As the new academic year begins, we’re delighted to share development opportunities available from Talent and Development for Semester 1.

Courses learn new skills or raise your awareness on different topics highlighted by the leadership and management community. All can be booked via the People and Money Learning App.

**Powerful conversations**

**Powerful Conversations (All staff)** - 30/10/2023 11:00-13:00, 02/11/2023 13:00-15:00, 23/11/2023 10:00-12:00

This session will give you the tools to create powerful conversations, no matter who you’re speaking with. Everyone has a natural approach and conversation style; here, we’ll explore your natural skills and identify what you can bring to the conversation to help individuals’ problem-solve effectively. By identifying our tendency to listen versus our tendency to offer advice, you’ll build greater self-awareness and command over how you engage in even better conversations. We’ll explore how you can improve your skills to deeply listen to understand, rather than jumping to solutions or ‘agreement mode’. This session is designed to be practical, giving you the space and confidence to practise a simple coaching tool, which you can use to enhance your conversations going forward.

**Powerful Conversations for leaders** - 31/10/2023 13:00-16:00, 15/11/2023 13:00-16:00, 21/11/2023 9:30-12:30

In addition to the above content, we’ll also explore how to create psychological safety with your team so you can hold conversations in a space where individuals feel like they can learn, contribute and challenge in a way which lifts the whole performance of the team.

Facilitated by our external Designed for Success consultant Rachel Nuttall.

**Time management / productivity (all staff)**

**The Way of the Productivity Ninja** – 24/10/2023 10:00-11:30am

In this 90-minute webinar we help you manage attention and focus, projects and actions, as well as choices and habits. A Productivity Ninja® is calm and prepared, but also skilled and ruthless in how they deal with the many enemies of productivity and wellbeing. Facilitated by our external Think Productive consultant Grace Marshall.

**Introduction to self-coaching (all staff)**

**Introduction to self-coaching** - 12/10/2023 10:00am-12:30pm, 28/11/2023 1:30pm-4:00pm

Join us as we explore the concept of self-coaching and how we can utilise self-coaching to support our development and mindset. Learn about self-coaching models that you can use to support your mindset, break narratives and facilitate development. Facilitated by our external Designed for Success consultant Milda Zinkus.

**Making Meetings More Effective**

**Making Meetings more Effective** - 08/11/2023 2:00pm-4:30pm

Join us as we help you maximise the effectiveness of your meetings. Learn how to prepare, design and facilitate relevant, energetic, engaging and effective meetings. If you need to change the way you and your team/committee meets, this workshop will facilitate you in understanding the core elements of effective meetings. Facilitated by our external Kinharvie consultant Alastair Callaghan.
2023/24 HR Courses and Resources for Semester 1

Equality, Diversity and Inclusion

Age Inclusion Webinar for all staff
Age Inclusion Webinar - 03/10/2023 2:00pm-3:30pm
Age Scotland’s Age Inclusion webinar is an expert-led session exploring everything from unconscious age bias to how to support an age-positive workplace. Join us to learn how to champion age at work and challenge ageism within your team. Facilitated by our external Age Scotland consultant Yvonne Kerr.

Age Inclusion for Managers
Age Inclusion for Managers - 24/11/2023 10:00am – 1:00pm
A workshop aimed primarily at managers to explore what you can do as an individual to increase your knowledge and understanding of ageism and how it can manifest in the workplace; co-create an age-inclusive working environment and handle challenging workplace conversations around age. Facilitated by our external Age Scotland consultant Yvonne Kerr.

Sponsorship for Inclusion for Leaders
Sponsorship for Inclusion for Leaders 23/01/2024, 10:00am -11:30am & 22/02/2024, 12:00pm – 1:30pm
Attendance at both workshops is required
You’ll be introduced to an intentional framework for more inclusive sponsorship and consider how you can apply the framework to transition from a mentor to become an inclusive sponsor. You will have the opportunity to explore individual, peer group and organisational strategies for moving beyond capricious, individual patronage to considered, equitable sponsorship. Facilitated by The Reverse Mentoring Practice.

Talks and Workshops for Leaders designed to explore and start conversations on different topics raised by the leadership and management community
Leadership Workshops
A series of workshops aimed at supporting your leadership development and connecting you with colleagues from across the University. Workshop topics: Leadership beyond Authority, Inclusive Leadership, Cross Boundary Leadership, Cultural Intelligence.
For more information and to book your place please visit Leadership Workshops.

Talks & Questions with University Senior Leaders
These talks aim to support you gain new insights into what it means to be a leader at the University and get to know the people behind the most senior roles in the organisation.
For more information and to book your place please visit Talks & Questions with University Senior Leaders.

Networks grow your network
Leaders and Managers can join the Community Teams sites where more regular updates are posted.

Edinburgh Technical Collaboration provides technical staff from across the four Edinburgh Higher Education Institutions (University of Edinburgh, Heriot-Watt, Edinburgh Napier and Queen Margaret), to gain career development through mentoring and job shadowing opportunities. Registration will open again in Autumn 2023.
2023/24 HR Courses and Resources for Semester 1

**Mentoring Connections** programme is open to all staff and connections can be made through our online resource, Platform One.

**New Staff Meet-Up Sessions** for staff who have recently joined the University to meet different colleagues and exchange knowledge and skills.

**Coaching** one-to-one support to achieve a greater sense of clarity and direction both personally and professionally

Access to external accredited coaches through our partner, [Know You More](#).

**Leadership and Management Programmes** provide a framework to develop the skills, knowledge and self-awareness required to be a manager or leader within the University.

Applications are open for the January 2024 intake of our Leader, Manager and Aspiring Manager programmes. Please go to the [UoE Leadership and Management Programmes page](#) for further information including Delegate and Supporting Manager nomination forms.

**Resources** additional resources available from Talent and Development

[Resources to support your own development](#)

Planning for your role and career development