### Anti-Bribery
Be aware of the main requirements of the Bribery Act 2010

### Equality Diversity and Inclusivity (EDI) in Promotions
Explores issues relating to equality, diversity and inclusion (EDI) which may arise in the promotion process

### Digital Accessibility
Outlines our requirements under the new Public Sector Bodies Websites and Mobile Applications Accessibility Regulations (2018)

### LGBTQI Awareness
Find information, guidance, and resources relating to LGBTQI awareness and how you can be an inclusive and supportive colleague

### Transgender Awareness
Information relating to gender and transgender identity and how you can be an inclusive and supportive colleague

### Unconscious Bias
Introduction to unconscious bias so that you can identify, acknowledge and challenge it individually as well as in your workplace

### Diversity in Higher Education
This module will provide a deeper understanding of diversity in a HE environment

### Bullying and Harassment
This module will introduce you to the causes and costs of bullying, harassment and victimisation in the workplace. It will show you how to identify bullying behaviour and the steps you can take to put a stop to it

### Reasonable Adjustments
This module explains what reasonable adjustments (RAs) are, when they might be necessary and how to put RAs into place

### Action Counters Terrorism (ACT)
The Action Counters Terrorism (ACT) Awareness e-Learning is a new counter-terrorism awareness product designed for all UK based companies, organisations including educational institutions.

### Conflict Resolution
This module will look at the causes and types of conflict that can arise in the workplace. We'll demonstrate best practice approaches to resolving conflicts, and show everyday measures that can help to prevent future disharmony

### Influencing, Assertiveness and Negotiation
This module provides a way to deliver information that encourages collaborative working without compromise and enable the working with others outside of the normal working area to achieve the right outcome for all

### Equality Impact Analysis
This module introduces the principles of equality impact analysis and will prepare you to start carrying out your own. It will help you to identify possible negative impacts of decisions on individuals and groups with protected characteristics and plan mitigating action accordingly, as well as explore opportunities to advance equality within policies, strategies, and services

### Inclusive Line Managers
This module is for all line managers to start them on their journey of line managing inclusively. The module will cover the key topics every manager needs to develop their skills as an inclusive line manager

## FUTURE OF WORK

### Leading a Remote Team
Look at key considerations surrounding leading a remote team and how these can support you in your teams success

### Remote team performance
Learn ways to keep the team performing at its best and maintain team morale

### Synchronous and Asynchronous communication
Learn about different channels of communication and explore how best to communicate in different situations

### Prioritisation
Learn different strategies on prioritising your daily tasks, and optimising your time

### Transitioning back to the workplace
Learn some of the most common worries about transitioning back to the workplace and how you can maintain your wellbeing

### Managing pressure in remote teams
Learn how to recognise and support remote team members with emotional and mental strain or distress

### Dealing with work pressure
This module provides practical tips on how to manage work pressure whilst working remotely

### Relaxation
Watch a short video introducing you to relaxation techniques to use when you are in need of a five-minute break

### Taking care of yourself
Learn different tools and techniques to help you take care of yourself, break bad habits and start creating new ones
What’s coming next...

- Introduction to Mentoring
- Management Skills portfolio
- Challenging Racism
- Active Bystander
- Prevent training

What eLearning would you like to see?
Let us know at Ldev@kent.ac.uk.

PERSONAL EFFECTIVENESS

Why Media Matters
Understand the benefits and importance of working with the media

Presentation Skills
Understand how to develop and deliver professional and impactful presentations from conception to planning and delivery

Managing Yourself and Your Time
This module will help you be more effective in how you utilise the time you have available and provide useful tools and techniques to aid you in this

Assertive Communications
This module will help you explore the skills and assertive behaviour techniques to build confidence and improve workplace communication

Interview Preparation and Skills
This module is for those that want to update or prepare themselves for a job interview, it covers the application process through to questioning technique

CV Writing skills
Whether you have a CV that you want to update or you want to create a new eye-catching CV this module gives you an introduction to creating an impactful CV

Mental Health Awareness
An introductory module which will explore the different aspects of mental health, including mental health in the workplace.

Developing others
This module aims to support managers and future leaders in developing their teams and maximising individual and collective potential(s).

Responding to student disclosures of sexual assault and rape
This module aims to well equip staff members with the knowledge to be able to signpost students to support that exist within the university

Introduction to Health, Safety and Environmental Sustainability (HSES)
This module introduces the HSES team and what they do. It will provide the basic health and safety information that you need to know, including details of Occupational Health provision, and highlights the University’s sustainability goals and how staff can contribute to these

Recruitment & Selection
This module gives a base understanding of all aspects of the process and key skills involved. This is followed by an information surgery style session, allowing the chance to ask specific questions in regards to the skills and knowledge you will need for your particular role in the recruitment process

LEADERSHIP AND MANAGEMENT

Introduction to Mentoring
Management Skills portfolio
Challenging Racism
Active Bystander
Prevent training

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New Staff Induction
This module is for new members of staff who have recently joined the organisation. It provides the necessary information as part of the induction period and ongoing employee journey

Career Development Planning
This module will enable you to understand what self-development is and develop the skills to assess, formulate, execute and review your own development plan.