceability of records, external audit

Session 6 – Capital items/ fixed asset – what they are, treatment, depreciation

Session 7 – Financial reports – understanding and producing – Income Statement, Balance Sheet, Cash Flows

Session 8 – Management reports – understanding and using budgets

Session 9 – Period End procedures

Session 10 – Housekeeping, & Internal audit.

This course costs £99 per school and multiple staff can use the training from each school for this price.

<u>School Budgeting</u>

<u>Online Training Program</u>
<u>2 x 1 hour sessions</u>

Budgeting is a key process in schools, which often requires considerable review and refinement, and the interaction of department heads and senior management to create a cohesive and comprehensive budget.

This training course specifically for schools provides participants with the techniques and confidence to create, manage and control budgets effectively.

It explains financial terms and budgeting tools in a clear way and helps you understand how to go about preparing a budget, including what information you'll need before you start and how to review your numbers for reasonableness. You'll learn how to manage month-end issues, how to use typical monthly reports and how to manage the review process.

<u>Session 1</u>

<u>Budget setting and budgeting techniques</u>
Basics of budgeting, budgeting v forecasting
4 main types of budgets / budgeting methods & Levels of involvement with budgets
Budget phasing   Cash, revenue & capital budgets

<u>Income</u>

Delegated Funding, Devolved Funding & Capital Funding
Other income streams   Creating a budget calendar

<u>Expenditure items outside staffing structures</u>
Supplies & services   Value for Money strategies   Inflationary factors

<u>Staffing & payroll</u>
Pay scales & contracts   Running staffing reports

<u>Making the budget work for your School Improvement Plan</u>

<u>Session 2</u>

<u>How to prepare your budget</u>
Structure & starting point   Considering Risk   Average, Regression analysis, Extrapolation

<u>How to review your budget</u>
Comparing actuals to budget   How to tell if you are on track   Explaining variances   When to panic
Other school staff & their budgets

<u>Presenting the information - Reporting</u>
Month-end issues, accounting adjustments to be aware of
Governors reports, month, year to date and full year   LA and EFA reporting
Previous year and current year comparison

<u>Using Spreadsheets for budgeting</u>

Generating additional income for schools
Online Training Program
12 x 20 minute sessions

Many schools are struggling with increasingly squeezed budgets. Financial difficulty is an ever-present issue.

Spending per pupil in the UK is "still close to or just below levels seen a decade earlier" despite recent increases, according to a new report from the Institute of Fiscal Studies. It finds that between 2009-10 and 2018-19, spending per pupil fell by 8 per cent in real terms in England, while since then, total school spending per pupil has risen by about 8 per cent in real terms to reach just below 2009-10 levels.

Schools all over the country are looking for ways to generate some additional income to ease a little of the financial burden.

The aim of this training course and resource pack is to come up with some ideas for income generation that are not too onerous on school staff. **If just one or two ideas work for you, then this could be a welcome additional to your finances.**

Session 1 – Make sure you are getting everything you can from the DFE - Pupil Premium, Service Pupil Premium, English as an Additional Language EAL, PE & Sports Premium Funding for Primary Schools, High Needs Funding

Session 2 – Capital Funding from DFE - School Conditional Allocations, Condition Improvement Fund, Devolved Formula Capital

Session 3 – Grants - Grant list and how to find them, Tips for applying for grants

Session 4 – European Funds - Erasmus/Turing Scheme, Structural Funds

Session 5 – Business Links - Ways businesses can make donations, Ideas for business links, How to approach businesses, Business matched funding programs.

Session 6 – Affiliate programs - Amazon, eBay, Uniform, Local businesses

Session 7 – Parental skill donation - Gathering information, ideas for skill donations

Session 8 – Generating income from existing resources - Grounds/sports/PE, Food Tech/kitchens, Textiles, Art, Music, Reprographics, Fayres

Session 9 – Awards & competitions -80+ awards list for schools, List of school competitions & where to find

Session 10–Fundraising - Parental -School Fund donation schemes, Commissions, 100 club, Non Uniform days, Sponsored events, Old clothes collections, Voucher collections

Session 11–Fundraising - Non -Parental -Alumni, Public at large

Session 12–Gift Aid – Introduction to Gift Aid, Who can claim, What it can be claimed on, Record keeping & declarations, Cash donations, Aggregating claims for small amounts, Is it worth the effort?

The 12-session course costs £99 per school and multiple staff can attend from each school for this price.

Procurement for Schools

Procurement accounts for a significant portion of schools' budgets and from a national perspective involves billions of pounds of public money spent each year.

Not all schools or trusts can employ a procurement expert, and so purchasing is often undertaken by someone who is wearing many hats. This is complex enough, but from October 24 the new Procurement Act 2023 kicks in which has important reforms for schools.

The aim of this training course is to give a clear understanding of procurement in schools including the a look at the implications of the new Procurement Act.

Course Topics

Introduction to procurement.

General Principles for procurement – Value for Money, Public/social benefit, Modern slavery. Separation of duties. Conflicts of interest. Understanding your local procurement policies.

The Procurement Act 2023 – objectives, who applies to, exemptions – including VfM and Conflict of interest changes, Transparency & integrity, Treating suppliers fairly and equally including duty to SMEs.   Register or suppliers & Central Digital Platform – single procurement system.

Understanding Public Contract Regulations and thresholds.

Lower value purchases – catalogues, searches, quotes, choosing.

Medium value purchases – framework agreements & dynamic markets.

Higher value purchases – the business case, who to involve, writing specifications, whole life of contract, assessing the market, prior information notice, open v restricted, invitation to tender, assessing bids, awarding contracts – new mandatory contract award notices & exemptions. Get help Buying for Schools from DFE. When / if to use Direct Awards – the new Procurement Act clauses.

Reports – spend analysis & comparison with budgets, category analysis and benchmarking, whole-life reporting.

Supply Chain resilience – three steps to optimal resilience – firefighting, integrating and streamlining operations, achieving structural resilience.

Contract management – contract management process, record keeping & retention, contract register & how to create one and keep it up to date.

Excel techniques for School budgeting

Online Training Program
2 x 1 hour sessions

Budgeting can quite a long winded affair, adjusting and re-adjusting to reach desired goals, allowing for increases, contingencies etc. This short course focuses on the functions in Excel that aid with school budgeting.

The aim of this course, is to provide the skills and facilities that can help with the budgeting task. Delivered over the internet – and consisting of 2 x 1 hour sessions , each session provides a live, interactive online presentation with accompanying notes (the live session being recorded so anyone can watch it after the event, at a time of their choosing) Attendees can ask questions and email us after the sessions with any additional queries.

The course has a completion assignment which will help consolidate the information covered, and will result in the award of a Certificate in Excel Budgeting.

The 2 sessions are as follows :

Session 1 – Complex formulae, BODMAS (order of calculation), multi sheet & multibooks, Tracing dependents & precedents, Error checking & arrows, Watch windows, Budget charts

Session 2 – Inbuilt Functions for budgeting, Name Manager, What If? Analysis, Printing large budgets.

The 2-session course costs £99 per school and multiple staff can attend from each school for this price.

Internal Audit for School Finance

Online Training Program
2 x 1 hour sessions

The role of internal audit is important in school finance, to provide assurance that the management, governance and internal control processes are operating effectively. An internal audit process will monitor the integrity of the financial statements, review the schools internal financial controls and pave the way for a stress-free external audit.

It does not have to be an onerous task however – by putting clear, simple processes in place, a school should be able to perform this function effectively and make the external audit process a much easier, and more straight forward event. It does not require specially trained and qualified staff members – merely an efficient procedure & reporting process.

The aim of this short course, is to provide the skills and procedures for this task. Delivered over the internet – and consisting of 2 x 1 hour sessions , each session provides a live, interactive online presentation with accompanying notes (the live session being recorded so anyone can watch it after the event, at a time of their choosing) Attendees can ask questions and email us after the sessions with any additional queries.

The course has a completion assignment which will help consolidate the information covered, and will result in a Basic Internal Audit Certificate.

The 2 sessions are as follows :

Session 1 - The Role and Function of Internal Audit - Key goals of the internal audit function, Ensuring auditor objectivity, Avoiding conflicts of interest within auditing. **Planning Effective Audits** - Pre-audit planning, Objectives, measurements, and key transaction types, Risk assessment

Session 2 - Conducting Effective Audits - Audit sampling techniques & procedures, Developing best practice. **Audit Report Writing** - Recording findings during the audit, The 5 C's, Ensuring objective comments & use of constructive language, Improvement recommendations & continuous improvement techniques

The 2-session course costs £99 per school and multiple staff can attend from each school for this price.   .

GDPR for School Staff

Online Training Program
2 x 1 hour sessions or 10 x 20 minute sessions

The General Data Protection Regulation came into force on 25th May 2018, and it's important for school staff to know what's required of them with handling personal data. Post Brexit, the UK passed its own version called the UK-GDPR, which alongside the Data Protection Act of 2018, is in effect now.

The aim of this training is to highlight what's different in a factual, non-alarmist way, and ensure that everyone in school knows what they should be doing. Part 1 is for all staff who handle any data – so finance, admin, teachers, canteen staff etc., and part 2 is for senior management, leadership & governors and whoever is responsible for data protection.

The training is accessed online - so you log into our webpage and run the training whenever suits you. As many people as you like from school can access the training, whenever suits each person best. It comes with notes and a copy of the PowerPoint slides and a certificate is generated on completion of a short assignment. Each session has notes to download and a video presentation for you to follow,.

Session 1 – Intro to GDPR & Personal data. GDPR requirements for schools & Privacy by design

Session 2 – The Lawful basis for holding personal data in schools.   Consent considerations.

Session 3 – Basic Security

Session 4 – What to do in a breach & Subject Access Requests.

Session 5 – Special considerations for schools

Session 6 – (Part 2) Privacy Notices

Session 7 – Data Retention

Session 8 – The role of the DPO – do you need one?

Session 9 – Subject rights

Session 10 – Steps for compliance

This course costs £99 per school and multiple staff can use the training from each school for this price

Mental Health First Aider Training for Schools
Online Training Program

A **Mental Health First Aider** in the school is the go-to person for anyone who is going through some form of mental health issue. The first aider will be able to help guide the person in distress to the help that they need. They will also have the relevant knowledge to be able to spot someone who is developing a mental health issue. They will, therefore, be able to intervene before it escalates.

The aim of this course is to help delegates:

- Identify the symptoms of mental health issues
- Offer initial help and guide a person towards the most appropriate support
- Stop issues arising before they become a crisis
- Minimise the impact of mental ill health on work and life
- Proactively manage wellbeing in the workplace

You **do not need any qualifications** or prior experience for this role, but you do need to be compassionate, empathetic and accepting with an ability to listen, support and help.

As well as full training and a supporting **mental health first aid guide**, you will receive an **electronic resource pack** with **information sheets & posters** for a range of mental health issues. You will end the course with an **action plan** for introducing a MHFA program into your school.

There are optional modules that look at the specifics of **mental health for children** and the **safeguarding** issues associated with providing mental health first aid to pupils.

There will be short **assessments** through the course, and on completion you will receive a certificate in Mental Health First Aid.

Topics

- What is mental health, mental ill-health & mental illness?
- Why mental health is important in schools for adults and students
- Why mental health first aid
- Legislation covering mental illness, stigma and discrimination
- The role of the mental health first aider – key principles
- Skills and application of mental health first aider role – ALGEE (approach/assess, listen, give support and information, encourage self-help & other support, encourage professional help)
- Mental health of children & Safeguarding issues
- First aider self-care, peer support and supervision
- Mental health conditions:
  - Low Mood & Depression & Bipolar Disorder – symptoms, first aid, suicidal crisis
  - Stress & anxiety – symptoms, first aid
  - Substance Abuse - Drug & alcohol – symptoms, first aid
  - Eating disorders - symptoms, first aid
  - Self-harm - symptoms, first aid
  - Personality disorders – symptoms, first aid
- MHFA Action Plan – setting up and operating a system
- Building a mentally well school environment

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Mental Health First Aid Introduction
Online Training Program

Mental wellbeing is vitally important in schools, both for students and staff alike. A basic understanding of mental wellbeing is essential for staff. Recognising signs of distress, knowing how to make an approach & what to say, and understanding when to get help will be extremely beneficial.

This short course is designed for inset days or other training opportunities and takes about **2.5/3 hours to complete**.

You **do not need any mental health qualifications** or prior experience for this course and it should help you to understand the importance of being compassionate, empathetic and accepting with an ability to listen, support and help.

There will be short **assessments** through the course, and on completion you will receive a certificate in Mental Health First Aid Awareness.

Topics

- What is mental health?
- Why mental health is important in schools for adults and students
- Why mental health first aid
- Legislation covering mental illness, stigma and discrimination
- The role of the MHFA – key principles
- How to approach someone in need - ALGEE (approach/assess, listen, give support and information, encourage self-help & other support, encourage professional help)
- Mental health of children & Safeguarding issues (optional)
- Recognising symptoms of mental ill health and first aid approaches
- First aider self-care, peer support and supervision
- Building a mentally well school environment

The course costs £99 per school and multiple staff can attend from each school for this price.

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Mental wellbeing through resilience - How to build resilience in the classroom - Online Training Program

The ability to bounce back quickly from setbacks is very important for mental wellbeing. This 'bounce back ability' is called resilience.

Resilience doesn't make problems go away but gives the ability to see past them, find enjoyment in life and better handle stress. People who lack resilience often dwell on problems, feel victimized, become overwhelmed or turn to unhealthy coping mechanisms.

Resilient children are more likely to take healthy risks because they don't fear falling short of expectations. They are brave, trusting and curious, know their limits and they push themselves to step outside of their comfort zones.

This course, designed for teachers will help you to foster and promote resilience in the classroom.

Session 1 – Introduction

Introduction to resilience and its importance in mental health of pupils. •   The 7Cs

Session 2 – Competence
Exercises – 1. Problem Solving Skills – Human Knot, Egg drop, Marshmallow Tower, Legoman, Flip over, Survivor   2. Logic games – brainbashers.com   3. Embracing change – Just One Thing
4. Mindmaps

Session 3 – Confidence
Exercises – 1. Learning Self Acceptance – Self collages, Write yourself a letter, Group exercise for young children: Cool Corgi; Group for older children: Mistake scenarios.   2. Celebrating success and accepting failure – Class incentives, Peer Recognition, Displaying work, Onscreen / social success.
3.Help Pupils find their passion – 3 lists, Different role models. 4. Encourage positive self talk

Session 4 – Connection
Exercises – 1. Make the classroom more connected – Human Bingo, Sticky note fun, WOWs. 2. Connection outside the classroom – Empathy exclusion game, World of diversity game, Embracing difference. 3. Connection with wider community – Class grandparent, Adopt a group, Community

Session 5 – Character
Exercises–1. Model behaviour – achievement chart. 2. Teach sharing – Group picture, Donation, Team Games – Iceberg, River, Zoom. 3. Teach Honesty – Truth or Lie game, The Boy who cried wolf, What would you do. 4. Teach Respect & Politeness – Manners Song, Apology Charades, May I?

Session 6 – Contribution
Exercises – 1. Helping other children 2. Helping the community 3. Helping the environment. 4. Finding your passion.

Session 7 - Coping
Exercises – 1. Understanding emotions – Emotions Mask, Emotions body map.   2. Relaxation techniques - Noodle Caboodle, Doodling exercises, Visualisation, Laughter meditation, Mindfulness

Session 8 - Control
Exercises - 1. Opportunities for small choices. 2. Games for learning control – Would you rather be?, Desert Island, Debates 3. Future Plans – What do you want to be? Career options. 4. Teach goal setting – Goal setting worksheet, Vision Boards, Pressure cooker, Longest shadow, Interest maps, Smartie tower.

Mindfulness in the classroom
Online Training Program

Practicing mindfulness in the classroom can help students and teachers alike. Mindfulness can lessen anxiety and negative thinking and encourages positivity and kindness. Mindfulness practice has become an increasingly popular element in today's classrooms.

This course for teachers, covers the basic mindfulness techniques and then how to apply them to specific situations:

TOPICS

Session 1 Introduction to Mindfulness, How mindfulness helps teaching, how mindfulness helps learning, the research.

Session 2 – The Basic Mindfulness Techniques - Body awareness – theory & exercises, Breathing – theory and exercises, Chattering mind & overthinking– theory and exercises.

Session 3 - Mindfulness for worry, stress and big emotions. Theory. How mindfulness helps. Breathing –exercises, Grounding – theory and exercises, Visualisation – theory and exercises, The Mindful Pause – theory and exercises.

Session 4 - Mindfulness for positivity. Theory. Gratitude - theory and exercises. Positive affirmations. Positivity challenges

Session 5 - Mindfulness for kindness. Theory. Self compassion & self care. Listening skills. Developing empathy

Session 6 - Mindful lifestyle choices. Mindful movement, Mindful eating, Avoiding Judgement, Social Media, Getting in touch with nature

Session 7 - Creating a mindful classroom - Mindful music, Posters & pictures, Create a mindful area, Mindful moments, Kickstart with a mindful month

The 7-session course costs £99 per school and multiple staff can attend from each school for this price

Developing & implementing a wellbeing strategy in your school.
Online Training Program

Now more than ever, wellbeing needs to be a priority in schools.

Even at pre COVID figures show more than 2 million sick days were recorded by UK teachers with 54.5% of teachers taking some sickness absence. 56.5% of staff had one or more work-related stress factor. For pupils 22 million sick days were taken.

Making wellbeing a priority in schools leads to lower absence, lower stress, improved morale and healthier, more inclusive staff and pupils. It is the key to making your school healthy, happy and motivated by showing everyone that you are a school that cares and supports. Staff and pupils feel valued, and a positive culture is created.

The aim of this course is to help understand the wellbeing needs in your school and put into place an appropriate strategy. This could be a strategy just for staff, or for staff and pupils alike.

TOPICS

WHY schools need a wellbeing strategy

WHAT is wellbeing? The 5 pillars of wellbeing. Duty of care / laws relating to wellbeing

Understanding the **NEEDS** of your people

Defining the **GOALS** of your wellbeing strategy

Developing and shaping the strategy – lots of ideas included!

PHYSICAL wellbeing strategy – Standing, Moving, Breaks, Screen breaks, Healthy working environment, Classes, Challenges, Nutrition, Sleep, Gym links

MENTAL/EMOTIONAL wellbeing strategy – Normalising mental health, Work/life balance, Personal skills, Managing emotions - group & one to one meetings, peer networks, Relaxation techniques, Quiet spaces, Creativity sessions, Positivity

SOCIAL wellbeing strategy – Creating a sense of belonging – contests, inclusive spaces, networks, buddy systems, Diversity & Inclusion – diversity calendar, holy days, diversity flowers, snapshot board, Social events – anniversaries, peer recognition, team building.

FINANCIAL wellbeing strategy – Staff - inset, leaflets/advise, Pupil – PP & FSM, access to mental health, nutrition, uniform, purchases, trips, financial education.

CAREER wellbeing strategy – Goals, CPD, Recognition, Positives

General strategy – Wellbeing calendar, Rewards, Challenges

STAFFING - Senior leadership, Line Manager, Wellbeing Champions and Mental Health First Aiders

WRITE your strategy - Example of a starting point

LAUNCH your strategy! Telling people about it – Branding – name, logo, colours, Where/How to display

Ongoing **ASSESSMENT** & **update** – Check against goals, Mood polls, Feedback forms, What can interfere with success?

This course costs £99 per school

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Conflict Management & Resolution in Schools
Online Training Program

Managing conflict in schools is crucial to maintaining a positive and productive working and learning environment. Schools bring together different views of the world, different ways of being, thinking and living, and all these differences have the potential to lead to conflict.

Most school staff will be familiar with some form of conflict, be it parent to staff, staff to staff, teacher to pupil or pupil to pupil. When conflict is neglected, it doesn't simply disappear - it continues below the surface, resulting in damage to the school climate and if left ignored, stress can reach unsustainable levels and a toxic environment can take hold.

Skillfully managed conflict however, can benefit schools by improving the ability to work together toward shared goals and establishing a culture in which people can disagree without becoming disagreeable. This course is for staff but also has lots of techniques suitable for teaching to pupils including class activities and games.

Session 1 – Understanding Conflict:

- Defining conflict, Causes of conflict in school
- Conflict Styles (Find out yours), Behaviours that escalate and de escalate conflict

Session 2 – How to manage your personal response to conflict

- Recognising your reactions - Body, Voice, Emotions
- Managing your stress - Diaphragmatic breathing, Drop the tension, Engage the senses
- Building emotional awareness - Self Awareness: Mindfulness, Journaling, Class activities. Social Awareness: How to develop and improve social awareness
- Developing empathy - 8 ways to develop empathy. Class activities & games

Session 3 – Conflict management Strategies-

- Phases of Conflict
- Skills to employ - Slowing down. Avoiding force, No to 'calm down', No judgement, Personal comments, Co-operative language, Managing your body language
- Using the CICASS system - Control, Identify, Connect (Listening skills), Acknowledge, Summarise, Solution
- Managing Challenging Behaviour - Violence at school, Challenging unacceptable behaviour.

Session 4 – Applying CICASS to School Situations

- Staff / parent - Techniques
- Staff / staff - Techniques, Mediators
- Teacher / pupil - Techniques, Escalation, Involving other parties
- Pupil/pupil - 6 step plan, Class activities & games

Session 5 – Conflict Prevention & Reduction

- Key points - Policy, Communication, Modelling behaviour
- Between staff - Dialog, Roles, Complimentary styles, Past issues, Feedback
- Parents - Guide, Communication, Dialog, Positive interaction
- Pupils - Clear rules, Communication, Safe space, Model behaviour, Conflict Resolution Skills, High expectations, Positive reinforcement, Calm corner/space

The 5-session course costs £99 per school and multiple staff can attend from each school for this price

Working safely & comfortably at a computer in school

Online Training Program
1 x 1 hour sessions

- The effects of sitting at a computer all day
- How to sit correctly
- The importance of standing
- The activity quota
- Some stretches to do at your desk
- Hands & arms – risks of RSI
- Adjusting the keyboard and mouse
- Exercises for hands and arms
- Working with screens & effects on eyes
- Adjustments and positioning
- Eye exercises
- Other tools for working at a computer

Working sat down at a computer may seem one of the safest things in the world, but actually there are all sorts of risks to your health & comfort. Sitting for long periods of time, repetitive hand/arm movements using the computer, staring at a screen – all can cause issues.   Sitting for 6 hours a day increases our risk of heart disease by up to 64% cent. You're more at risk for diabetes and certain types of cancer. Women can start to lose bone density – 1% per year. Sitting also messes with posture and our hips suffer particularly. This course helps find strategies to minimise current and future issues.

Time Management for School Staff

Online Training Program
1 x 1 hour sessions

- Good & bad time management
- Planning & Prioritising – matrix method, Prioritised To-Do lists
- Productivity Tools – batching, multi-tasking, breaks & rewards
- Time Management devices
- Time Robbers and Strategies
- Organising yourself – workspace, communications, paperwork
- Organising the way you work with others
- Delegating and sharing
- Meetings
- Personal Action Plan

In schools, time management is really important as there is usually an enormous amount to do, and not enough people to do it! In addition, there are often time-specific jobs, so you might have to cover a lunch hour, might have a specific time when pupils are allowed to come and contact you etc., meaning that the rest of the time is even more squeezed.
Time management is the process of organising and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress. This session looks at strategies and tools to assist.

Stress Management for School Staff
Online Training Program
1 x 1 hour sessions

- Intro to stress awareness
- Recognising the signs and symptoms
- Quick fixes for immediate stress relief
- Long term strategies for dealing with stress – organisation, positive relationships, emotional support systems, reactivity, self-care
- Pro-active stress management – UK Laws, Supportive management & culture, Workplace aesthetics and ergonomics,
- Personal Action Plan

Stress is our body's way of keeping safe in times of danger. It reacts by releasing chemicals to ready the body for action, but if there is no physical outlet this can cause problems. Your nervous system isn't very good at distinguishing between emotional and physical threats so your body reacts just as strongly as if you're facing a true life-or-death situation.

If you tend to get stressed out frequently, like many of us in schools, your body may exist in a heightened state of stress most of the time. And that can lead to serious health problems. Chronic stress disrupts nearly every system in your body. It can suppress your immune system, upset your digestive and reproductive systems, increase the risk of heart attack and stroke, and speed up the aging process. It can even rewire the brain, leaving you more vulnerable to anxiety, depression, and other mental health problems. This session aims to help us recognise stress and find tools to help.

Assertiveness Skills
Online Training Program
1 x 1 hour sessions

- Passive, aggressive and assertive - the differences
- Characteristics of assertive communication & how to start to use them
- Five techniques to improve assertiveness - behaviour rehearsal, repeated assertion, fogging, enquiry, workable compromise
- How to say NO effectively
- How to complain
- Dealing with passive co-workers
- Personal action plan

Assertiveness is the simply the quality of being self-assured and confident without being aggressive. It is a learn-able skill and mode of communication.

In the hectic school environment, it can sometimes feel like the person who 'shouts the loudest' is the one that gets their way, but it does not and should not be this way. Assertive individuals are able to get their point across without upsetting others, or becoming upset themselves. Whatever a persons position or role, having good assertiveness skills should enable schools to get the very best from their staff and promote harmony and job satisfaction.

On this course we look at how assertive people behave, how we can emulate this & techniques for improving assertiveness. You'll get to try things out at the time, but also create a plan for moving forward.

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Dealing with difficult people at school
Online Training Program
1 x 1 hour sessions

- Understanding causes of aggressive behaviour
- Recognising aggression
- Passive aggression
- Techniques for managing aggressive behaviour
- Techniques for managing passive aggression
- Dealing with violence
- Building a workplace less prone to aggression

Training other people
Online Training Program
1 x 1 hour sessions

- Purposes of training
- Preparation for training
- Materials – options, creation
- Delivery skills and techniques
- Dealing with difficult participants
- The importance of feedback and how/when to collect

Becoming a Mentor
Online Training Program
1 x 1 hour sessions

- The difference between training and mentoring
- Mentoring types and styles
- Skills and attributes required of mentors
- Structuring mentoring sessions
- The first session
- Ongoing role
- Giving and receiving feedback
- Developing an action plan for/with your mentee

Interviewer Skills

Online Training Program

- The Law – Equality Act 2010, what you can and cannot ask, positive action
- Job Description – writing a spot on description
- Assessing CVs/application forms – Prioritising competencies, screening & assessing, red flags, checking social media.
- Preparing for Interview – Structuring interview questions – behavioural & situational, open ended and probing questioning. Questions to avoid. Planning skills tests / role playing. Weighting and scoring. Who to include in interview. Cultural fit. Reducing interview bias by becoming aware of own biases. Reducing stress for interviewees.
- The interview – before the interview starts, as candidates arrive, first impressions, meet & greet and making people feel at ease. Introducing your culture and representing your school. Asking the planned questions and when to probe. Body language. Spotting red flags.
- After the interview – evaluating candidates fairly and consistently & making a decision. Additional interviews. Timely follow up. Making a conditional offer - Pre employment checks & reference checks. Making a firm offer.
- Mock interview examples to try.

Interviewee Skills

Online Training Program

Preparing for interviews
- Dealing with nerves
- The practical details
- Making your research count
- Anticipating key questions
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The Interview
- Creating a positive first impression
- What to wear
- Using your voice
- Getting to grips with interview questions and telling your story
- Selling your strengths
- Showing enthusiasm for the role & being engaging
- Great questions to ask the interviewer

Different interview types
- Successful telephone and video interviews
- Giving presentations
- Tests and exercises
-

Leaving a positive impression
After the interview

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<u>Small habit changes to achieve your goals</u>

<u>The aggregation of marginal gains to achieve success.</u>

<u>Online Training Program</u>

Helping your staff build 'soft' skills plays a vital role in both individual and school performance. Often referred to as **'essential skills'** they are accessible to all, and everyone can develop and improve them.

Soft skills encompass transferable abilities that individuals can develop to **excel in their professional development.** These skills are vital in the school environment, and are necessary at every level of the workplace, from entry-level roles to the senior leadership team.

Developing and achieving **goals** is an important soft skill for school staff. This **new approach** focuses on aggregating lots of very small changes that are relatively easy and straightforward to implement, but which build to substantial success.

There are seven basics to master with changing small habits to achieve lasting goals:

1. Understanding why 'all or nothing' does not work
2. Addressing systems not goals
3. Understanding habits - why they are built and how they work
4. How long it takes to build a new habit
5. The 8 principles for building effective habits: - Make it easy, Link them, Add on, Make it attractive, Make it satisfying, Make it obvious, Keep doing it, Missing a habit isn't a failure
6. The principles for breaking bad habits
7. How to put it into practice - Identifying the ultimate goal, Identifying the 'person' who does this, Breaking the goal into sections , Identifying the tiny habits in each section, Starting & tracking

Do you think your staff might benefit from our 'Small Habit Changes' training workshop? Istek UK provides personal development training for schools that **doesn't break the bank** and is straightforward to complete.

The course is £99 for the whole school. The sessions are held on our training portal so can be accessed at anytime from anywhere.

The training takes about **1.5 - 2 hours to complete** and can be done in one go or a series of shorter chunks. As many people as you like from school can access the training, whenever they choose. It comes with video presentations and notes and there are a series of mini tasks to consider as you go through the course. There is a **certificate** issued on completion of a short assignment..