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
This module provides 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.

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
Follow us on Twitter @UniKlDev @UniKentEDI
Send us an email to Ldev@kent.ac.uk

For further information, please see our Intranet page.
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.

**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

FUTURE OF WORK