

**Milly Southworth**

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**From:** Isabelle Risner <Isabelle.Risner@cornwall.gov.uk> on behalf of CornwallALC Enquiries <enquiries@cornwallalc.org.uk>  
**Sent:** 25 August 2022 15:29  
**To:** CornwallALC Enquiries; Sarah Mason  
**Cc:** Training Cornwall ALC  
**Subject:** NEW Employment training courses from CALC

Information Classification: CONTROLLED

Dear All-

Just a quick email to draw your attention to the opportunity for online Zoom **Employment** training courses with **Chris Moses** of [Personnel Advice and Solutions](#).

Chris will be running two new HR courses for CALC this Autumn, building on his experience of delivering courses over 20 years for Local Councils and County Associations across the UK.

**1. The Essentials of being a Good Employer**

A comprehensive review of both the practical and legal considerations for Councils in their role as Employer. The course is for both clerks and councillors/chairmen and will cover topics including:

**Recruitment:** Conducting a successful recruitment exercise.

**Induction:** The legal requirements of inductions.

**Contracts:** Producing legal employment contracts that suit the needs of the Council.

Managing **Sickness and Absenteeism**.

Dealing with **Grievance and Disciplinary issues**.

**This course will cost £30 plus VAT per delegate** The course is for both clerks and councillors/chairmen.

**2. Staffing Committees**

Chris will also be leading a 3-part in-depth course for **Staffing Committees** chairs, or members, covering:

Part 1 - Appraisal Skills

Part 2 - Managing Performance

Part 3 - Effective Sickness & Attendance Management

**This course will cost £100 plus VAT per delegate**

- **The Essentials of Being Good Employer – run on 3 available dates:**

1. Wednesday 28 September 2022: 6.30pm – 8pm
2. Tuesday 25 October: 6.30pm – 8pm
3. Thursday 3 November 2022: 6.30pm – 8pm

- **Staffing Committees – 3 part course – attendance at all 3 sessions required.**

1. Tuesday 15 November 2022: 6.30pm – 8pm
2. Tuesday 22 November 2022: 6.30pm – 8pm

3. Tuesday 29 November 2022: 6.30pm – 8pm

To make a booking please reply to: [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk) with the following details:

Course Name:

Course Date you require:

Delegate Name(s):

Council Name/Email for invoicing purposes:

Email address for each of the delegate(s):

**Please note - A minimum of one week's notice is required for all cancellations.**

Many thanks

Isabelle Risner

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URL: [www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

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