



Staff Learning Programme 2021

“We will create an environment where all employees are enabled to take responsibility for improving their own development.”

People and Culture Strategy

In line with University and Public Health guidance, all face-to-face learning and development events have been paused. Where possible these events are continuing through online delivery and we are identifying new ways in which staff can continue with their personal development at this time.

LinkedIn Learning

LinkedIn Learning access is available for all Queen’s staff. This complements our current range of face-to-face opportunities and adds to our on-demand learning resources.

- Content: 15,000+ digital courses taught by industry experts. Relevant course recommendations in Professional Skills, Human Resources, IT Learning and many more...
- Develop your skills and career with learning paths and bite-sized videos for learning ‘in the moment’.

Further information including the account request form is available here: [Resources: LinkedIn Learning](#).

Online Workshops: Learning for All

[Learning for All programme](#): A range of personal and professional learning opportunities available to all staff, designed to enhance skills, enable you to develop effectiveness in your current role, and prepare for career progression.

Workshop title with link to course details	Available Dates	Start	End
Communicating in a Remote Working Environment	18 May 2021	09:30	11:00
	23 June 2021	09:30	11:00
Delivering Engaging Learning Sessions Remotely	05 May 2021	09:30	12:30
	10 June 2021	09:30	12:30
Effective Remote Mentoring	27 April 2021	09:30	13:00
	01 June 2021	09:30	13:00
Team Collaboration While Remote Working	26 May 2021	09:30	11:15
	29 June 2021	14:00	15:45
Working Smarter - Manage Your Time While Remote Working	11 May 2021	09:30	11:30
	15 June 2021	14:00	16:00

Online Workshops for Managers

Workshop title with link to course details	Available Dates	Start	End
Managing and Motivating People and Teams Remotely	06 May 2021	09:30	13:00
	16 June 2021	09:30	13:00

Update version: 27th March 2021. For more information on Staff Learning sessions:

- Visit our website go.qub.ac.uk/StaffLearning
- Register to attend via https://hrwebapp.qub.ac.uk/tlive_ess/
- Contact Organisational Development on ext. 5381
- Email stafflearning@qub.ac.uk





Personal Development Review (PDR) Skills for Reviewees

A short, practical workshop for staff of all categories who wish to develop their skills to support their PDR conversations.

Workshop title with link to course details	Available Dates	Start	End
Personal Development Review (PDR) Skills for Reviewees	17 May 2021	09:30	13:00
	29 June 2021	09:30	13:00

Personal Development Review (PDR) Skills for Reviewers

A short, practical workshop for staff of all categories who have the role of PDR Reviewer and wish to develop effective skills.

Workshop title with link to course details	Available Dates	Start	End
Personal Development Review (PDR) Skills for Reviewers	26 April 2021	09:30	13:00
	08 June 2021	09:30	13:00

Online Workshops for Research Staff

[Researcher Development](#): a range of support and resources, including learning and development activities.

Workshop title with link to course details	Available Dates	Start	End
Promoting Yourself and Your Research	08 February 2021	09:30	12:00
Developing Resilience: for those Working in a Research Environment	14 April 2021	09:30	13:00
Networking and Profile Building - Principles of Networking	22 April 2021	10:00	11:30
Effective use of voice: Free your voice - Find Your Voice	23 April 2021	10:00	13:00
Project Management in a Research Environment (2-part)	26 April & 10 May 2021	10:00	12:00
Networking and Profile Building - Building Confidence to Network	29 April 2021	14:00	15:30
Developing Your Research Career (4-part programme)	See link for details	-	-
Networking and Profile Building - Collaboration and Partnering	11 May 2021	10:00	11:30
Networking and Profile Building - Social Media for Networking	18 May 2021	10:30	12:00
Writing for Publication	31 May 2021	09:30	16:30
Writing for Publication: Researcher Writing Retreat	30 June 2021	09:30	16:30

Selection Interviewing

Mandatory course for all staff involved in selection panels for staff recruitment. Staff should attend this course if they are to be involved on a selection panel and have not received training before.

Workshop title with link to course details	Available Dates	Start	End
Selection Interviewing	15 April 2021	09:30	12:30
	13 May 2021	09:30	12:30
	10 June 2021	09:30	12:30
	22 July 2021	09:30	12:30

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People Manager Essentials Programme 2021

If you are responsible for planning and overseeing the work of others, and/or facilitating their personal development review conversation, then this Programme is for you. People Manager Essentials acknowledges the valuable role of our managers and prioritises their developmental needs to ensure they are fully equipped and empowered to positively impact on the Employee Experience of those they manage.

Note: the People Manager Essentials Programme is open to line managers only. Please refer to the People Manager Essentials [webpage](#) for full programme details. Additional dates for 2021 will be added to the schedule in due course.

	Workshop	Available Dates	Start	End
BUILD UNDERSTANDING	Managing at Queen's <i>(We recommend that you complete this workshop first, if possible. Other workshops can be completed in any order.)</i>	28 January 2021	09:30	12:30
		22 February 2021	13:30	16:30
		13 May 2021	13:30	16:30
		03 June 2021	13:30	16:30
		14 September 2021	09:30	12:30
BUILD SKILLS	Leading and Managing a Team	26 February 2021	09:30	12:30
		18 May 2021	13:30	16:30
		07 July 2021	09:30	12:30
		29 September 2021	09:30	12:30
	Creating a Positive Workplace Environment	13 April 2021	09:30	12:30
		07 June 2021	13:30	16:30
		11 August 2021	13:30	16:30
	Managing and Supporting Performance	03 November 2021	09:30	12:30
		02 March 2021	09:30	12:30
		26 May 2021	13:30	16:30
		15 June 2021	09:30	12:30
	Developing Others: Coaching Skills for Managers	07 October 2021	13:30	16:30
		04 March 2021	13:30	16:30
		21 May 2021	09:30	12:30
		08 June 2021	13:30	16:30
	Handling Challenging Conversations	12 October 2021	13:30	16:30
10 February 2021		09:30	12:30	
10 May 2021		09:30	12:30	
16 June 2021		13:30	16:30	
BUILD KNOWLEDGE	Managing Absence Managing Performance Managing Probation	06 October 2021	13:30	16:30
		These workshops are currently available to view on the People Manager Essentials site.		
		Note: other workshop titles may be phased in.		

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