

APPENDIX A

BREAKDOWN OF STAFF ATTENDANCE AT IN-HOUSE TRAINING COURSES BY SERVICE AREA/DIRECTORATE 2004/2005

**TRAINING COURSES
APRIL 2004 - MARCH 2005**

	NUMBER OF SESSIONS HELD	NO. OF TRAINING DAYS PER COURSE	SERVICE AREA / DIRECTORATE																	TOTAL NUMBER STAFF ATTENDING	TOTAL NO. OF TRAINING DAYS ATTENDED
			Chief Executive's Office	Community Resources	Corporate Personnel Services	Customer Information & Advice	Environment	Environmental Health	Finance	Housing Services & Housing Strategy	ICT Services	Legal Services	Leisure & Amenities	Members' Services	Planning & Engineering	Policy & Performance	Property Services	Regeneration	Revenues & Customer Services		
Corporate Induction	2	0.5	0	1	0	2	1	0	2	4	1	0	8	1	1	0	0	0	0	21	10.5
Equal Opportunities	3	0.5	0	1	0	1	0	0	4	5	1	0	8	1	2	1	0	1	3	28	14.0
Fire, Health & Safety	3	0.5	0	0	0	2	0	0	4	7	1	0	7	2	4	1	0	0	3	31	15.5
First Point of Contact	3	0.5	0	1	0	2	0	0	4	6	1	0	3	1	5	1	0	1	3	28	14.0
Full Corporate Induction Programme	2	1	0	0	0	0	1	1	0	5	3	0	6	1	0	0	1	1	4	23	23.0
Supervisors Skills	1	2	0	0	0	0	0	0	1	2	0	0	1	1	0	0	0	0	4	9	18.0
Employee Development Programme	2	4	0	0	0	0	0	1	1	1	1	0	0	2	1	0	0	3	9	19	76.0
Employee Development - Follow-up day	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	6	7	7.0
Dealing with Violence & Aggression at Work	1	1	0	0	1	0	0	1	0	1	0	0	1	1	0	0	0	0	2	7	7.0
Recruitment & Selection	1	2	0	0	0	1	1	0	1	2	0	1	2	0	2	0	0	0	1	11	22.0
Appraisal Briefing	6	0.5	1	0	1	0	2	0	3	1	4	1	11	3	0	0	0	2	14	43	21.5
Service Area Plans	1	1	0	1	1	1	1	2	1	2	1	1	1	1	1	3	1	1	1	20	20.0
Drugs and Alcohol policy implementation	5	0.5	0	1	3	1	0	5	2	17	3	2	8	4	7	2	1	1	8	65	32.5
Equality & Diversity - Follow up	3	0.5	0	0	0	0	1	2	0	4	0	1	5	0	5	0	1	3	3	25	12.5
TOTAL NUMBER OF SESSIONS HELD	34	29.5																			
TOTAL NUMBER ATTENDING FROM AREA			1	5	6	10	7	12	23	58	16	6	61	18	28	8	4	13	61	337	293.5
PERCENTAGE OF TOTAL ATTENDING			0.3	1.5	1.8	3.0	2.1	3.6	6.8	17.2	4.7	1.8	18.1	5.3	8.3	2.4	1.2	3.9	18.1		