

**Learning and Development Event for Managers and Staff Working in
Business and Administration and Estates and Facilities**

INFORMATION FOR MANAGERS

We'd like to invite you, as a manager in the North of Scotland* of Healthcare Support Staff at Bands 2 to 4 to this event for Estates and Facilities and Business and Administration staff.

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

The aim of the event is to raise awareness of learning and development for HCSWs within the Business and Administration and Estates and Facilities job families. It will also give you support in identifying and recognising opportunities for staff.

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 how to support staff in their learning and development
- Your staff will be more aware of learning and development opportunities and how they can identify, access, plan and record their learning

Supporting your staff to attend the HCSW Regional Event can help with:

- keeping up to date with resources to support learning and service improvement
- HCSWs feeling valued and recognised for their contribution to NHSScotland
- making choices about learning to support skills and career development and succession planning

What are the benefits of attending?

Delegates will be more aware of:

- How to plan and record learning
- Identifying learning opportunities in the workplace
- How to have meaningful PDPR discussions
- The value of learning and the contribution it makes to safe, effective, person-centred care

Please share this information with other managers who may be interested in attending.

Communication:

Please pass on the information attached to Healthcare Support Staff at Bands 2 to 4 either via email or by distributing printed flyers.

Key dates:

Please be aware of the important dates below. Our events for Healthcare Support Workers are very popular – please encourage staff to 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**