



news update

Lifelong Learning and development is the training arm of APSE, please see details below for the winter/spring 2010 programme with a host of new training opportunities.

What is the role of a lunchtime supervisor?

This has been a question posed by APSE to catering managers, school development teams and to supervisors themselves over the past months. Answers ranged from friend, referee, café manager, nurse - and many more.

The important role that a mid day supervisor plays in promoting positive behaviour, encouraging healthy eating has been the subject of much research from Jo Pike at Hull University, and many schools and local authorities are taking advantage of this research and guidance through our varied programme:

- Getting the most out of lunchtimes at school – for the mid day supervisor
- Train the trainer – for those wishing to cascade this in their authority or school
- Developing your lunchtime supervisors – for managers wishing to understand the full benefit of the programme and how it can be delivered

Ready for RPA?

If you feel time is running out, then please make time to come to the Ramada Encore in Belfast on 29 March and discover tips and techniques on how to manage your time and prioritise your workload

The forthcoming changes to the Northern Ireland authorities will create many challenges – including time management.

Don't let the "time eaters" rob your valuable time!

Safer Recruitment: the rollout continues



Independent Safeguarding Authority

The new Vetting and Barring scheme will have a major impact on recruitment and people working with children. If you don't understand what the scheme means in practice for your authority, then please join us to hear the latest updates at our Safer Recruitment sessions.

Charging and trading!

Like the famous advert says:

"this is not just..... a Masterclass on charging and trading"

this is about "Making the pound go further"

and "making the link between public services and the need to maximise efficiency"

The various options for councils will be debated and challenged in Rochdale council offices on 23 March by Andy Mudd, APSE and Judith Barnes, Eversheds LLP





Managing projects in challenging times?

Keeping a clear head, using a consistent approach and keeping your foot on the ball are not skills most of us are born with (unless you are Wayne Rooney of course!)

The skills of project management need to be applied to the diverse range of tasks we undertake today in public service. The cycle of Project management is a simple effective methodology that we can use to give us that consistent approach. Join us at APSE on 31 March to update your project management skills

For more advanced levels, APSE has teamed up with Novare Consulting to give you an insight into how PRINCE2 can be used as an effective tool for senior managers in local government.

Cleaning up in food premises?

APSE and ABCD are mopping up with their very practical course on helping managers with a toolkit for cleaning in food premises.



The Equality Act 2010

This has been described as the most far-reaching discrimination legislation for years. "Protected characteristics" may mean nothing to you, but the implications for your authority may be far reaching

Will you be ready for its implementation? Eversheds and APSE will help you to prepare on 25 March in Manchester

Lean thinking for councils – expressions of interest now being taken

A new event under development from Lifelong learning will help public authorities to apply the principles of lean thinking across their services

If you wish to express an interest in a place for this event on 14 June 2010 please email jclough@apse.org.uk

“Council and contractor fined after employee killed by reversing truck”

Sadly headlines like this are still appearing and the impact for all those involved is traumatic. Managing you contractors safely is not one person’s responsibility - property managers, facilities managers, maintenance managers, procurement teams, trade union representatives, office managers and health and safety professionals – in fact anyone involved in managing contractors needs to understand their responsibilities in ensuring safe systems of work are embedded in an organisation.



Pinsent Masons will be in Perth on 23 March to help you understand your role as the client for health and safety

Licensing powers and the night time economy

“Very useful, meeting members and other local authorities” was one of the comments from the recent event held at APSE Manchester. Councillors debated the issues affecting district v unitary authorities on the night time economy and what measures they have taken to address them.

Next workshops – 25 March Manchester and 11 May Cardiff

Public Sector Scorecard

If you enjoyed Max Moulin’s speech at our Blackpool seminar, then you may be interested to hear more about the seven key stages of the Public Sector Scorecard on 22 April Manchester or 17 June Birmingham

How the Public Sector Scorecard works





Please contact Jan Mazzone 01617721810
jmazzone@apse.org.uk or John Clough at
admin2@apse.org.uk for further details

Costs:
Public courses: £139 or £119 for 3 delegates
Masterclasses: £219 or £189 for 3 delegates

All APSE forthcoming training courses from lifelong learning and development are shown below and overleaf

Masterclasses:

Date	Course	Location
23/03/2010	Charging and trading masterclass	Rochdale
25/03/2010	New Equality Act Master Class - impact for public service	Manchester
26/05/2010	New Equality Act Master Class - impact for public service	London
07/06/2010	Food safety and food hygiene master Class	Leeds

APSE forthcoming training courses from lifelong learning and development

Public courses

Date	Course	Location
17 March 10	Managing and communicating change	Manchester
18 March 10	Transport responsibilities for front line supervisors	London
19 March 10	Train the trainer – Lunchtime supervisor training	Birmingham
22 March 10	Negotiation skills	Edinburgh
23 March 10	Managing contractors safely	Perth
24 March 10	Vetting and Barring	Manchester
25 March 10	Licensing powers and the night time economy	Manchester
26 March 10	Cleaning in food premises	Birmingham
26 March 10	Senior managers PRINCE2® project management overview	Manchester
29 March 10	Managing your time effectively	Belfast
30 March 10	Vetting and Barring	Birmingham
31 March 10	Project management	Manchester
13 April 10	Vetting and Barring Scheme	London
16 April 10	Cleaning in Food Premises	Manchester
19 April 10	Licensing Powers and Night Time Economy	Newcastle



APSE forthcoming training courses continued...

Public courses

Date	Course	Location
20 April 10	Senior managers PRINCE2® project management overview	Manchester
26 April 10	Street Cleansing and Streetscene – supervisory skills	Manchester
27 April 10	Executive Media Training	Manchester
29 April 10	Writing, developing and delivering service level agreements	Manchester
11 May 10	Licensing Powers and Night Time Economy	Cardiff
14 May 10	Managing your time effectively	Manchester
18 May 10	Making the Most of the Media	Manchester
20 May 10	Cleaning in Food Premises	London
22 May 10	Using the Public Sector Scorecard	Manchester
24 May 10	Developing your lunchtime supervisors	Manchester
27 May 10	Marketing your service area	Manchester
3 June 10	Health and safety for senior managers and elected members	Edinburgh
07 June 10	Enhancing written communication Skills	Manchester
10 June 10	Vetting and Barring Scheme	Cardiff
14 June 10	Lean thinking for councils	Manchester
16 June 10	Street Cleansing and Streetscene – supervisory skills	Birmingham
17 June 10	Using the Public Sector Scorecard	Birmingham
18 June 10	Managing and Communicating change	Manchester
21 June 10	Developing your lunchtime supervisors	London
24 June 10	Executive Media Training	Birmingham
28 June 10	Executive Mentoring skills	Manchester
30 June 10	Catering and Cleaning – supervisory skills	Manchester
2 July 10	Lean thinking in your authority	Glasgow
8 July 10	Catering and Cleaning – supervisory skills	London
9 July 10	Lean thinking in your authority	Cardiff