**Bite Sized Training**

*Skills updates for managers and supervisors in the Faculty of Arts, Humanities and Social Sciences*

The Faculty HR team are running a number of short courses for staff who have responsibility for supervising or managing people within Arts, Humanities and Social Sciences.

We are offering a programme in January/February 2018, covering a range of topics. Each session will last around 2 hours, and will include an overview of the relevant policies, discussion of case studies, and will allow time for questions. We hope the sessions will be informative and interactive and, as participants will be from all parts of the Faculty, will help to build links and improve consistency of approach.

Each course will be limited to 20 participants. If demand outstrips supply, we will consider scheduling additional sessions.

Places can be requested by emailing [clare.carson@qub.ac.uk](mailto:clare.carson@qub.ac.uk). Please include the course title in the subject line with the attendee’s name, email address, position and department in the body of the email.

Confirmation of the participant list and practical course details will be provided one week prior to the course date.

**AHSS Bite Sized Training Schedule**

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| Title | Overview | Date(s) |
| Managing Performance & behaviour | When you have responsibility for managing people, it means you have to deal with challenging situations, including addressing attitude and behavioural problems. The aim of this session is to improve your confidence in tackling such situations and as well as discussing the procedural options available to you. | Monday 5 February 2018, 9.30am |
| Sickness Absence & Wellbeing | How to fulfil your responsibilities when someone is absent due to sickness. We will cover why and how to manage sickness absence, how to apply the procedure consistently and how to support an employee who is on long term sickness absence. As part of the session we will also talk about Wellbeing initiatives available. | Monday 12 February 2018, 2.30pm |
| Equality & Diversity | A ‘bite size’ overview of the current legislation and best practice in relation to equality and diversity, including an overview of the policies we have and how they operate and guidelines on dealing with issues that commonly arise under equality and diversity (e.g. flexible working, career breaks, parental leave, dependant leave etc). | Monday 19 February 2018, 9.30am |