

2024 HR Courses and Resources for Semester 2



THE UNIVERSITY of EDINBURGH
Human Resources

As the new year, and semester, begins, we're delighted to share development opportunities available from Human Resources for Semester 2.

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

Introduction to self-coaching (all staff)

[Introduction to self-coaching](#) - 30/01/2024 (10:00-13:00), 13/03/2024 (09:30-12:30), 08/05/2024 (13.30-16.30)

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](#) - 16/04/2024 (10:00-12:30)

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.

Powerful conversations

[Powerful conversations \(all staff\)](#) - 21/02/2024 (09:30-11:30), 12/03/2024 (13:00-15:00), 23/04/2024 (09:30-11:30)

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 \(for leaders\)](#) - 28/02/2024 (13:00-16:00), 14/03/2024 (09:00-12:00), 19/04/2024 (09:00-12:00)

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](#) – 07/02/2024 (14:00-15:30)

In this 90-minute webinar we will 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.



Equality, Diversity and Inclusion

Age inclusion for managers

[Age inclusion for managers](#) - 18/03/2024 (09:30 – 12:30)

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 (10:00 -11:30), 22/02/2024 (12:00 – 13:30)

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.

Sponsorship for inclusion for sponsees

[Sponsorship for inclusion \(for sponsees\)](#) 24/04/2024 (12:00 -13:30pm), 03/06/2024 (10:00 – 11:30)

Attendance at both workshops is required

You'll be introduced to an intentional framework for more inclusive sponsorship. You will have the opportunity to explore strategies to empower you to seek sponsorship opportunities. 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*

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](#).

Common Purpose leadership development workshops

Facilitated by our external consultants Common Purpose (facilitators for the Leadership Essentials workshops on our Edinburgh Leader development programme). [This series of workshops](#) are aimed at supporting your leadership development and connecting you with colleagues from across the University.

[Cross boundary leadership](#) – 23/01/2024 (09:15-11:45)

This workshop will raise your awareness on Cross Boundary Leadership, helping you explore the importance of working across boundaries to tackle shared problems, as well as identify practical steps you can take to do so in your leadership role.

[Cultural intelligence](#) – 21/02/2024 (09:15-11:45)

This workshop will introduce you to the concept of Cultural Intelligence (CQ) and Common Purpose Core & Flex framework, helping you to consider how your own background, experience, and values impact on your

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relationships with others and to identify ways in which you can adapt to work better with people who are different to you.

Inclusive leadership – 23/05/2024 (09:15-11:45)

This workshop will focus on how you can empower people in your teams and across the organisation to bring their differences.

Leadership beyond authority – 19/03/2024 (09:15 – 11.45)

Many successful leaders learn to lead in roles or circumstances where they have clear authority – they have a budget, accountability, and a team of people whose job it is to support them. This workshop will focus on the strategies and competencies needed to influence change beyond a leader's direct circle of control.

Networks *grow your network with others within the University and Edinburgh*

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 is now open [here](#) with a closing date of 19th January 2024.

[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](#).

We are currently piloting a [Retirement Coaching Programme](#) for anyone that is planning to retire or in the earlier stages of thinking about retirement. The programme consists of four sessions with an external coach who will support you as you consider the psychological and emotional aspects of the transition into retirement.

Leadership and Management Programmes *develop your skills, knowledge and self-awareness as a manager and leader within the University*

Applications for the October 2024 [Aspiring Manager, Edinburgh Manager and Edinburgh Leader programmes](#) will open in May. If you'd like to register your interest to be informed when applications open you can use the form on our programmes pages: [Leadership and Management Programmes 2024-25 Register of Interest](#).



360-Degree feedback tool *a development tool providing leaders from multiple sources on how they are seen to lead and manage others.*

With our new online [360-Degree Feedback tool](#), you can rate yourself against a set of University-aligned leadership behaviours and gather feedback from your line manager, direct reports and colleagues. As part of the process, an external consultant will talk you through your confidential 360 report and support you to create a bespoke development plan.

Resources *additional resources available from Talent and Development*

[Planning for your role and career development](#) Resources and advice to help you develop in your role and career.