

Learning and Development Event for Managers and Staff Working in

Business and Administration and Estates and Facilities

INFORMATION FOR STAFF

The aim of this event is to raise awareness of learning and development for HCSWs within the Business and Administration and Estates and Facilities job families.

This event is for you if you are a Support Worker based in the North of Scotland* at Bands 2 to 4 in any of the job families below:

- Estates and Facilities OR
- Business and Administration

* *NHS Grampian, NHS Highland, NHS Orkney, NHS Shetland, NHS Tayside and NHS Western Isles (Eileanan Siar)*

We are developing a varied event programme which will include workshops, time to network with colleagues and opportunities to identify and discuss planning and recording learning, leadership and mentoring at all levels.

By the end of the event, you will be more aware of learning and development opportunities and how you can identify, access, plan and record your learning.

Key dates:

Please be aware of the important dates below. **Please discuss this opportunity with your manager as soon as possible.** Our events for Healthcare Support Workers are very popular – please book early. Places will be allocated to ensure a fair distribution of places across health boards, organisations and areas of work.

To register and for further details please see link below:
<https://events.nes.scot.nhs.uk/hcsw-north-event-feb-2019/>

Deadline: Wednesday 12 December 2018 (4 weeks to register)

Places allocated: week commencing 17 December 2018

**For queries and further information please contact: events@nes.scot.nhs.uk
or call the Events Team on 0131 656 3216**