Staff Development at St George's University
Online delivery of staff development sessions September 2020 – January 2021
Expectations and Guidance

Individual Employees

- You will be able to book onto courses in the usual way via MyWorkplace.
- Please ensure you attend sessions you have booked onto. If unable to attend please notify us in good time as we may be able to offer your place to someone on the waiting list. We are charged for non-attendance.
- If a course has no availability, staff should email staffdev@sgul.ac.uk to request to be added to the waiting list, where applicable.
- If sessions are hosted via Zoom with external consultants, these are hosted by them and it is your choice to join these sessions. Internal sessions will be hosted via MS teams and you will be sent a diary invite with the link.
- You should complete pre-course work and between session work where required. We have had to change programmes to half days to make online delivery more manageable, this helps ensure effective delivery of courses and programmes for you and completing this pre-course work supports and reinforces your learning and development.
- In online sessions there is a level of etiquette that should be carried forward to your virtual classroom environment to allow you to benefit from the session/s or course you are attending and ensure harmonious learning :-

  Do
  - Ask questions via the chat function either in Zoom or MS teams
  - Mute your microphone and background noise
  - Have your camera on unless this causes your internet to repeatedly crash
  - Close down email notifications if you can
  - Be present
  - Be respectful

  Don't
  - Get distracted
  - Share confidential information

- You should use the session evaluation form to give feedback on the session/programme you attend, enabling facilitators and Staff Development to improve the delivery and the service. Please forward evaluations to Staff Development or the consultant as requested when completed.

The Staff Development Team at St George's, University of London

Will: -

- Manage and support the staff development offer currently advertised for 2020/21.
- Liaise and communicate with the consultants to ensure all courses and programmes run smoothly.
- Ensure pre-course information and exercises are sent out to participants in a timely manner if we need to do this on behalf of the consultant.
- Check in with internal and external facilitators about how staff are generally doing, e.g. stressed, upbeat or responding well to change. It is harder to 'read' this online, so information is very useful.
- Encourage networking between sessions: live chats, pairing up/buddying, build a stronger community between workshops.

External consultants/Facilitators

- Manage session plan/timetable considering staff needs in terms of wellbeing and breaks.
- Create and send out pre-programme and post-programme activities/exercises between modules if required. Making these short and be mindful of staff workloads to ensure that these activities get completed.
- Ensure pre-course information and exercises are sent out to participants in a timely manner if the consultant is managing this.
- For those sessions hosted by consultants via Zoom ensure joining instructions are sent out in a timely manner to delegates or the Staff Development Team to send out.
- Send resources to the Staff Development Team as a record and supply these to delegates in the session via appropriate means.
- Encourage networking between sessions: live chats, pairing up/buddying, build a stronger community between workshops.
- Send a list of delegates who attended to the Staff Development Team after each session so we can complete registers of attendance in our HR system.
- Facilitators ensure course/programme evaluations using their own evaluation forms are made available to staff during or after the session (this is a short-term request and will be reviewed in December) and forward completed evaluations to the Staff Development.