

ORGANISATIONAL DEVELOPMENT

JULY 2022 NEWSLETTER

OD Calendar of Events.
Search for and book
workshops [here](#)

DATES FOR YOUR DIARIES:

4th - 22nd July
Summer Graduations

9th-13th July
Eid al-Adha

14th July
International Non-binary
People's Day

15th July
Trans Pride Brighton

18th July - 17th August
South Asian Heritage Month

5th - 7th August
Brighton & Hove Pride

19th September
Autumn term begins



THIS MONTH'S NEWS AND UPDATES:

Welcome to the July edition of the OD Newsletter.

We'd like to thank everyone that attended our virtual Welcome Session on the 28th June. All of the speakers' slides from the Welcome Session are available to download on our new starters' [Welcome page](#). These sessions provide new staff an opportunity to learn about the services and support available to Sussex staff, and to learn about our history and plans for the future.

To all of our colleagues celebrating [Eid ul-Adha](#) this month, we would like to wish you and your loved ones a very happy Eid Mubarak. We also hope that everyone celebrating [Trans Pride Brighton](#) in July and [Brighton & Hove Pride](#) in August has a wonderful time.

We'll be back in September with a new programme of events, starting October. We will also be introducing Cathy McDonnell, the new Assistant Director of OD, Culture and Wellbeing, and her vision for the team moving forward. This month, however, you can get to know the other members of the OD team in the last two pages of this newsletter.

Organisational Development is part of the Human Resources department. We are passionate about lifelong learning and dedicated to enabling our staff to achieve their best through learning and development opportunities. Our work leads on University-wide initiatives, such as transformative leadership and management programmes, and championing equality and diversity. [Visit the OD website](#) to learn more about how we can support you to develop yourself, your school or your department.

LEARN UPON

To access these courses, please [login to LearnUpon](#) (in a Chrome browser if possible) and search for them in the Catalog, or click on any of the course titles once you are logged into LearnUpon.

Safeguarding Essentials

As a result of very positive feedback and the suggestion that all staff would find value in this training, Safeguarding Essentials is now available to all staff on the LearnUpon platform. All colleagues are encouraged to complete the course and it is recommended that managers incorporate Safeguarding Essentials into new staff induction training. The online course takes around an hour to complete and is designed to assist you in understanding your role in safeguarding children and adults at risk, and looks at what safeguarding means in practical terms. It provides information on the key warning signs that you should look out for and outlines a number of case studies and scenarios for you to consider.

Challenging Behaviour

This course covers a wide range of bullying and harassment issues, providing tools for recognising and tackling inappropriate behaviour and the skills for working successfully as part of a diverse team.

APPRENTICESHIPS

An apprenticeship should continually stretch and challenge you, enabling you to learn not only the technical skills and knowledge required to complete the apprenticeship, but also to achieve your long-term career goals.

As a member of staff at Sussex, you could undertake an apprenticeship with the support of your department or division and line manager, at no cost to you or your department. The process may begin at any time. However, your appraisal is the perfect opportunity to discuss how an apprenticeship could help you develop in your current role, or fill a skills gap within your department.

Apprenticeships are available in a huge variety of subjects at all educational levels, from GCSE through to Master's degree equivalents. There are a broad range of programmes available including but not limited to:

- Accounting/Finance Levels 2, 3, 4, and 7
- Business Administration Level 3
- Customer Service Levels 2 and 3
- Cyber Security Levels 4, 6 (BSc) and 7 (MSc)
- Data Analytics Levels 3,4 and 7 (MSc)
- HR Consultant/Partner Level 5
- Junior Content Producer Level 3
- Operational/Departmental Manager Level 5
- Senior Leader Level 7 (MBA optional)
- Team Leader Level 3

More information can be found on the [Staff Apprenticeships page](#).

Alternatively, send an email to chris.hamilton@sussex.ac.uk



LINKEDIN LEARNING

All staff at Sussex have free access to more than 16,000 courses covering a vast range of topics on [LinkedIn Learning](#) and every month we recommend some of our favourites.

This month, our course recommendations are focused on the theme of inclusion and building a more meaningfully inclusive workplace culture and mindset. Click on your chosen course title to get started.

Unlocking Authentic Communication in a Culturally Diverse Workplace

This course teaches key principles and real-world tips for practicing authentic communication, and explores what it means to be authentic in a way that celebrates who you are, resonates with others, highlights the importance of cultural differences, and energizes those around you.

Inclusive Mindset for Committed Allies

What does it mean to be a true ally? True allies start with an inclusive mindset based on three basic principles: be brave, be humble, and be dedicated. This course explores how to put these principles into practice, become a better ally, and be the change you want to see in the world.

Develop Interpersonal Skills for Inclusive Workplaces

Strong interpersonal skills are a workplace imperative, regardless of your role or level. In this course, you will learn how to develop interpersonal skills such as self-awareness, dealing with disagreement, and deep listening, while engaging with colleagues one-on-one and in group settings.

Using Gender Inclusive Language

The words we use can create a sense of belonging, but they can also be exclusionary. This course demonstrates the importance of inclusive language and how it relates to workplace culture and belonging. through core concepts related to gender, gendered language, binary and nonbinary associations, hierarchies, and archetypes.

Understanding and Supporting Asian Employees

Underrepresented employees face unique challenges in the workplace, and understanding how to support them in these challenges is key to building a more inclusive workplace. This course explains why lived experiences matter in the workplace and goes over several issues that impact Asian employees at work.

Your feedback helps us to create a better learning experience for all Sussex staff. Please visit [our LinkedIn Learning Feedback page](#) to complete a short review of any LinkedIn Learning that you have recently completed.



Meet the OD Team



Kelly Barnard, Organisational Development Co-ordinator

I started working for Sussex University 6 years ago where I joined the Organisational Development team as an Administrative Assistant. I work alongside Alice, Lisette, Kaye and Jo in the admin team. My responsibilities within the OD team include scheduling our events and courses, monitoring our bookings, confirming course details to participants and updating staff development records. Outside of work, I like to spin at my local gym and I run silly distances. I also sew and I have recently taught myself to crochet! I also have an unhealthy obsession with houseplants.



Sarah Engineer, Organisational Development Consultant

I've been working in Organisational Development and Learning and Development for over ten years, and at Sussex since 2019. I'm currently the Interim Senior Organisational Development Manager, overseeing the team and leading on a number of key projects including Leadership and Management and supporting schools with 1PS. It's a really exciting time for the OD team as we help transition the University towards a culture of lifelong learning - something that I am very passionate about.

I'm also passionate about all things green and I'm currently helping my children's school develop an environmental strategy. I swim with Lewes Masters swimming club, am regularly found (in all weathers) attending bootcamp sessions, and love cooking, baking, reading, and walking the South Downs.



Chris Hamilton, Apprenticeships Officer

I talk all things apprenticeships! For over 20 years, I worked as a qualified assessor and quality assurer. There is nothing more satisfying than being part of an individual's learning journey on an apprenticeship.

I love inspiring others to be the best they can be – even when they don't believe it themselves! I ski until I lose control, enjoy the glow on my face after a day on the beach and I find travel exciting. I regret not becoming a dance DJ at 30 because I thought I'd be too old but I now realise that I will never be too for something I love!



Vicki Love, Organisational Development Consultant

I joined Sussex at the start of 2022. I was a student at Sussex so it's exciting to be back! I have spent most of my career working in the charity sector, mainly INGOs, initially as a project manager and then transitioning into organisation development. I'm passionate about creating positive working environments that help people perform at their best and feel happy and healthy at work. In my free time I love heading to the beach with my son or getting on my paddleboard.



Sarah O'Malley, Organisational Development Consultant

I joined Sussex in 2016. I previously worked in the Leadership Development and OD functions of a number of private and public sector organisations such as American Express and The Environment Agency. I'm fascinated by human potential, performance and wellbeing and have a Masters in Psychology. I have an active interest in coaching, and learning insights that have an impact. When I'm not at work, I'm usually taking in podcasts and TED talks and going on adventures with my two very little boys.



Jo Robinson, HR & Organisational Development Co-ordinator

I have worked in HR at the University for 15 years and recently joined the OD team. I look after LearnUpon and enrol new staff. My background is in EFL teaching and I train the HR Business Services admin team. Outside of work, I can be found editing music videos and looking after my chickens.



Kaye Tilbury, Organisational Development Graduate Associate

I moved from Margate to Brighton to study at Sussex in 2015 and then never left! I completed my degree in Media Practice in 2020 and now I'm a Graduate Associate in the OD team. I'm passionate about neurodiversity, accessibility, and equal opportunities. When I'm not at work, I'm typically pottering around my garden with my cat, Loki, and listening to podcasts or working on some kind of creative project.



Alice White, Organisational Development Team Leader

I've been part of OD for many years since we were a tiny team of three in the Mantell Building, and I'm so pleased to be part of the dynamic, expanding team that we are now. I oversee the OD Admin team and look after the LearnUpon staff e-learning platform and OD reporting. When I'm not working, I'm hanging out with my little sons or my dog, Sherlock. I also love to knit or sit with a pint in a pub when I get the chance.



Lisette Whittaker, Organisational Development Co-ordinator

I joined the University a year ago and am delighted to be part of the admin team supporting Organisational Development. I also oversee the Menopause training and awareness and am working with others to gain accreditation for the University as a Menopause Friendly Employer.

Pre-children, I had a career in Parliament spanning 20 years working on various Select Committees. More recently, I worked for a Brighton-based drug and alcohol recovery service as Business Manager. In my spare time I like to head to the gym for a tough workout because I end up eating too many of the cakes I like to bake!