

# Staff Training Moodle

Staff training Moodle is the learning platform that houses all of our internal eLearning.



All the modules can be found on [Staff Training Moodle](#).

## Stay in touch with T&OD

Here's how you can get more information about the range of learning solutions we offer and discover the latest updates from the T&OD team



You can also join our [HR T&OD staff Training Teams channel](#)



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For further information, please see our [intranet page](#).



## JOB SKILLS

### 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

### 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

### 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

### Reasonable adjustments

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

### Spill Response

Participants will understand spill response and be able to respond to spills in accordance with the University's spill response procedure. This module is mandatory for certain technical and operational staff. If you are unsure please confirm with your line manager

### Recruitment and Selection: Questioning techniques

This module provides advice and practical examples of questioning techniques, which can be used for recruitment interviews as well as other situations

### Challenging Racism

As members of staff, we all have a role to play in challenging racism and ensuring that the University is a place all individuals feel welcome in, supported by, and proud of

### 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

### Active Bystander

A session to understand what being an Active Bystander is and the impact that it can have. This module supports the universities commitment to shaping a community that is free from bullying and harassment at work.



## LEADERSHIP AND MANAGEMENT

### 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





## 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

### 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.

### Central Researcher Induction

This short introduction for academic researchers will set the scene for your employment and development at Kent. Aiming to illuminate and inspire, the module will contextualise research and innovation activities, signpost available support and resources, and encourage you to plan your career and engage with our growing researcher community.



## 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
- Managing stress and conflict
- Solving problems by making effective decisions
- Developing individual mental toughness
- Holding a wellbeing conversation

What eLearning would you like to see?

Let us know at [Ldev@kent.ac.uk](mailto:Ldev@kent.ac.uk).

