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| Date | Course | Time | Facilitator | Suitable for | Venue |
|  |  |  |  |  |  |
| **2023/24** |  |  |  |  |  |
| **New Staff Induction**  For those who have recently joined the University | | | | | |
| Wednesday 13th March 2024 | **Welcome Tour**  For those who have recently joined the University | 11:00am-12:00pm | Kirsten Hylan  Records Manager | All new staff | In person |
| Wednesday 17th April 2024 | **Welcome Tour**  For those who have recently joined the University | 11:00am-12:00pm | Matthew Bull  Sports & Residential Services Manager | All new staff | In person |
| Thursday 18th April 2024 | **Welcome Seminar**  For those who have recently joined the University | 13:00pm-16:30pm | Rebecca Henry-Litteck Head of L&OD and colleagues | All new staff | Tbc |
| Tuesday 14th May 2024 | **Welcome Tour**  For those who have recently joined the University | 11:00am-12:00pm | Nasim Ghavanini  Learning and Development Assistant | All new staff | In person |
| Wednesday 3rd July 2024 | **Welcome Seminar**  For those who have recently joined the University | 13:00pm-16:30pm | Rebecca Henry-Litteck Head of L&OD and colleagues | All new staff | Tbc |
| **Mandatory training for all staff** | | | | | |
| All staff at St George's, University of London are required to complete a number of mandatory online training modules as per the [Mandatory Training Policy](https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/mandatory-training-policy)**.** This training aims to help you gain an understanding of the laws, rules and policies that apply to your official and day-to-day duties at St George’s.  You will be required to complete online training modules as part of your induction and probation at St George’s, depending on your role. This can be when you join the university or when you change to a new role.  Staff can access **MyTraining (link below)** either through the Learning tab within **MyWorkplace** or by visiting  [https://mytraining.sgul.ac.uk](https://mytraining.sgul.ac.uk/) and entering their usual St George’s username and password. After logging in, staff will be presented with a list of available online mandatory training courses they will need to complete. After a course has been completed in **MyTraining**, automatic reminders will be sent to staff by email when the course is set to expire and should be re-taken.  **Mandatory training modules**   * Data Protection and Information Governance * Health and Safety modules: * Equality and Diversity modules: * Prevent Duty * Digital Accessibility   **Anti-Bribery**  All staff who manage budgets need to complete the following modules on the BUFDG website - Anti-fraud and Bribery e-learning’ modules. You will need to sign up with your SGUL email and keep evidence you have completed the modules. BUFG can be found here - <https://www.bufdg.ac.uk/learning-and-development/e-learning/> | | | | | |
| **Equality, Diversity and Inclusion** | | | | | |
| Tuesday 20th February 2024  Wednesday 6th March 2024  Wednesday 17th April 2024 | **Confident and Authentic leadership – for global majority staff**  **Confident and Authentic leadership – for global majority staff Action Learning Set**  **Confident and Authentic leadership – for global majority staff Action Learning Set** | 13:00pm-16:15pm  10:00am-12:00pm  10:00am-12:00pm | Miranda Gay from  The Learning Moment  Miranda Gay from  The Learning Moment  Miranda Gay from  The Learning Moment | Please contact  [staffdev@sgul.ac.uk](mailto:staffdev@sgul.ac.uk)  to express your interest  Attending in all Action Learning Set dates is required. | In Person  Ms Teams  Ms Teams |
| Wednesday 6th March 2024 | **Inclusive Practice at St George’s** | 10:00am-12:00pm | Sanjana Panchagnula  EDI Adviser | All staff and mandatory for managers involved in Recruitment and Selection | MS Teams |
| Thursday 9th May 2024 | **Inclusive Practice at St George’s** | 10:00am-12:00pm | Sanjana Panchagnula  EDI Adviser | All staff and mandatory for managers involved in Recruitment and Selection | MS Teams |
| **Open Programme**  Development of skills and that are useful in all roles whether academic, researcher, technical, professional or operational | | | | | |
| Tuesday 19th March | **Project Management Essentials** | 9:30 am-16:30pm | Mike Robinson from  Berkshire Consultancy | Please contact  [staffdev@sgul.ac.uk](mailto:staffdev@sgul.ac.uk)  to express your interest | In person |
| Wednesday 27th March 2024 | **Giving Brilliant Presentations** | 9:30 am-16:30pm | John Dibble from Shepherd Associates | All staff | In person |
| Tuesday 16th April 2024 | **Emotional Intelligence and Effective Communication - one day** | 09:30am - 16:30pm | Ruth Webster from Shepherd Associates | All staff | In person |
| Tuesday 23rd April 2024  Wednesday 8th May 2024 | **Managing Workloads Effectively Pt1**  **Managing Workloads Effectively Pt2** | 09:30am-12:30pm  09:30am-12:30pm | John Dibble from Shepherd Associates | All staff  Full attendance at all both sessions is essential | MS Teams |
| **Personal Development Reviews (PDRs)** | | | | | |
| Tuesday 27th February 2024 | **Getting the most from PDRs - Managers (Prof Services)** | 13:00pm-16:30pm | James Bowden  HR Business Partner | All managers with line management responsibility | MS Teams |
| Thursday 29th February 2024 | **Getting the most from PDRs - Managers (Prof Services)** | 13:00pm-16:30pm | James Bowden  HR Business Partner | All managers with line management responsibility | MS Teams |
| Thursday 7th March 2024 | **Getting the most from your Personal Development Review – Staff** | 09:30am-12:30pm | Rebecca Henry-Litteck Head of L&OD | All Staff | MS Teams |
| **Mental Health and Wellbeing** | | | | | |
| Wednesday 17th April 2024 | **Mental Health Awareness Course** | 13:00pm-17:00pm | MHFA England | All staff | MS Teams |
| Wednesday 15th May 2024 Thursday 16th May 2024 Wednesday 22nd May 2024 Thursday 23rd May 2024 | **Mental Health First Aid Course**  Full attendance on all days is essential and pre-learning will be required for each online Live session | 09:30am-1:30pm  1:00pm-5:00pm  1:00pm-5:00 pm  1:00pm-5:00pm | MHFA England | All staff who have already completed the Mental Health Awareness Half Day course  Please contact  [staffdev@sgul.ac.uk](mailto:staffdev@sgul.ac.uk)  to express your interest | MHFA England Online Learning Hub |
| Wednesday 15th May 2024 Wednesday 22nd May 2024  Wednesday 29th May 2024  Wednesday 5th June 2024  Wednesday 12th June 2024  Wednesday 19th June 2024 | **Mindfulness Course** | 16:30pm-18:30pm | Julia Hutchinson  Head of Counselling | All Staff  Please contact [jhutchin@sgul.ac.uk](mailto:jhutchin@sgul.ac.uk)  to book a place  [Finding Peace in a Frantic World: 6-week Mindfulness Course for staff (sgul.ac.uk)](https://www.sgul.ac.uk/events/finding-peace-in-a-frantic-world-6-week-mindfulness-course-for-staff). | MS Teams |
| **Leadership and Management**  Development to support leaders and managers | | | | | |
| Tuesday 6th February 2024  Tuesday 27th February 2024  Tuesday 12th March 2024 | **Management Essentials Day 1**  **(Part 1)**  **Management Essentials Day 2**  **(part 1)**  **Management Essentials Day 2**  **(part 2)**  Full attendance at all three sessions is required | 9:30am-16:30pm  9:30am-12:30pm  13:30pm-16:30pm | Ruth Webster from Shepherd Associates | All managers  Full attendance at all sessions is required | In person  MS Teams  Ms Teams |
| Wednesday 13th March 2024 | **HR for Managers: Recruitment and Selection** | 10:00am-12:00pm | Louise Hermann - HRBP and Punom Biswas -HRO | All managers with line management responsibility | In Person |
| Tuesday 30th April 2024 | **HR for managers: Handling Challenging Conversations - Managers** | 10:00am-12:00pm | James Bowden  HR Business Partner | All staff with line management responsibility | MS Teams |
| Tuesday 14th May 2024 | **HR for Managers: Recruitment and Selection** | 10:00am-12:00pm | Louise Hermann – HRBP, Farhana Begum and Stefanie Jaeckels HROs | All managers with line management responsibility | MS Teams |
| **Research** | | | | | |
| Wednesday 1st May 2024 | **Research Degree Supervision – Live debrief session.**  (Pre-course work including videos sent out two weeks before) | 10:00am-11:15am | Kate Exley from HE Assessment and Development | New research degree supervisors  And those that need to refresh their training | Online |
| **Coaching and Mentoring** | | | | | |
| February 2024 – September 2024  Dates tbc | **Manager as Coach (MAC) 24**  **7 Module programme** | 7 Half Day Modules | Andry Anastasis McFarlane from The Learning Moment and Rebecca Henry-Litteck Head of L&OD | All leader and managers with and without line management responsibility  To register your interest email [staffdev@sgul.ac.uk](mailto:staffdev@sgul.ac.uk) | Face to face and MS Teams |
| **IT & Digital Literacy Training** | | | | | |
| St George’s library offers a host of IT training workshops to help staff develop their digital skills using Microsoft Office Desktop and Office 365. To see the range of workshops available go to : [Microsoft Office Training and Support (sgul.ac.uk)](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/help/microsoft-office). For any questions or information email Fiona Graham [fgraham@sgul.ac.uk](mailto:fgraham@sgul.ac.uk) | | | | | |
| **Educational Staff and Continuing Professional Development** | | | | | |
| The Centre for Innovation and Development in Education (CIDE) works collaboratively with staff and students in the institution and is responsible for the strategic direction and provision of educational development opportunities for all staff and learning support for students. All information for educational staff development and support for staff regarding continuing professional development in teaching and learning can be found here. <https://www.sgul.ac.uk/about/our-institutes/institute-of-medical-and-biomedical-education/centre-for-innovation-and-development-in-education> | | | | | |
| **Learning Technology Services** | | | | | |
| Learning Technology Services provides support and training to staff and students for several technologies used in teaching and learning at St George’s. They also evaluate new technologies and can advise on their application to teaching and learning. They offer training for academic staff, administrators and student year representatives on various aspects of using technology to support teaching and learning at St George’s.  Details of the training currently available and links to the booking form are given below : <https://www.sgul.ac.uk/about/our-education-centres/centre-for-technology-in-education/learning-technology-services/learning-technology-services> | | | | | |
| **Health and Safety** | | | | | |
| The university has a duty to provide health and safety training to:   * ensure that staff, students and others know how to carry out their activities safely and without risk to health * develop a positive health and safety culture * protect staff, students and others.   Information in relation to training in workplace health, safety and welfare can be found here: -  <https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/training> | | | | | |
| **Public Engagement Staff Training** | | | | | |
| All staff and students at St George’s are warmly encouraged to get involved in public engagement. The university can offer a range of resources and support. To find out more regarding training, funding, advice and support please look at the following pages: <https://www.sgul.ac.uk/about/who-we-are/public-engagement/Public-Engagement-Support-and-Training> | | | | | |