

Corporate Learning Programm

January to June 2026



Welcome to your Corporate Learning Programme!

In this programme, you will find details of courses available to you from January to June 2026.

How to Use This Programme

- **Discuss with your Manager:** Before enrolling in any course, please discuss it with your line manager.
- **Booking a course:** Follow the instructions provided next to each course outline to book your place.
- **Your learning record:** All Corporate Learning courses you attend will be added to your learning record.
- **Cancellations:** If you need to cancel your booking, please email learn.develop@orkney.gov.uk as soon as possible so we can offer your spot to another colleague.

Inclusive Learning Environment

We are committed to creating an inclusive workplace. If you need any adjustments to participate in our training, please let us know.

Attending your training session

If you have registered for an online training session, a reminder will be sent to you before the event. Most in-person training is hosted in the Bunker which is situated in the basement of the main council building via stairs leading down from the Legal Services area.

Training Laptops

We're pleased to offer several training laptops for learners to use, on a short-term basis. These devices are available to help everyone take full advantage of our learning and development opportunities, ensuring access to online training resources regardless of your usual working environment.

If you would like to book any of our training laptops, please email learn.develop@orkney.gov.uk

Please share this programme with colleagues who do not have orkney.gov email access, including Glow and Orkney Ferries email users.

Please print this programme and share it with colleagues who have no email access.

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Data Protection Essentials

This one-hour course delivered by Paul Kesterton, our Information Governance Officer, provides you with the essential information you need to ensure that we comply with Data Protection law.

It covers how to safely and lawfully share personal data under GDPR regulations as well as establishing good practice for keeping information safe.

Date	Time	Venue	How to book
Wednesday 4 March	2.00pm – 3.00pm	Teams	Please select this link to register Data Protection Essentials 04/03/26
Wednesday 20 May	10.00am – 11.00am	Teams	Please select this link to register Data Protection Essentials 20/05/26

Complaints Handling Essentials

A one-hour course delivered via Teams by Paul Kesterton, our Information Governance Officer.

Covering the differences between Service Requests and Complaints as well as the two stages of complaint response, the course will enable you to identify complaints that fall under our Complaints Handling Procedure and how to respond to them.

Date	Time	Venue	How to book
Wednesday 22 April	2.00pm – 3.00pm	Teams	Please select this link to register Complaints Handling Essentials 22/04/26
Wednesday 3 June	10.00am – 11.00am	Teams	Please select this link to register Complaints Handling Essentials 03/06/26

Freedom of Information Essentials

A one-hour course delivered via Teams, by Paul Kesterton, our Information Governance Officer.

The course will enable you to identify requests that fall under either the Freedom of Information (FOI) (Scotland) Act, or the Environmental Information Regulations. The session will cover the essentials of how to respond to FOI requests, as well as what information might be exempt from disclosure.

Date	Time	Venue	How to book
Thursday 26 March	10.00am – 11.00am	Teams	Please select this link to register Freedom of Information Essentials 26/03/26
Thursday 28 May	2.00pm – 3.00pm	Teams	Please select this link to register Freedom of Information Essentials 28/05/26

Action Counters Terrorism Awareness

This eLearning course should be completed if you work closely with individuals over a period of time.

Action Counters Terrorism Awareness (ACT) eLearning is a national counter terrorism awareness initiative produced by the National Counter Terrorism Security Office (NaCTSO) on behalf of Counter Terrorism Policing (CTP) to protect UK cities and communities from the threat of terrorism.

The eLearning course will provide you with an understanding of how to recognise individuals who may need support and be vulnerable to radicalisation and takes approximately 45 minutes.

This course can be found on iLearn within the Protect Against Terrorism category. To access this course please follow this link: www.orkney.gov.uk/iLearn

Your Health and Wellbeing

You can find many helpful resources on iLearn www.orkney.gov.uk/iLearn to support your health and wellbeing, including courses on relaxation, yoga and mindfulness.

The **Mentally Healthy Workplace** course on iLearn, provided through Healthy Working Lives, is an excellent course that has benefits for both you and your colleagues.

Other health and wellbeing resources are available on our [Wellbeing Matters](#) pages on the OIC Staff Hub and includes information on our **OIC Wellbeing Hub** and **Employee Assistance Programme**.

New - Microsoft Excel Level One

Delivered by Elite Training, Microsoft Excel Level One covers all the basics you need to start entering your data and building organised workbooks. **This course is designed for learners who are not familiar with Excel and would like to learn the basics.**

The course will cover:

- Getting Started with Excel 365
- Modifying a Workbook
- Using Formulas and Functions
- Formatting an Excel Worksheet
- Managing Worksheets and Workbooks
- Printing Options

For a full course outline, please get in touch with learn.develop@orkney.gov.uk

Date	Time	Venue	How to book
Friday 13 February	9.30am – 12.30pm	Teams	Please email learn.develop@orkney.gov.uk
Tuesday 5 May	1.30pm – 4.30pm	Teams	Please email learn.develop@orkney.gov.uk

New - Microsoft Excel Level Two

This course is delivered by Elite Training, you will use advanced formulas and work with various tools to analyse data in spreadsheets. You will also organise table data, present data as charts, collaborate with others and work with conditional formatting. **This course is designed for learners who have some experience with Excel and would like to know more.**

This course will cover:

- Calculating Data with Advanced Formulas
- Presenting Data Using Charts
- Organising Worksheet Data
- Analysing Selected Data
- Mastering Excel Tables
- Applying Conditional Formatting
- Collaborate with Others

For a full course outline, please get in touch with learn.develop@orkney.gov.uk

Date	Time	Venue	How to book
Friday 13 February	1.30pm – 4.30pm	Teams	Please email learn.develop@orkney.gov.uk
Wednesday 13 May	9.30am – 12.30pm	Teams	Please email learn.develop@orkney.gov.uk

New - Microsoft Excel Level Three

In this course delivered by Elite Training, you will build on the previous Excel courses, introducing more advanced topics. You will learn about some of the more advanced features of Excel, including PivotTables, Data Validation, and Advanced Formulas.

To get the most out of this course, it is recommended that you are familiar with Excel and can perform the following:

- Use Named Ranges
- Work with Excel Tables
- Sort and Filter Data
- Apply Conditional Formatting
- Apply Filters
- Create Charts
- Collaborate with others

This course will cover:

- Data Validation
- Advanced Formulas
- Auditing a Worksheet
- Appendix - Inserting Illustrations
- Creating PivotTables, PivotCharts and Slicers
- Working with Templates

For a full course outline, please get in touch with learn.develop@orkney.gov.uk

Date	Time	Venue	How to book
Monday 16 February	9.30am - 12.30pm	Teams	Please email learn.develop@orkney.gov.uk

New – Microsoft Outlook Level One

Delivered by Elite Training, in this course you will be introduced to the 365 interface, focusing on working with messages, calendars and contacts. **This course is aimed at learners who have little or no familiarity with Microsoft Outlook 365.**

The course will cover:

- The Outlook 365 Interface
- Performing Popular Tasks in Outlook 365
- Working with Messages
- Working with the Calendar
- Organising Contacts
- New Features in Outlook 365

For a full course outline, please get in touch with learn.develop@orkney.gov.uk

Date	Time	Venue	How to book
Monday 16 February	1.30pm – 4.30pm	Teams	Please email learn.develop@orkney.gov.uk
Tuesday 5 May	9.30am – 12.30pm	Teams	Please email learn.develop@orkney.gov.uk

New – Microsoft Outlook Level Two

In this course delivered by Elite Training, you will learn some of the more advanced features of Outlook. **This course is intended for learners who have basic skills with Microsoft Outlook 365 and who want to learn higher-level skills.**

The course will cover:

- Working with Tasks and Notes
- Using Signature and Themes
- Managing Your Inbox

- Working with Multiple Email Accounts
- New Features in Outlook 365

For a full course outline, please get in touch with learn.develop@orkney.gov.uk

Date	Time	Venue	How to book
Monday 9 March	1.30pm – 4.30pm	Teams	Please email learn.develop@orkney.gov.uk
Wednesday 13 May	1.30pm – 4.30pm	Teams	Please email learn.develop@orkney.gov.uk

New – OneNote Essentials

In this course delivered by Elite Training, you will receive practical and hands-on training, on how to research, capture, organise, and share information step-by-step. Starting from creating simple notebooks to working with linked notes, note containers, outlines, tables, drawing tools, custom templates, tags, and more.

The course will cover a range of topics including:

- Introducing OneNote
- Creating Your First Notebook
- Understanding Sections and Pages
- Adding Content
- Working with Linked Notes and how to use Quick Notes
- Working with Outlining
- Working with Tables and Drawing Tools

For a full course outline, please get in touch with learn.develop@orkney.gov.uk

Date	Time	Venue	How to book
Tuesday 24 March	9.30am – 12.30pm	Teams	Please email learn.develop@orkney.gov.uk

Managing Sickness Absence

This session highlights the essentials of our Managing Sickness Absence policy and processes, equipping you to deliver a fair and consistent approach to handling absences within your team.

This key people policy underpins our approach to providing the right support to team members who are absent from work due to ill health and is an integral part of day-to-day people management responsibilities.

Specific sessions can be arranged for Service areas that have several people managers who require this training. Get in touch to find out more by emailing learn.develop@orkney.gov.uk.

If you are looking for resources on how to record sickness absence on MyView, you can find this on iLearn www.orkney.gov.uk/iLearn by navigating to the **MyView eLearning** section.

This training is delivered by our Senior HR Adviser, Ashleigh Gillespie and our HR Adviser, Lee Gratty.

Date	Time	Venue	How to book
Wednesday 4 February	10.00am – 12.00pm	Bunker	Please email learn.develop@orkney.gov.uk

Managing Grievances

This is a key session for Managers and Supervisors to equip you with the skills and confidence to respond to any problems that are raised in relation to work, the working environment or working relationships.

This training will provide you with:

- An overview of the Grievance policy and procedure
- An understanding of how a grievance may be raised
- What steps to take if a grievance is raised
- The timescales for responding to a grievance

This training is delivered by our HR Adviser, Laura McLennan.

Date	Time	Venue	How to book
Wednesday 25 March	10.00am – 12.00pm	Teams	Please select this link to register Managing Grievances 25/03/26
Thursday 11 June	2.30pm – 4.30pm	Bunker	Please email learn.develop@orkney.gov.uk

Managing Good Conversations

This key training session for Managers and Supervisors will equip you with the skills and confidence to have regular, meaningful conversations with your team members and give you an overview of the Good Conversations policy and process.

This session will introduce the Good Conversations model and support you to have conversations with your team members that:

- Focus on clarifying work related priorities for the year ahead
- Provide constructive and meaningful feedback
- Identify and support development needs

This training is delivered by Sorcha Woodrow, our Learning and Development Adviser.

Date	Time	Venue	How to book
Tuesday 10 February	10.00am - 11.00am	Teams	Please select this link to register Good Conversations 10/02/26
Thursday 14 May	2.00pm – 3.00pm	Bunker	Please email learn.develop@orkney.gov.uk

Managing Recruitment and Selection

This session is aimed at employees who are involved in any aspect of recruitment or who sit on recruitment panels.

The training includes:

- An overview of the Recruitment and Selection policy
- Equality legislation and its impact on recruitment and selection
- Advertising vacancies
- The shortlisting process
- Assessment and interview techniques

In addition to this session, a shortlisting workshop can be arranged for recruiting managers providing more in-depth information on the identification of criteria for assessment from the initial application process. Get in touch with learn.develop@orkney.gov.uk to find out more.

This training is delivered by Jayne Fraser, our Team Manager, HR Support.

Date	Time	Venue	How to book
Tuesday 27 January	9.30am – 11.00am	Bunker	Please email learn.develop@orkney.gov.uk
Tuesday 10 February	2.00pm – 3.30pm	Teams	Please email learn.develop@orkney.gov.uk
Wednesday 11 March	2.00pm – 3.30pm	Bunker	Please email learn.develop@orkney.gov.uk

Managing Capability

This session is designed to support Managers and Supervisors in effectively addressing situations where a team member is not meeting the expected standards of performance in their role.

The training will equip you to adopt a fair, consistent and supportive approach to managing capability, and take account of the individual circumstances and meet all legal requirements.

This training is delivered by Amanda Anderson, our HR Adviser.

Date	Time	Venue	How to book
Wednesday 25 February	2.00pm – 3.30pm	Bunker	Please email learn.develop@orkney.gov.uk
Thursday 2 April	10.00am – 11.30am	Teams	Please select this link to register Managing Capability 02/04/26

Managing the Disciplinary Process

This briefing session is for managers or anyone involved in carrying out the requirements of the Council's Disciplinary Policy and Procedure.

This session provides an overview of the policy and procedure, as well as expanding upon, roles, responsibilities and stages within the procedure. There is also an opportunity to share experiences and question any areas that may be felt to add particular value.

This training is delivered by Thomas Richards, our Senior HR Adviser.

Date	Time	Venue	How to book
Monday 16 February	10.00am – 12.00pm	Teams	Please select this link to register Managing Disciplinary 16/02/26
Thursday 23 April	2.00pm – 4.00pm	Bunker	Please email learn.develop@orkney.gov.uk

Supporting Dignity at Work

If you are a Manager or Supervisor, this is a key training session will provide you with the knowledge, management skills and confidence to deal with unwanted behaviours in the workplace.

This session will provide you with:

- Training and guidance on handling bullying and harassment complaints
- The ability to recognise bullying and harassing behaviours in the workplace and establish what is workplace bullying and harassment and what it is not
- Knowledge of how to reduce the likelihood of bullying and harassment and deal with any complaints that may arise
- An understanding the difference between strong management and bullying behaviour

This training is delivered by Ashleigh Gillespie, our Senior HR Adviser.

Date	Time	Venue	How to book
Thursday 5 March	10.00am – 12.00pm	Teams	Please select this link to register Supporting Dignity at Work 05/03/26
Wednesday 20 May	10.00am – 12.00pm	Bunker	Please email learn.develop@orkney.gov.uk

New - Having Sensitive Conversations

These sessions are designed for People Managers to build confidence in conducting sensitive conversations relating to a number of different employee issues, including employee wellbeing and any conversations dealing with our people policies.

You will practice active listening, empathy, and boundary-setting in a safe and structured environment.

This training is delivered by Sorcha Woodrow, our Learning and Development Adviser and is supported by one of our HR Advisers.

Date	Time	Venue	How to book
Wednesday 18 March	10.00am – 11.30am	Bunker	Please email learn.develop@orkney.gov.uk
Tuesday 26 May	2.00pm – 3.30pm	Bunker	Please email learn.develop@orkney.gov.uk

Purchase to Pay (P2P) Level One

These sessions are aimed at anyone who has responsibilities for creating or authorising orders to suppliers.

Purchase-to-pay (P2P) Level One covers the steps involved in creating and authorising Purchase Orders for goods and services acknowledging receipt of goods and services and paying for invoices received.

The process is operated through our financial system Integra, and this training session is aimed towards those with little or no experience on using the P2P process.

These sessions are delivered by Matthew Reid, our Finance and Corporate Systems Officer.

Date	Time	Venue	How to book
Wednesday 25 February	10.00am – 11.30am	Teams	Please select this link to register Purchase to Pay 25/02/26
Wednesday 3 June	10.00am – 11.30am	Teams	Please select this link to register Purchase to Pay 03/06/2025

New - Purchase to Pay (P2P) Level Two - Developing Expertise

These sessions are aimed at anyone who has attended P2P Level One previously and is looking to build on their basic knowledge to become more efficient in using the system.

The training session will focus on:

- P2P Year-End Activities
- Ensuring that Purchase Orders and Goods Receipts are completed accurately
- Ensuring that the most effective practices are followed when using P2P
- Providing an explanation on the importance of Categories and GL Coding of transactions

- Building understanding on the importance of accurate Goods Receipt Entry and the implications of this on budgets

These sessions are delivered by Matthew Reid, our Finance and Corporate Systems Officer.

Date	Time	Venue	How to book
Wednesday 28 January	10.00am – 11.00am	Teams	Please select this link to register Purchase to Pay Level Two 28/01/26
Tuesday 3 February	3.00pm – 4.00pm	Teams	Please select this link to register Purchase to Pay Level Two 03/02/26
Thursday 19 February	11.00am – 12.00pm	Teams	Please select this link to register Purchase to Pay Level Two 19/02/26
Tuesday 24 February	10.00am – 11.00am	Teams	Please select this link to register Purchase to Pay level Two 24/02/26

Sales Invoice Training

This session will introduce you to the Sales Invoice process in Integra. Sales Invoices training will cover the following topics:

- Sales Invoices Process
- Sales Invoice Entry
- Credit Note Entry
- New Customer Requests
- Reminders and Statements Process (managed by Payments)
- Contact Codes and Product Codes
- Sales Invoice Enquiry
- Internal Invoices
- Year-End

This session is delivered by Matthew Reid, our Finance and Corporate Systems Officer.

Date	Time	Venue	How to book
Thursday 28 May	11.00am – 12.00pm	Bunker	Please email learn.develop@orkney.gov.uk

Planning for your Retirement

If you are planning to retire in the next two years, then we recommend you register for our pre-retirement course to ensure you make informed decisions about this next big step.

These online workshops, are run by Affinity Financial Awareness (AFA) and consists of modules on Finance, Working in retirement, Adult Education, Health and Exercise, and Leisure and Action planning. Once you are registered for this workshop you can access the resources and any updates to them for 12 months.

Date	Time	Venue	How to book
Tuesday 17 March	1.00pm – 3.30pm	Teams	Please email learn.develop@orkney.gov.uk
Wednesday 10 June	9.30am – 12.00pm	Teams	Please email learn.develop@orkney.gov.uk

Effective Tax Planning for Higher Earners

This session is aimed at employees who want to gain a clear understanding of tax and National Insurance, ensuring you're compliant and informed and to help with avoiding common tax pitfalls that often impact higher earners.

It covers pension contribution limits, upcoming Inheritance Tax changes on pensions (from 2027), and expert tax planning tips specifically for those earning £50,000 or more per year.

This session is provided by Affinity Financial Awareness (AFA).

Date	Time	Venue	How to book
Thursday 5 February	9.30am – 10.45am	Teams	Please email learn.develop@orkney.gov.uk

Undertaking Health and Safety Risk Assessments

This session highlights the essentials of Health and Safety Risk Assessments and will take you through the requirements for risk assessments and how to successfully complete the risk assessment process and paperwork.

Health and Safety Risk Assessment training will also cover key legislation, highlighting our duty to make a suitable and sufficient assessment of all relevant risks to the health and safety of employees and others.

Sessions will be delivered by Bryan Baldwin, our Safety and Resilience Officer.

Date	Time	Venue	How to book
Tuesday 27 January	2.00pm – 3.00pm	Teams	Please select this link to register Health and Safety Risk Assessments 27/01/26
Tuesday 10 March	10.00am – 11.00am	Teams	Please select this link to register Health and Safety Risk Assessments 10/03/26
Thursday 21 May	2.00pm – 3.00pm	Teams	Please select this link to register Health and Safety Risk Assessments 21/05/26

Conducting Equality Impact Assessments

Equality Impact Assessment (EqIA) training is available on iLearn www.orkney.gov.uk/iLearn. This training is designed as a practical tool to support anyone involved in completing an EqIA, offering guidance and best practice to ensure assessments are meaningful and effective.

Please note that this training is mandatory for all Service Managers and above. It is also recommended for anyone involved in policy development, decision making processes or budget setting. Completing this training will help ensure we continue to embed equality, diversity, and inclusion into everything we do.

If you require advice or guidance on carrying out an EqIA, please contact od@orkney.gov.uk

UHI Orkney

UHI Orkney regularly produce a short course programme which can be accessed through this web link.

<https://www.orkney.uhi.ac.uk/business-and-community/short-courses/>

Where Managers have identified a profession specific course for employees, please contact learn.develop@orkney.gov.uk.

Should you wish to discuss the attendance and funding of any course within this programme please contact Sorcha Woodrow, Learning and Development Adviser by email at learn.develop@orkney.gov.uk.

Minute Taking

Minute-taking training will be provided by your Service Administrative Manager and will cover how to prepare, organise and write minutes of meetings. This training may be provided to a group or to individuals, depending on numbers and normally include shadowing an experienced minute taker. Contact your Service Administrative Manager to access this training.

You can also find a Minute Taking course on iLearn available under the General Administration category. To access this course please follow this link: www.orkney.gov.uk/iLearn

Coming soon

We are committed to evolve the Corporate Learning Programme to support your needs and we will be adding more sessions to improve your learning experience.

If you have any suggestions of training sessions you would like to see added to the Corporate Learning Programme then get in touch. Drop us an email at learn.develop@orkney.gov.uk.