

Calendar of Online Courses 2020

During the autumn term, Organisational Development will be offering the following courses online via Zoom for staff. There is no charge for attendance. Click on the workshop title to book a place through Eventbrite.



Course	Date(s)	Times
<p><u>Gaining the most benefit from your appraisal – for Professional Services Appraisees</u></p> <p>A 90 minute webinar for appraisees on the new Professional Services appraisal scheme.</p>	2 September	10:00 – 11:30
<p><u>Managers Induction</u></p> <p>A brief session to introduce you to the role of the manager at the University of Sussex, a range of tools available to you as a manager and the 'lunch and learn' sessions</p>	23 September	10:30-12:00
<p><u>Community of Practice – For Staff Mentors</u></p> <p>Online Community of Practice for Mentors. The topic of discussion for this online CoP will be on ending the mentoring agreement.</p>	30 September	11:00 – 12:30
<p><u>Let's have a mental health conversation – for all staff.</u></p> <p>A 90 minute session for all staff to develop awareness and understanding of how to maintain good mental well-being.</p>	7 October	10:30 – 12:00

<p><u>Let's have a mental health conversation – for managers</u> Attend this workshop to get a better understanding of the importance of having mental health conversations and how you can support your staff during difficult times. You will be introduced to a practical tool that will help you initiate mental health conversations in a supportive way.</p>	<p>7 October</p>	<p>13:00 – 14:30</p>
<p><u>Managers Lunch & Learn</u> This is an interactive and informal session to discuss topical issues relevant to managers. The session will consist of a presentation, some practice (if applicable) and Q&A. We will be joined by Subject Matter Experts depending on the topic of discussion. The topic of discussion for this session will be 'managing change.'</p>	<p>8 October</p>	<p>12:30 – 13:30</p>
<p><u>Understanding your Strengths</u> This workshop is for all staff and would benefit those who would like to understand their key motivational drivers and their standout strengths to increase their work satisfaction and ensure they operate at their very best.</p>	<p>13 October</p>	<p>10:00-11:30</p>
<p><u>Giving Feedback – How to lead an effective conversation</u> An interactive Zoom webinar for Professional Services staff managers on how to give feedback effectively. We will introduce some simple tools and techniques that managers can implement when conducting the new Professional Services Appraisal process to support and motivate their staff and teams.</p>	<p>20 October</p>	<p>10:00 – 12:00</p>
<p><u>Coaching Skills for Managers</u> This session will cover the ability to use coaching skills is a vital tool for all managers. By adapting a coaching approach to management you can empower, motivate your staff and develop a high performing team.</p>	<p>20 October</p>	<p>13:00 – 14:30</p>
<p><u>Understanding your Strengths</u> <i>Same as above</i></p>	<p>5 November</p>	<p>10:00 – 11:30</p>
<p><u>Giving Feedback – How to lead an effective conversation</u> <i>Same as above</i></p>	<p>18 November</p>	<p>10:00 – 11:30</p>

<p><u>Managers Induction</u> <i>Same as above</i></p>	<p>19 November</p>	<p>10:00 – 11:30</p>
<p><u>Effective Mentoring Skills for Mentors</u> This is a 90 minute online workshop for all staff interested in becoming mentors. You do not need to have any experience of mentoring to become a mentor. The workshop will provide an essential toolkit for those staff members who would like to develop their mentoring skills.</p>	<p>19 November</p>	<p>13:30 – 15:00</p>
<p><u>Managers Lunch & Learn</u> This is an interactive and informal session to discuss topical issues relevant to managers. The session will consist of a presentation, some practice (if applicable) and Q&A. We will be joined by Subject Matter Experts depending on the topic of discussion. The topic of discussion for this session will be 'recruiting post Covid 19'</p>	<p>25 November</p>	<p>12:30 – 13:30</p>
<p><u>7 Habits of Highly Effective People</u> This workshop is for all staff who would like to gain a better understanding of the 7 habits and how they can be used on a daily basis. This workshop is based on the book by Stephen Covey and will provide you with practical techniques to help you become more effective in your life inside and outside work.</p>	<p>26 November</p>	<p>10:30 – 12:00</p>
<p><u>Coaching Skills for Managers</u> <i>Same as above</i></p>	<p>26 November</p>	<p>13:30 – 15:00</p>
<p><u>Minute Taking</u> This course will examine the preparations needed before the meeting, clarify the purpose of minutes, explore the role during meetings and planning after meetings. It will look at ways to save time when note-taking and how to reduce the stress which people experience when taking minutes</p>	<p>8 December</p>	<p>10:00 – 11:30</p>
<p><u>Let's have a mental health conversation – for all staff.</u> <i>Same as above</i></p>	<p>9 December</p>	<p>10:30 – 12:00</p>
<p><u>Let's have a mental health conversation – for managers</u> <i>Same as above</i></p>	<p>9 December</p>	<p>13:00 – 15:00</p>

To reserve a place on the courses listed above

Book online through Eventbrite by clicking on the workshop titles above, 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>