



## Learning for All Schedule (Jan – April 2022)

<b>Workshop</b>	<b>Date</b>	<b>Time</b>
<a href="#"><u>Effective Communication Skills</u></a>	25 <sup>th</sup> Jan 2022 and 9 <sup>th</sup> March 2022	9.30am – 11.00am
With the ever increasing need to collaborate and interact with others in the workplace, the need to communicate effectively is a core skill for all employees. This workshop aims to enhance understanding of your preferred communication style and how you can communicate with more impact.		
<a href="#"><u>Delivering Engaging Learning Sessions Remotely</u></a>	16 <sup>th</sup> Feb 2022 and 7 <sup>th</sup> Apr 2022	9.30am – 12.30pm
Delivering and facilitating engaging remote learning can be utilised depending on needs, alongside traditional 'face-to-face' learning and facilitation, but is becoming increasingly important in the current learning environment. In this session, participants will develop their understanding and skills required for designing, communicating and delivering learning sessions remotely using Teams (or similar tools).		
<a href="#"><u>Working Smarter for Better Time Management</u></a>	15 <sup>th</sup> Mar 2022 and 1 <sup>st</sup> Apr 2022	9.30am to 12.00pm
As the demands of working life get busier, we are increasingly seeking ways to get the most out from our days. In this session, participants will develop a toolkit for time management and apply key skills to your current working style and practice, to improve your current productivity and personal effectiveness.		
<a href="#"><u>Skills for Effective Mentoring</u></a>	2 <sup>nd</sup> Feb 2022 and 2 <sup>nd</sup> Mar 2022	9.30am to 11.00am
This workshop will provide an understanding of the principles of mentoring, the core skills needed to provide an impactful mentoring experience and how to develop an effective mentoring relationship and experience.		
<a href="#"><u>Introduction to Project Management Skills</u></a>	11 <sup>th</sup> Jan 2022 and 9 <sup>th</sup> Feb 2022	9.30am to 1.00pm
Projects can range from simple projects to highly complex. This course will explore areas such as initiating a project, understanding why projects fail, project lifecycle and running projects including managing risk, the importance of your stakeholders and communication.		
<a href="#"><u>Planning my Career Development</u></a>	15 <sup>th</sup> Feb 2022 and 12 <sup>th</sup> Apr 2022	9.30am to 12.30pm
Career development and the journey we go on in our careers is something we must take personal responsibility for. Delegates will explore what their 'career journey' might look like for each individual, assess where they are on that journey and how they might undertake the next stage of that journey and beyond.		
<b>Interviewee Skills (Booking link to follow)</b> <i>*This session will be bookable in due course*</i>	1 <sup>st</sup> Feb 2022 and 5 <sup>th</sup> Apr 2022	TBC
This session aims to support staff who may need to prepare as an interviewee. In order to support career development and progression, some staff may need to better understand what might be expected at an interview and how to prepare to perform well as an interviewee.		



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**Booking your place:**

These sessions are available to book via iTrent, or by clicking on the workshop title in the above table.

*Note - You will need your QUB credentials to log into iTrent self service. Please e-mail [stafflearning@qub.ac.uk](mailto:stafflearning@qub.ac.uk) if you have any queries with booking your place.*