

ORGANISATIONAL DEVELOPMENT Calendar of Events



AUTUMN TERM 2022/23



Throughout the Autumn term, Organisational Development will be offering the following programme of courses and events for staff at Sussex. Click on a workshop title to book a place through Eventbrite using your Sussex email address.

Event Title and Description	Location i.e. online or in-person	Date and Time
Appraisal Workshop for Principle Investigators who manage and appraise Researchers. This workshop has been designed to help PIs, and other managers of research staff, to prepare for appraisal conversations	Online	20 th September 2pm – 4pm
Community of Practice for Mentors This informal lunchtime session is open to all staff who provide mentoring to colleague(s) at Sussex. It provides a space to meet other mentors, discuss topics relevant to mentoring and share best practice.	Online	28 th September 12 noon – 1pm
Introduction to Management at Sussex Introduction to Management at Sussex is part of a series of workshops designed to support the Managers toolkit.	Online	6 th October 11am – 12.30pm
Healthy Eating Webinar A Heales webinar on healthy eating. Discuss the ideas behind healthy eating, how this can be practically implemented without creating problems and also the psychology of eating and how our eating habits are heavily influenced by biological, physiological and cultural influences.	Online	12 th October 2pm – 3pm

<p>Building trust and psychological safety in teams</p> <p>This workshop gives an introduction to psychological safety and explores how to create a safe and supportive working environment.</p>	Online	13 th October 10am – 11.30am
<p>‘Silent Women Sufferers’ talk followed by Menopause support information</p> <p>Sussex academic Dr Jill Kirby kicks off Sussex’s first Menopause Festival with her talk on ‘Silent Women Sufferers’. Peter Mitchell, Interim HR Director will then talk briefly about what support is available at Sussex University for all staff to help everyone #ThriveThroughMenopause.</p>	Online	18 th October 12.30pm – 2.00pm
<p>Coaching as a Manager</p> <p>Join this session to understand the coaching mindset, how you might apply coaching skills and to experience a short self-coaching exercise with impact.</p>	Online	19 th October 10.30am – 12noon
<p>Nutrition and the Menopause by Gemma Fitness</p> <p>Personal Trainer and fitness coach, Gemma Fitness also works at Sussex Sport. She will deliver a talk about nutrition to support your menopause journey and give some fitness tips. She will also have some free menopause supplements for you to try.</p>	Meeting House	19 October 12noon – 1pm
<p>A conversation with Dr Olivia Hum, Menopause Specialist GP</p> <p>Dr Olivia Hum from Women’s Health Sussex joins us as part of our Menopause Festival. Dr Hum is a local GP in Lewes and one of a small number of British Menopause Society recognised menopause specialists.</p>	Online	20 th October 12noon – 1pm
<p>The Role of a Committee Secretary: Managing meetings at Sussex</p> <p>This is a workshop for all staff who have committee responsibilities and those who regularly support formal meetings. This workshop is also suitable for members of staff who would like a 'refresh' on best practice supporting committee meetings</p>	Online	24 th October 3pm – 5pm

<p>Responding to Sexual Violence & Misconduct at University of Sussex</p> <p>Find out what the university is doing to respond to sexual violence and misconduct, domestic abuse and harassment and what sources of support are available for students within and outside the university.</p>	Online	25 th October 2pm – 3pm
<p>Menopause Awareness: why everyone should be talking about the Menopause</p> <p>As part of our on-going commitment to raising menopause awareness in the workplace so that everyone can #ThriveThroughMenopause and challenge taboos surrounding the menopause, OD are pleased to offer a workshop for all staff.</p>	Online	26 th October 12 noon – 2pm
<p>Cholesterol Webinar</p> <p>A Heales webinar on cholesterol. What does it mean to have high cholesterol and how worried should we actually be about it?</p>	Online	27 th October 2pm – 2.30/2.45pm
<p>The Role of a Committee Secretary: Managing meetings at Sussex</p> <p>This is a workshop for all staff who have committee responsibilities and those who regularly support formal meetings. This workshop is also suitable for members of staff who would like a 'refresh' on best practice supporting committee meetings</p>	Online	28 th October 2pm – 4pm
<p>How to Delegate Effectively</p> <p>How to Delegate Effectively is part of a series of workshops designed to support the managers toolkit.</p>	Online	1 st November 10am – 11.30am
<p>Effective Skills for Mentors</p> <p>This fundamental training for mentors, looks at what mentoring is at Sussex, the core skills involved and the importance of effective contracting.</p>	Online	2 nd November 10.30am – 12.15pm
<p>Staff Wellbeing Session with Care Dogs from Canine Concern</p> <p>As part of Stress Awareness Day 2022, Sussex staff are invited to this wellbeing session with care dogs from Canine Concern on Wednesday 2nd November.</p>	Meeting House	2 nd November 12.00-12.30pm 12.30-1.00pm 1.00-1.30pm 1.30-2.00pm

<p>Stroke Awareness</p> <p>The Heales Medical Stroke Awareness webinar looks at what a stroke is and the different types of stroke that can occur, what the immediate response for a stroke should be, causes of stroke and how we can reduce the risk as well as discussing stroke recovery and the potential long-term physical effects of stroke.</p>	Online	3 rd November
<p>Becoming a Mentee – How to get the most from mentoring.</p> <p>Join this introductory session to learn more about mentoring at Sussex and how it can support your development at any stage of your career.</p>	Online	9 th November 10.30am – 12 noon
<p>Giving Effective Feedback</p> <p>An interactive webinar for Professional Services staff managers on how to give feedback effectively.</p>	Online	10 th November 10am – 11.30am
<p>Motivating and Engaging Teams</p> <p>Explore the concept of high performing teams and provide insights into how to build successful teams.</p>	Online	16 th November 10am – 11.30am
<p>Back Pain Webinar</p> <p>This Back pain webinar will look at how the back works and what can cause back pain, the different back pain conditions, and what we can do to treat back pain as well as help prevent it.</p>	Online	17 November 2pm – 3pm
<p>How to have difficult conversations</p> <p>How to Have Difficult Conversations is part of a series of workshops designed to support the online managers toolkit.</p>	Online	22 nd November 10am -11.30am
<p>Work/Life Balance Webinar</p> <p>The Heales Medical Work/Life Balance webinar discusses what we mean by work/life balance and how we can ensure we are feeling fulfilled and content in both of these areas in your life as well as taking a look at the effects of over working and how we can prevent this occurring.</p>	Online	23 rd November 2pm – 3pm

<p>Community of Practice for Mentors</p> <p>This informal lunchtime session is open to all staff who provide mentoring to colleague(s) at Sussex. It provides a space to meet other mentors, discuss topics relevant to mentoring and share best practice.</p>	<p>Online</p>	<p>7th December 12 noon – 1pm</p>
<p>Introduction to Managing Change</p> <p>Understand the impact of change and different responses to it, have an increased awareness of how to support individuals/teams through a period of transition and know how to engage a team in continuous learning to harness the positive impact of change.</p>	<p>Online</p>	<p>7th December 10am – 11.30am</p>
<p>Welcome Session for New Staff</p> <p>New staff will receive an email invitation to join this session.</p> <p>A great opportunity to meet the Senior Leadership team, network with your new colleagues and find out more about the benefits of working at Sussex University.</p>	<p>Online</p>	<p>8th December 9.30am – 11.30am</p>
<p>Menopause Café</p> <p>A safe and confidential space to share stories and discuss all things menopause. Come along and join for an informal chat with colleagues.</p>	<p>Meeting House</p>	<p>8th December 12noon – 1pm</p>

Essential Training for Sussex Staff

The University uses online courses to deliver essential training to its staff. These courses typically take less than an hour to complete and can be accessed at a time and place to suit you, although please note that it is best to use a Chrome browser if possible. To access your e-learning, please [login to LearnUpon](#) using your Sussex ID (i.e. ab123@sussex.ac.uk).

- *GDPR* should be completed within two weeks of employment start date. An annual *Data Protection Refresher* course will subsequently need to be completed every year.
- *Health and Safety Essentials* and *Fire Awareness* should be completed as soon as possible after appointment.
- As part of the University of Sussex's commitment to advancing equality of opportunity for all, Diversity in the Workplace is **mandatory for all staff** and must be completed within the first month of employment.
- *Recruitment and Selection* and *Unconscious Bias* should be completed by all staff involved with recruitment and/or G7 and above within the first month of employment.
- If you are enrolled upon *Prevent*, please complete that course as a matter of priority.

Other Staff Development Opportunities

Other units within the University provide specialist support for staff development which complement our workshops, courses and professional development programmes.

[PGCertHE and the Starting to Teach module](#)

[Research Staff Office](#)

[Educational Enhancement](#)

[IT Skills Support and Training](#)

[Health and Safety Training](#)

[Finance Training](#)

[Researcher Development Programme \(support for PhD students\)](#)

Organisational Development

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