

# Luton Council Training Programme


April 2026 to March  
2027

The Workforce and Organisational Development Team are pleased to share the details of the 2026-27 Training Programme.

The courses have been organised into the following categories:

- **Business and finance** – aimed at all staff and includes procurement and commercial awareness
- **Digital and data** – aimed at all staff
- **Health and safety** – aimed at all staff and includes courses on first aid
- **HR policy and procedures** – aimed at all staff and includes any policy/procedure sessions
- **Leadership and management** – aimed at managers, designed to support them in their role, but open to all staff where required.
- **Mandatory** - aimed at all staff as well as new starters who must complete mandatory training
- **Personal and skills development** – aimed at all staff wanting to develop their skills
- **Supporting people** – aimed at frontline staff who support our vulnerable residents
- **Wellbeing courses** – aimed at staff who want to strengthen their own wellbeing and enhance their ability to support others.

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









 indicates a face-to-face event

 indicates a virtual event















**M** 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.





## Business and finance

Course title	Session dates
	 19 May (am)
Budget management for cost centre managers	 14 Jul (pm)
	 3 Nov (am)
	 21 Jan (pm)
Document fraud awareness	 24 Jun (pm)
	 10 Dec (pm)
Fraud awareness	 24 Jun (am)
	 10 Dec (am)

## Digital and data






Course title	Session dates
Microsoft Excel level 2	 3 Jun
	 9 Oct
	 2 Dec
	 9 Mar
Microsoft Excel level 3	 21 May
	 28 Sep
	 8 Feb
Microsoft Excel level 4	 14 Jul
	 21 Jan
Microsoft Word level 3	 5 Nov
Time management using Outlook	 24 Apr (am)
	 13 Jul (pm)
	 7 Oct (am)
	 12 Jan (am)

## Health and safety

Course title	Session dates
ACT general awareness	 9 Jul (am)
	 1 Feb (pm)
Emergency first aid at work	 Contact us for details
First aid at work (qualification course)	 Contact us for details

Course title	Session dates
First aid at work (refresher)	 Contact us for details
First aid basic awareness	 Contact us for details
Paediatric emergency first aid	 Contact us for details
Violence and aggression awareness	 11 Jun (am or pm)
	 14 Oct (am or pm)
	 9 Feb (am or pm)
Violence and aggression awareness, lone-worker safety and breakaway techniques	 14 May
	 12 Aug
	 10 Nov
	 4 Mar





## HR policy and procedures

Course title	Session dates
Carbon literacy for officers	 11 and 18 Jun (am)
	 9 and 11 Nov (pm)
	 16 and 18 Mar (pm)
LGPS pension seminar	 13 Oct (am)
	 23 Mar (am)


























## Leadership and management









Course title	Session dates
Carbon literacy for leaders and managers	 23 and 30 Apr (pm)
	 16 and 23 Sep (am)
	 21 and 28 Jan (am)
Coaching for performance	 18 Jun
	 18 Aug
	 23 Nov
	 13 Jan
	 18 Mar
Drugs and alcohol awareness training for managers	 7 Jul (pm)
	 17 Feb (pm)
Employment law update - key changes for managers	 Dates tbc
Health & safety for managers	 11 Jun
	 29 Sep
	 3 Dec
iTrent for managers	 2 Mar
	 Dates tbc
Leading at Luton – induction for managers	 16 Jun
	 15 Sep
	 15 Dec
	 9 Mar
Mental health awareness for managers	 22 Apr (am)
	 11 Nov (am)

Course title	Session dates
Organisational resilience	 12 May (am)
	 16 Sep (pm)
	 3 Dec (am)
Performance management @ Luton	 8 Jun (am)  30 Sep (pm)
PMO @ Luton	 7 Sep (pm)  24 Feb (am)
Recruitment	 5 May
	 8 Jul
	 22 Oct
	 14 Dec
	 22 Jan  10 Mar
Strategic decision making	 12 May (pm)
	 16 Sep (am)
	 3 Dec (pm)
Strategic planning @ Luton	 13 May (pm)
	 13 Aug (am)
	 17 Nov (am)
	 24 Feb (pm)
Team leading	 1 Jun
	 6 Aug
	 1 Dec
	 10 Feb
Wellness & inclusion for managers	 5 Jun (am)
	 8 Sep (pm)
	 7 Dec (am)  30 Mar (pm)










Course title	Session dates
Working in a political environment	 2 Jul (pm)
	 22 Sep (am)
	 21 Dec (pm)
	 19 Mar (am)

## Mandatory

Course title	Session dates
Complaints handling 	 16 Apr (pm)
	 15 May (am)
	 18 Jun (pm)
	 10 Jul (am)
	 25 Aug (pm)
	 23 Sep (am)
	 23 Oct (am)
	 16 Nov (pm)
	 17 Dec (pm)
	 20 Jan (am)
	 26 Feb (am)  23 Mar (pm)
Corporate induction 	 9 Jun (pm)
	 12 Aug (am)
	 5 Oct (pm)
	 4 Dec (am)
	 2 Feb (pm)
Equality and diversity 	 29 Apr (am)
	 <i>For staff unable to access the eLearning module</i>
	 21 Jul (am)  20 Oct (am)  14 Jan (pm)

Course title	Session dates
GDPR 2026 <i>For staff unable to access the eLearning module</i> 	 Contact us for details
Introduction to Health and Safety 	 5 Jun (am)
	 5 Aug (pm)
	 11 Nov (pm)  12 Feb (am)
Safeguarding children and adults briefing 	 7 May (am)
	 19 Aug (pm)
	 20 Nov (am)
	 23 Feb (pm)

## Personal and skills development


























Course title	Session dates
Assertiveness	 1 May (am)
	 7 Jul (pm)
	 22 Sep (am)  7 Jan (am)  17 Mar (pm)
Bereavement and loss	 29 Sep
Luton insights	 15 Sep (pm)
	 11 Mar (am)
Mastering mentoring	 13 Apr (pm)  27 May (am)

Course title	Session dates
	 23 Jun (pm)
	 12 Nov (am)
	 25 Jun (am)
Note taking for all	 18 Sep (am)
	 19 Jan (am)
	 2 Jul (am)
Personal Development Plans masterclass	 17 Nov (pm)
	 3 Mar (am)
	 11 Aug (am)
Project management	 27 Jan (pm)
	 15 Mar (am)
	 24 Jun (am)
Sharing multi-agency information with the Police	 19 Nov (pm)
	 7 May
Train the Trainer	 3 Nov
	 13 Jul
Understanding People	 8 Oct
	 9 Dec
	19 Feb

## Supporting people

Course title	Session dates
Achieving best evidence	 &  19 to 23 Oct






Course title	Session dates
Administration of medication	 22 May
	 6 Jul
	 16 Sep
	 23 Nov
	 22 Jan
	 24 Mar
Adult drug awareness	 16 Jun (am)
	 26 Nov (pm)
Assessment and analysis training	 &  30 Sep and 8 Oct (am)
Care Act – assessment and national eligibility criteria	 13 Jan
Care Act – legal literacy	 14 Sep
Child and adult exploitation briefing	 15 Jul (am)
	 28 Jan (pm)
Chronology Bite-Size <i>For children's services</i>	 Dates tbc
Collaborative audits <i>For children's services</i>	 Dates tbc
Core skills for safeguarding adults practitioners	 2 Oct
Dementia awareness	 19 May (am or pm)
	 8 Sep (am or pm)
	 4 Feb (am or pm)
Developmental trauma	 5 Jun
	 29 Sep
	 2 Mar

Course title	Session dates
Evidencing the voice of the child	 7 May
	 4 Nov
Family network meetings <i>For children's services</i>	 16 Jun
	 25 Sep
	 30 Nov
Fostering strong attachments in children	 12 Mar
	 20 Oct
Graded care profile 2 <i>For children's services</i>	 30 Apr
	 2 Jul
	 9 Sep
	 12 Nov
Identity, the adolescent brain and what you need to know	 21 Jan
	 10 Mar
Impact of alcohol and drugs on children and young people	 16 Mar
Introduction to deafblind awareness	 Dates tbc
	 14 May (am)
	 4 Aug (pm)
Introduction to safeguarding children	 18 Nov (am)
	 8 Feb (pm)
Introduction to welfare benefits & entitlement	 11 and 12 Jun
	 19 and 20 Oct
	 11 and 12 Feb
Introduction to welfare benefits & entitlement	 09 Jun (am)
	 14 Oct (am)
	 14 Jan (pm)



Course title	Session dates
Life story work	13 Oct
Managing children's behaviour that challenges	13 Jul
Managing condition led behaviour that challenges	19 Nov
Mental Capacity Act and Protection of Liberties awareness	3 Jun (am) 5 Oct (pm) 2 Feb (am)
Mental Capacity Act - putting it into practice	17 Nov
Putting Deprivation of Liberty Safeguards into practice	21 Jan
Mental health awareness	7 May (pm) 3 Aug (am) 28 Oct (pm) 12 Jan (am)
Motivational interviewing	29 to 30 Sep and 5 Nov (am) 26 to 27 Jan and 4 Mar (am)
Moving and hoisting practical	Dates tbc
Nurturing the growing child (age 5-11)	17 Nov
Oliver McGowan (tier one - part two)	19 Nov (am)

Course title	Session dates
Oliver McGowan (tier two - part two) Autism part one	8 Jun
	15 Jul
	12 Oct
	18 Nov
	9 Dec
	20 Jan
Pathway planning <i>For children's services</i>	15 Feb
	17 Mar
Recognising and responding to victim survivors of domestic abuse	10 Jun (am) 3 Mar (am)
Reflective supervision skills	11 Jun (am) 9 Sep (am)
Safeguarding adults at risk: Responding to reports and concerns of abuse	15 and 16 Oct
Safeguarding adults basic awareness	10 and 11 Sep
Safeguarding adults positive risk taking	22 May 17 Sep 25 Nov 16 Feb
Safeguarding adults self neglect	6 Jul
Safer recruitment (adults services)	4 Nov
Safer recruitment (children's services)	Contact us for details

Course title	Session dates
Self-harm in children and adults	10 Nov
Supporting & nurturing little people: growing skills through play and language	6 Oct
Supporting autistic people (autism part two)	21 Sep
Trauma Informed Practice <i>For children's and housing services only</i>	27 Apr 18 May 26 Jun 14 Jun 15 Sep 16 Oct 4 Nov 2 Dec 20 Jan 10 Feb 16 Mar
Vulnerable care leavers	10 Jun (pm) 3 Mar (pm)
Working with and supporting people with dementia	30 Jun 26 Nov
Working with autistic people (autism part three)	30 Mar
Working with families in a culturally sensitive way	1 Jul 14 Jan

Course title	Session dates
Writing to a child <i>For children's services</i>	 21 May (am)
	 23 Sep (am)
	 2 Feb (am)
Young people on remand: how to support them under LASPO	 3 Jun (pm)  23 Feb (am)

## Wellbeing

Course title	Session dates
Managing your own stress	 12 May (pm)
	 30 Sep (am)
	 8 Dec (am)
Mental Health First Aider	 Contact us for details

## 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](mailto:learninganddevelopment@luton.gov.uk). Please remember to copy your manager into the email.



## eLearning

Get ready for a brand new innovative eLearning experience launching April 2026. Details on how to register will be shared nearer the time.

📍 Check the [Intranet](#) and [Viva Engage](#) for all the latest news and updates.

## 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, coaching or mentoring support 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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[learninganddevelopment@luton.gov.uk](mailto:learninganddevelopment@luton.gov.uk)



[luton.elearningplatform.net](http://luton.elearningplatform.net)



Viva Engage: [Luton Council training](#)

X: [@luton\\_learning](#)

