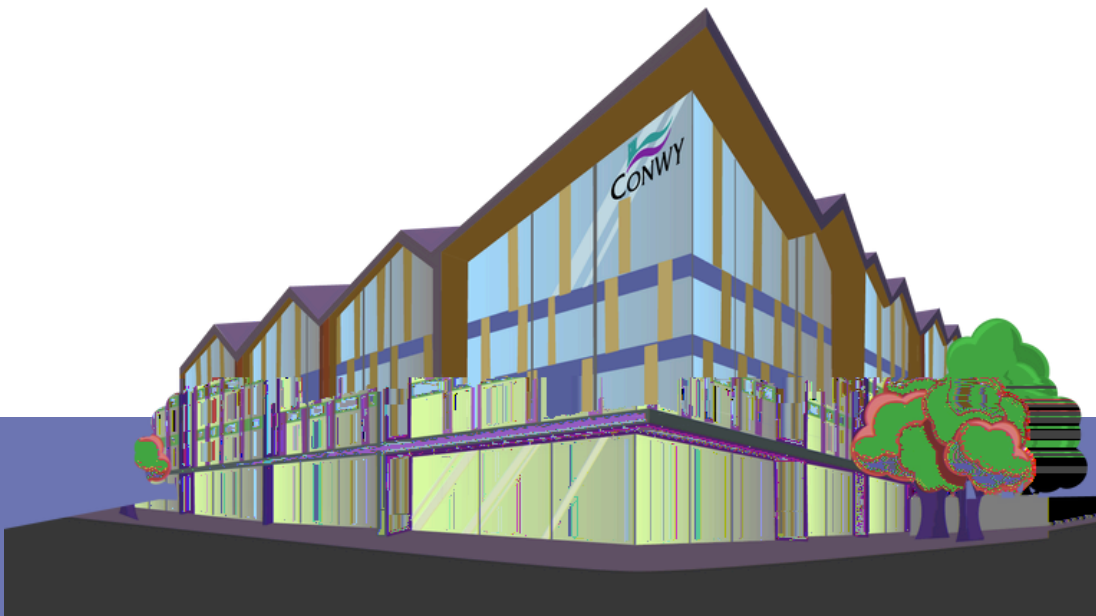


CONWY COUNTY BOROUGH COUNCIL TOWN COUNCIL LEARNING OFFER 2025-26

Conwy County creating opportunity



Check availability and
book your place via
training@conwy.gov.uk

DIGITAL SKILLS

Social Media

This practical event is for anyone who manages and creates content for social media. It will cover our style guide, creating content, information about copyright, how to use Canva, Facebook advertising and insights.

3 September, 21 October, 29 January '26, 09:30-12:00

Canva

This workshop is for all officers who use Canva. It will help to develop design skills, how to use our Conwy brand, create social media graphics, posters for printing and creating presentations.

24 September, 10 December, 26 March, 10:00-13:00

CAREER DEVELOPMENT

Succeed at Your Interview

This session will support you with the application and interview process. You'll learn how to anticipate the interviewer's questions and how to prepare to impress the interviewer with your ability to respond in a focused and structured way.

3 September, 21 October, 29 January '26, 09:30-12:00

POLICIES AND PROCESSES

Managing the Disciplinary Process

As well as becoming familiar with the Disciplinary Policy, you'll learn the best approach to having that 'quiet word' in order to nip any potential problems in the bud.

10 September, 16 December, 09:30-12:30

4 March '26, 13:30-16:30

How to Manage Grievances

Learn how to manage grievances with the aim of resolving issues at an informal stage.

4 February '26, 09:30-12:30

Safe Recruitment for Managers

Understand your role within our recruitment and selection process, ensuring it's safe, fair and inclusive for all.

25 September, 13:30-16:30

18 December, 09:30-12:30

18 March '26, 13:30-16:30

Managing the Capability Process

Understand our performance improvement policy and how to apply it.

5 February '26, 09:30-12:30

PROGRAMME AND PROJECT MANAGEMENT

Introduction to Project Management

This session is aimed at all employees who would like to gain an understanding of how programmes and projects are managed in Conwy.

26 November, 10:00-11:30

Project Management Explained

This session is aimed at staff that manage, support or are involved with projects. The session will give an in depth overview of Conwy's Programme and Project Management Framework, CAMMS Project Software and provide real life examples of completed projects.

9 December, 13:30-16:30

AWARENESS EVENTS

Dementia Friends Awareness

Dementia Friends is an Alzheimer's Society led initiative which aims to increase dementia awareness and change the way the nation thinks, talks and acts about dementia.

9 September, 17 December, 10 March '26, 10:00-11:00

Visual Impairment Awareness

This workshop introduces the top 5 most common eye conditions, the emotional and practical impact of vision impairment and the support and guidance available.

14 January '26, 10:30-13:30

HEALTH AND SAFETY

Fire Safety Co-ordinators (£25 p/p)

This course is designed to provide training and guidance for Fire Safety Co-ordinators. The course will define roles and responsibilities and what fire checks should be carried out to comply with fire safety legislation.

7 October, 1 December, 23 March '26, 09:30-12:30

Site Safety Co-ordinators

Understand This course is designed to provide training and guidance to Site Safety Co-ordinators.

23 September, 29 January '26, 09:30-12:00

COSHH Risk Assessment (£25 p/p)

This course is aimed at those who need to carry out a COSHH Risk Assessment for substances hazardous to health at work. It introduces them to the hazards associated with those substances, the risks and controls available and what to expect from COSHH Risk Assessment.

9 September, 13:30-16:30

11 March '26, 09:30-12:30

HEALTH AND SAFETY

Safe Use and Inspection of Ladders (£45 p/p)

There are risks from working at height and this session explores how these must be controlled. It explains when ladders are suitable and how to set them up and use them safely.

11 November, 18 February '26, 09:30-12:00

IOSH Working Safely (£60 p/p)

This 1 day course focuses on why health and safety is important, and how individuals can make a real difference to the wellbeing of themselves and others through changing their behaviour. It's designed for staff with no supervisory or managerial responsibility and provides a grounding in the essentials of health and safety so that delegates gain an understanding of why they must work safely.

25 September, 16 December, 31 March '26, 09:30-16:30

IOSH Managing Safely (£280 p/p)

This 4 day course is for those supervisors and managers who are required to manage safely and effectively in compliance with both the Council's policy and best practice in health and safety. This is particularly relevant to those undertaking risk assessments.

12, 13, 19 & 20 January '26, 09:30-16:30

18, 19, 25 & 26 March '26, 09:30-12:30

IOSH Managing Safely Refresher (£60 p/p)

This 1 day refresher course is for supervisors and managers who have previously completed an IOSH Managing Safely course. The programme will revisit the key management responsibilities from the 4 day course and provide updates on relevant changes in good practice guidance, legislation and standards. Particularly focussing on the arrangements in place to maintain compliance.

4 February '26, 09:30-16:30

FIRST AID

There are a range of First Aid courses available, for further details [click here](#)