

Derbyshire Learning Programme 2019/20 for employees

ICT Training

ICT related training is available for both managers and employees.

The different one day courses we deliver are:

- Microsoft Excel - Introduction Level 1, Intermediate Level 2, and Advanced Level 3.
- Microsoft Outlook - Introduction Level 1 and Intermediate Level 2.
- Microsoft Word - Introduction Level 1, Intermediate Level 2 and Advanced Level 3.

Contact:

- Mary Moore (Learning and Development – Commissioning, Communities and Policy)
Telephone: 01629 536925
Email: mary.moore@derbyshire.gov.uk

We also offer the following training also in relation to ICT:

- Inbox Overload! Managing Email Records
- Record Management Fundamentals
- EDRM Section Administrator Training
- EDRM Basic End-User Training

Contact:

- Mark Smith (Corporate Records Manager – Commissioning, Communities and Policy)
Telephone: 01629 539203
Email: mark.smith@derbyshire.gov.uk

Introduction

Welcome to the Derbyshire Learning Programme (ICT Training) which offers learning opportunities to employees in all departments. This is to help develop the skills and knowledge required by employees to provide high quality services.

Communicating the Programme to Employees

Learning and Development contacts in Departments are requested to forward the programme on to managers and employees which is regularly updated to reflect new opportunities.

Managers should ensure that members of their team are aware of the learning programme and arrange for a copy of the programme to be printed out and displayed on notice boards for employees without internet access. Paper copies should be made available to employees who work out on site.

How to Book

Departmental training applications, for internal events that are advertised in this programme, have now been replaced by the use of 'self-service' bookings made through Derbyshire Learning Online (DLO).

Derbyshire Learning Online (DLO) 'self-service'/'self-sign up' processes went 'live' on Tuesday 1 October 2019.

Guidance on how to use 'self-service' through DLO has been published on the council's external web site:

<https://www.derbyshire.gov.uk/working-for-us/careers-and-work-experience/learning-development/online-learning/derbyshire-learning-online.aspx>

Guidance can also be accessed via Service Desk Online or in the DLO (under 'FAQ's/Help').

Employees should now only use application forms for accessing external courses or seminars, Qualification Training (QT) or Apprenticeships for existing employees.

If you have any difficulties using the 'self-service' approach to 'sign-up' to internal courses or workshops please contact your departmental learning and development team for advice.

Adult Social Care & Health

Contact the Staff Education & Training Centre (SETC) at Ripley.
Reception: 01629 531496 or
Val Winson, Admin Office: 01629 531388 or
Denise Mackey, Senior HR Consultant: 01629 531434 as appropriate.

Children's Services

Admin: Christian Smith, Ext 32818
Claire Austin, HR Consultant, Ext 32053 based at John Hadfield House or
Lisa Buxton, Senior HR Consultant, Ext 31478 based at Denby or
Joanne Davidson Ext 36559 (Catering Development Officer) based at Chatsworth Hall,
Matlock, as appropriate.

Commissioning, Communities and Policy (CCP)

Admin: Charlie Greaves Ext 39273 or
Chris Mills, HR Consultant, Ext 36971 or
Kate Bussell, HR Consultant, Ext 36239 or
Ian McFadyen, Senior HR Consultant, Ext 36241, who are all based at County Hall, as
appropriate

Economy, Transport and Environment (ETE)

Admin: Lorna Morgan-Smith Ext 38529 or
Lisa Hardy, HR Consultant, Ext 38121

Late Cancellations

Cancellation of any booking **within a period of 15 working days before** the event date, or non-attendance, will result in a charge being made to your Department's learning and development budget.

The late cancellation charge will be for the advertised cost for a place on your event or course. If there is no initial advertised cost for the event then we reserve the right to charge a late cancellation fee.

Event Duration

The events vary in length from a couple of hours to a full day. The dates and times for each event are included in the programme.

No Lunches or Refreshments

No lunches are provided on learning events. If it is not possible for employees to purchase drinks or food at the training venue we recommend that participants bring their own packed lunches and refreshments with them.

MICROSOFT EXCEL

Ideally, you should select one level and not undertake training on consecutive days in order to enable you to consolidate your learning between courses.

Microsoft Excel 2013 Introduction Level 1				
This course designed for employees who need to gain the necessary spreadsheet skills to create, edit, format, use simple formulae for calculations and prepare worksheets for printing.				
Date	Time	Training Venue	Cost per place	Provider
TBC	9.30am to 4.00pm	Core Systems Training Room 1, Chatsworth Hall, Matlock	£60.00	Rob Sully, Global Knowledge

Microsoft Excel 2013 Intermediate Level 2				
You will use advanced formulae and work with various functions to analyse data in spreadsheets. You will also summarise data with outlines and subtotals, manage and link multiple worksheet and work with charts.				
Date	Time	Training Venue	Cost per place	Provider
TBC	9.30am to 4.00pm	Core Systems Training Room 1, Chatsworth Hall, Matlock	£60.00	Rob Sully, Global Knowledge

Microsoft Excel 2013 Advanced Level 3				
You will create pivot tables and pivot charts and analyse data using advanced analytical tools. You will use advanced logical and mathematical functions and apply 'look-ups' to data. You will record, run and manage macros and customise the ribbon.				
Date	Time	Training Venue	Cost per place	Provider
TBC	9.30am to 4.00pm	Core Systems Training Room 1, Chatsworth Hall, Matlock	£60.00	Rob Sully, Global Knowledge

MICROSOFT OUTLOOK

Ideally, you should select one level and not undertake training on consecutive days in order to enable you to consolidate your learning between courses.

Microsoft Outlook 2013 Introduction Level 1

This course is designed for employees who require a solid foundation and understanding of using Outlook email, calendar, contacts and tasks. The course will be delivered on the council's network using the employee's work email address.

Date	Time	Training Venue	Cost per place	Provider
TBC	9.30am to 4.00pm	Core Systems Training Room 1, Chatsworth Hall, Matlock	£60.00	Rob Sully, Global Knowledge

Microsoft Outlook 2013 Intermediate Level 2

This one-day instructor led training course widens knowledge and provides an understanding of the more advanced features of email, collaborating with others, automation, getting organised and managing Outlook data.

Date	Time	Training Venue	Cost per place	Provider
TBC	9.30am to 4.00pm	Core Systems Training Room 1, Chatsworth Hall, Matlock	£60.00	Rob Sully, Global Knowledge

MICROSOFT WORD

Ideally, you should select one level and not undertake training on consecutive days in order to enable you to consolidate your learning between courses.

Microsoft Word 2013 Introduction Level 1

This is intended for employees who need to gain a basic knowledge of word processing. You will create, edit and enhance documents. Learn how to insert simple tables, align and format text, insert paragraph formatting, borders and bullets.

Date	Time	Training Venue	Cost per place	Provider
TBC	9.30am to 4.00pm	Chatsworth Hall, Core Systems Training Room 1	£60.00	Rob Sully, Global Knowledge

Microsoft Word 2013 Intermediate Level 2

The course is designed for employees who can already create and modify standard business documents in Microsoft Word. You will apply page formatting, work with themes, apply and create styles, work with shapes and pictures, WordArt, SmartArt and charts, set up a mail merge from scratch and use more advanced tables.

Date	Time	Training Venue	Cost per place	Provider
TBC	9.30am to 4.00pm	Chatsworth Hall, Core Systems Training Room 1	£60.00	Rob Sully, Global Knowledge

Microsoft Word 2013 Advanced Level 3

The course is designed for employees who want to gain the skills necessary to manage long documents, use collaborative editing tools, record and arrange macros, create forms, create and manage templates, understanding and use building blocks and customise Word and learn how to mail merge documents,

Date	Time	Training Venue	Cost per place	Provider
TBC	9.30am to 4.00pm	Chatsworth Hall, Core Systems Training Room 1	£60.00	Rob Sully, Global Knowledge

Inbox Overload! Managing Email Records

This workshop will develop an awareness and understanding of the best practice in managing email records. This will cover the creation of business emails, when and when not to use email, how and where to store emails, and when to dispose of emails. This course is applicable to staff at all levels of the organization.

Date	Time	Training Venue	Cost per place	Provider
Thursday 5 December 2019	10.00am to 12 noon	Derbyshire Record Office, New Street, Matlock	Fully funded	In-house, Mark Smith, Commissioning, Communities and Policy Department

Records Management Fundamentals

This workshop will develop an awareness and understanding of the council's records management policies and procedures. This will cover the management, storage and disposal of council records. This course is applicable of staff at all level of the organisation.

Date	Time	Training Venue	Cost per place	Provider
Tuesday 15 October 2019	10.00am to 12 noon	Derbyshire Record Office, New Street, Matlock	Fully funded	In-house, Mark Smith, Commissioning, Communities and Policy Department

EDRM Section Administrator Training

This workshop will support EDRM Section Administrators in carrying out their role of supporting EDRM in their service area. This course is applicable for any EDRM Section Administrator either new or more experienced.

Date	Time	Training Venue	Cost per place	Provider
Thursday 3 October 2019	10.00 am to 12 noon	Derbyshire Record Office, New Street, Matlock	Fully funded	In-house, Mark Smith and Carl Severn, Commissioning, Communities and Policy Department

EDRM Basic End-User Training

This practical workshop will help users of the EDRM system develop a basic understanding of the key functionality of the system. This course is applicable to staff at all levels of the organisation.

Date	Time	Training Venue	Cost per place	Provider
Tuesday 5 November 2019	10.00am to 12 noon	Derbyshire Record Office, New Street, Matlock	Fully funded	In-house, Mark Smith, Commissioning, Communities and Policy Department
Tuesday 3 December 2019				