

Toolkits: A How to Guide

Stuck with how to approach something at work?

Know that there's an area that you want to develop but don't have time to go on a workshop?

Need to have a conversation tomorrow but don't know where to start?

go to www.ed.ac.uk/human-resources/learning-development and access a development toolkit

1. PICK YOUR TOPIC:

Personal Effectiveness

- Career Development
- Change
- Communication
- Personal Impact
- Project Management
- Resilience
- Time Management

Management

- Delegation
- Developing Others
- Giving & Receiving Feedback
- Difficult Conversations
- New Manager
- Setting Effective Objectives

Leadership

- Coaching
- Influencing Others
- Leadership
- Thinking & Acting Strategically

2. PICK THE RESOURCES THAT SUIT YOUR NEED



Something to watch



Something to do



Something to look at



Something to read



Something to listen to

3. PUT IT INTO PRACTICE AND SHARE WHAT YOU HAVE LEARNED

If you've learnt something new try it out as soon as you can.

If you find a resource or toolkit useful share it with your manager and team - discuss it in a team meeting or send to your colleagues.

4. FIND OUT MORE

Check out other resources or topics.

Explore the resources available at The Online Development Toolkit and Lynda.com

Want to try out what you've learnt and get some feedback? Attend one of our workshops

