

Luton Council Training Programme

October 2025 -
March 2026

The Workforce and Organisational Development Team are pleased to share the details of the 2025-26 Training Programme.

The courses have been organised into the following categories:

- **Corporate courses** – aimed at all staff and includes mandatory training, skill development and policy/procedure sessions
- **Health & safety courses** – aimed at all staff and includes courses on first aid
- **IT courses** – aimed at any PC based staff wanting to develop their IT skills
- **L&M courses** – aimed at managers designed to support them in their role.
- **Safeguarding courses** – aimed at staff that with directly with children, vulnerable adults and/or their families
- **Social care courses** – aimed at frontline staff that support our vulnerable residents

All courses listed are instructor led sessions, either virtually or in person.



indicates a face-to-face event



indicates a virtual event



indicates a corporate mandatory topic – see the [mandatory training intranet page](#) for more information

Courses that are half a day or less are shown as am or pm, exact session times will be confirmed on booking.

Corporate courses

Course title		Session dates
Action counters terrorism general awareness		27-Jan (am)
Assertiveness		23-Oct (am)
		08-Jan (pm)
		20-Mar (am)
Carbon literacy for leaders and managers		11 (pm) & 13-Nov (am)
		03 & 10-Feb (both am)
Carbon literacy for officers		09 & 16-Oct (both pm)
Child and adult exploitation briefing		04-Feb (am)
Coaching for performance		07-Nov
		15-Jan
		09-Mar
Complaints handling		30-Oct (am)
		18-Nov (am)
		11-Dec (pm)
		19-Jan (pm)
		12-Feb (pm)
		24-Mar (am)

Course title	Session dates
Corporate induction	 07-Oct (pm)  04-Dec (am)  10-Feb (pm)
Document fraud awareness	 10-Oct (pm)
Drugs and alcohol awareness training for managers	 16-Oct (pm)  22-Jan (am)
Equality and diversity <i>For staff unable to access the eLearning module</i>	 10-Nov (am)  17-Feb (pm)
M	
Fraud awareness	 10-Oct (am)  22-Jan (am)
GDPR 2025 <i>For staff unable to access the eLearning module</i>	 08-Dec (pm)  03-Mar (am)
M	
Introduction to deafblind awareness	 08-Oct (pm)  15-Jan (pm)
Introduction to welfare benefits & entitlement	 15-Dec (pm)  06-Mar (am)
LGPS	 11-Mar (am)
Luton Insights	 04-Nov (pm)  05-Mar (am)

Course title	Session dates
Managing your own stress	 01-Oct (pm)  16-Jan (am)
Mastering mentoring	 12-Nov (am)
Navigating the executive decision-making process	 07-Oct (pm)  04-Nov (pm)  02-Dec (pm)  06-Jan (pm)  03-Feb (pm)  03-Mar (pm)
Note taking for all	 24-Oct (am)  05-Mar (am)
Project management	 28-Oct (pm)  11-Feb (am)
Recruitment	 09-Oct  21-Nov  12-Jan  13-Feb
M	
Safeguarding children and adults briefing	 08-Oct (am)  12-Dec (am)  26-Feb (pm)

Course title	Session dates
Scrutiny	 02-Oct (pm)  06-Nov (pm)  04-Dec (pm)  08-Jan (pm)  05-Feb (pm)  05-Mar (pm)  02 Apr (pm)
Sharing multi-agency information with the police	 10-Mar (pm)
Team leading	 15-Oct  17-Nov  28-Jan
Train the trainer	 05-Feb
Understanding people	 21-Oct  20-Jan  18-Mar

Health & Safety courses	
Course title	Session dates
Emergency first aid at work	 Contact us for details
First aid at work (qualification course)	 Contact us for details
First aid at work (refresher)	 Contact us for details
First aid basic awareness	 Contact us for details

Course title	Session dates
Health & safety for managers	30-Oct 10-Dec
M Personal safety for lone workers	02-Mar 02-Dec
Violence and aggression awareness	20-Jan (am)
Violence and aggression - personal safety techniques	06-Oct (am or pm) 06-Mar (am)

IT courses

Course title	Session dates
Microsoft Excel level 2	27-Nov
Microsoft Excel level 3	11-Dec 09-Jan
Microsoft Excel level 4	19-Jan
Microsoft Word level 2	16-Oct
Microsoft Word level 3	23-Feb
Time management using outlook	12-Nov (pm) 09-Dec (am) 29-Jan (am)

L & M courses

Course title	Session dates
Budget Management for Cost Centre Managers	20-Nov (pm) 03-Mar (am)

Course title	Session dates
Leading at Luton	14-Nov 11-Mar
Organisational Resilience	26-Feb (pm)
Performance management	03-Oct (am) 19-Mar (pm)
Personal development plans	08-Dec (am) 17-Mar (am)
PMO @ Luton	16-Mar (pm)
Strategic decision making	26-Feb (am)
Strategic planning @ Luton	06-Oct (am) 22-Jan (pm) 10-Mar (pm)
Working in a Political environment	13-Nov (pm) 29-Jan (am) 11-Mar (pm)

Safeguarding courses

Course title	Session dates
Core skills for safeguarding adults' practitioners	20-Oct
Introduction to safeguarding children	13 & 14-Oct 12 & 13 Mar

Course title	Session dates
Safeguarding adults' basic awareness	23-Sep 03-Nov 03-Dec 06-Mar
Safer recruitment for adults services	05-Nov
Self-harm in children and adults	TBC

Social Care courses

Course title	Session dates
Achieving best evidence	20-24 Oct
Administration of medication	21-Nov 20-Jan 12-Mar
Adult drug awareness	19-Jan (pm)
Care Act - legal literacy	Dates TBC
Chronology Bite-Size For children's services	11-Nov (pm) 03-Mar (pm)
Collaborative audits For children's services	14-Nov (am) 29-Jan (pm) 18-Mar (am)
Dementia awareness	27-Nov (am or pm)
Developmental trauma	26-Nov

Course title	Session dates
Family network meetings	24-Nov
<i>For children's services</i>	16-Jan
	11-Mar
Fostering strong attachments in children	10-Feb
Graded care profile	20-Nov
<i>For children's services</i>	27-Jan
	12-Mar
Identity, the adolescent brain and what you need to know	19-Mar
Impact of alcohol and drugs on children and young people	04-Nov
LASPO (The Legal Aid, Sentencing and Punishment of Offenders Act 2012)	07-Oct (am)
	04-Feb (am)
Managing condition led behaviour that challenges	13-Nov
Mental Capacity Act and Protection of Liberties awareness	29-Oct (pm)
	23-Jan (am)
Mental Capacity Act - putting it into practice	11-Nov
Putting Deprivation of Liberty Safeguards into practice	29-Jan
Mental health awareness	27-Oct (pm)
	27-Jan (am)

Course title	Session dates
Motivational interviewing	20, 21-Jan & 25-Feb (am)
	01-Oct (am or pm)
	19-Nov (am or pm)
Moving and hoisting practical	26-Nov (am or pm)
	09-Jan (am or pm)
	18-Feb (am or pm)
	04-Mar (am or pm)
Nurturing the growing child (age 5-11)	06-Nov
Oliver McGowan (tier one - part two)	06-Oct (am)
	13-Oct
Oliver McGowan (tier two - part two) (autism part one)	12-Nov
	08-Dec
	14-Jan
	16-Feb
Pathway planning	08-Oct (am)
<i>For children's services</i>	03-Feb (am)
Reflective supervision skills	02 & 03-Oct
Supporting & nurturing little people: growing skills through play and language	14-Oct
Supporting autistic people (autism part two)	20-Oct
	08-Oct (pm)
Vulnerable care leavers	03-Feb (pm)

Course title	Session dates
Working with and supporting people with dementia	11-Dec
Working with autistic people (autism part three)	25-Feb
Working with families in a culturally sensitive way	22-Jan
Writing to a child	18-Nov (am)
<i>For children's services</i>	03-Feb (am)

How to Book

Luton Council employees can book places on any of the courses using [iTrent self-service](#).

Staff that don't have access to iTrent such as agency staff, volunteers and those on placement can request a place by emailing learninganddevelopment@luton.gov.uk.

Please remember to copy your manager into the email.



eLearning



In addition to the instructor led sessions, staff have access to a wealth of online modules covering mandatory topics such as GDPR, cyber security and equality and diversity, as well as skill development modules including writing personal development plans, conflict management and managing your own stress.

You can see the full range of modules in the course library on the [Luton council eLearning platform](#).

Other learning solutions

If you can't find the training that you need, there are also a range of development activities that you can undertake to develop yourself and your career in Luton Council.

This can include undertaking an Apprenticeship, getting some coaching or mentoring or arranging to do some job shadowing.

Further information is available on the [career development section of the intranet](#).



Contact us



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luton.elearningplatform.net



[Luton Council training, @luton_learning](#)