

Senior Management Mandatory Training Matrix

Mandatory Training for Team Leader & Service Managers			
<u>Category/Name</u>	<u>Time</u>	<u>Method</u>	<u>Frequency</u>
Corporate Policy			
Information Governance – An Introduction	30 mins	E-Learning	One off
Equality & Diversity Awareness	60 mins	E-Learning	One off
Information Security	30 mins	E-Learning	One off
Supporting Employee Attendance	1 day	Face to Face	3 yearly
Performance Appraisal	2 hours	Face to Face	One off
Records Management	30 mins	E-learning	One off
Health & Safety			
Fire Safety Module	15 mins	E-Learning	Yearly

Mandatory Training for Heads of Service & Chief Officers			
<u>Category/Name</u>	<u>Time</u>	<u>Method</u>	<u>Frequency</u>
Corporate Policy			
Information Governance – An Introduction	30 mins	E-Learning	One off
Equality & Diversity Awareness	60 mins	E-Learning	One off
Information Security	30 mins	E-learning	One off
Records Management	30 mins	E-learning	One off
Health & Safety			
IOSH for Senior Executives	1 day	Face to Face	5 yearly
Fire Safety Module	15 mins	E-Learning	Yearly