

Calendar of Online Courses 2020

During the spring and summer terms, Organisational Development will be offering the following courses online via Zoom for staff. There is no charge for attendance.



Course	Date(s)	Times
Stress Awareness Explore how positive psychology and resilience can help us in dealing with stress.	15 April	09:30 – 11:00
Resilience for Managers A 90 minute online workshop for managers who would like to develop their own resilience in challenging times. This workshop will help you maintain your teams resilience and productivity	22 April	11:00 – 12:30
Resilience for Managers <i>As above</i>	23 April	15:00 – 16:30
Resilience & Stress Management: Lifestyle practices to keep you afloat For all staff who want to be resilient in challenging times. This workshop helps you take a step back to see how making some simple changes to your habits and routines can greatly increase your capacity to cope with work and life challenges	28 April	11:00 – 12:30

<p>Resilience & Stress Management: Mind-sets and techniques that work</p> <p>This is a chance to discover what helps you most maintain your sense of wellbeing and learn techniques and habits that make you feel more balanced</p>	29 April	11:30 – 12:30
<p>Resilience & Stress Management: Building resourcefulness through the body & mind</p> <p>This workshop explores the close relationship between your body, your breath, your thoughts and how you cope with and thrive in challenging situations. It introduces some practical physical activities in the latest neuroscience of the autonomic nervous system.</p>	30 April	15:00 – 16:30
<p>Resilience & Stress Management: Mind-sets and techniques that work</p> <p><i>As above</i></p>	5 May	15:00 – 16:30
<p>Resilience & Stress Management: Lifestyle practices to keep you afloat</p> <p><i>As above</i></p>	6 May	15:00 – 16:30
<p>Resilience & Stress Management: Building resourcefulness through the body & mind</p> <p><i>As above</i></p>	7 May	11:00 – 12:30
<p>Resilience & Stress Management: Mind-sets and techniques that work</p> <p><i>As above</i></p>	1 June	14:00 – 15:30
<p>Resilience & Stress Management: Lifestyle practices to keep you afloat</p> <p><i>As above</i></p>	3 June	11:00 – 12:30
<p>Resilience for Managers</p> <p><i>As above</i></p>	11 June 15 June	11:00 – 12:30 14:00 – 15:30
<p>Resilience & Stress Management: Building resourcefulness through the body & mind</p> <p><i>As above</i></p>	16 June	14:00- 15:30

<p>Resilience & Stress Management: Lifestyle practices to keep you afloat <i>As above</i></p>	17 June	14:00- 15:30
<p>Resilience & Stress Management: Mind-sets and techniques that work <i>As above</i></p>	23 June	11:00 – 12:30
<p>Resilience & Stress Management: Building resourcefulness through the body & mind <i>As above</i></p>	25 June	11:00 – 12:30
<p>Introduction to Trans Awareness Introduction to Trans Awareness is an entry-level, two part training session that introduces the key information people need to know to support trans colleagues or to work with trans clients or pupils. *Please note, this session is split into two parts, please ensure you can attend both sessions</p>	30 June	10:00 – 12:00 14:00 – 16:00
<p>Resilience for Managers <i>As above</i></p>	1 July	10:00 – 11:30
<p>Gaining the most benefit from your appraisal – for Professional Services Appraisees A 90 minute webinar for appraisees on the new Professional Services appraisal scheme.</p>	2 July	10:00 – 11:30
<p>Managing Uncertainty A workshop for managers of all levels who are responsible for teams and would like to develop their ability to lead in uncertain times.</p>	7 July	11:00-12:30
<p>Stress Awareness Explore at how positive psychology and resilience can help us in dealing with stress.</p>	8 July	10:00 – 12:00 14:00 – 16:00
<p>Appraising your Staff – for Professional Services appraisers A 90 minute online workshop for appraisers in Professional Services</p>	8 July	11:00-12:30

<p>Gaining the most benefit from your appraisal – for Professional Services Appraisees <i>As above</i></p>	9 July	10:00 – 11:30
<p>Managing Uncertainty <i>As above</i></p>	13 July	14:00-15:30
<p>Appraising your Staff – for Professional Services appraisers <i>As above</i></p>	14 July	10:00-11:30
<p>Giving Feedback – for Professional Services appraisers/managers A 90 minute interactive Zoom webinar for Professional Services staff managers on how to give feedback effectively when conducting appraisals.</p>	15 July	10:00-11:30
<p>Community of Practice – For Staff Mentors</p>	15 July	11:00-12:30
<p>The Manager as a Coach An online workshop for staff managers. Gain a better understanding of what coaching is, the benefits of using coaching and gain skills to help you coach your staff.</p>	16 July	14:30-16:00

To reserve a place on the courses listed above

Book online, through Eventbrite using the direct link on the calendar entry on Broadcast or email od@sussex.ac.uk.

You can find a full list of Organisational Development courses, and details of content with aims for each course, on our web pages – go to <https://www.sussex.ac.uk/organisational-development/courses>.

Visit www.sussex.ac.uk/organisational-development for more staff development information.

E-learning opportunities

All staff are required to complete essential Equality and Diversity e-learning, as well as online modules on GDPR and Freedom of Information.

Managers are required to complete modules on Recruitment and Selection and Unconscious Bias.

Organisational Development also offer all staff a suite of online Wellbeing modules, and more e-learning opportunities are available.

You can access staff e-learning from our webpage:

<https://www.sussex.ac.uk/organisational-development/online>