

Managers' Lunch and Learn

These interactive and informal sessions are designed specifically for managers to discuss topical issues relevant to managers.

Each 1 hour lunch-time session will consist of a presentation, some practice and Q&As. In each session we will be joined by Subject Matter Experts depending on the topic of discussion.

Attend this series to gain a better understanding of the topics below:

Recruitment: All aspects of recruitment, including how the approval process works to offering a position and every stage in-between. Book your place [here](#)

Performance management: How to manage/encourage high performance via informal means and appraisal, as well as dealing with poor performance both informally and through the capability procedure. Book your place [here](#)

Managing absence: An overview of managing absence covering the difference between short and long term absence and the associated challenges with each. We will cover what to ask when an employee notifies you that they are unwell, how to conduct a return to work interview and some practical tips for both. Book your place [here](#)

Dealing with grievance: In this session you will get a better understanding of what a grievance is, the difference between formal and informal grievances and how to resolve them. You will also get an overview of the process. Book your place [here](#)

Dignity and Respect: *"Dignity and respect at Sussex is everyone's right and everyone's responsibility."* In this session you will be introduced to the UoS and Dignity and Respect Policy, understand what your role is as manager in dealing with informal and formal complaints and signposted to additional support and resources to help you develop a culture of dignity and respect within your team school and department. Book your place [here](#)

If you would like further resources on all of the above, please refer to the [Managers' Induction Guide](#).

To explore other relevant managerial topics, take a look at our [Management Essentials programme](#).