

Learning and Development opportunities currently available from Organisational Development:



All sessions listed are being delivered virtually via MS Teams, unless otherwise stated. If you are interested in any of the topics please email peopledevelopment@eastdunbarton.gov.uk to add your name to the next available session.



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Learning & Development topics available for All Employees

Topic	Overview
Application and Interview Support (can also be delivered in person)	This session covers the key aspects of completing a competency-based application and preparing for a competency-based interview
Corporate Induction	This session covers the key aspects of Corporate Induction, and gives employees an overview of their role and their responsibilities
Developing Personal Resilience	This session explains what personal resilience is and how it impacts on day-to-day performance. It also includes hints and tips for building strategies to develop resilience further.
Fire Warden (for all employees with a responsibility as Fire Warden)	This session covers the key aspects of legislation and role/responsibilities in managing fire safety
Fire Evac Chair (for all employees with a responsibility as Fire Evac Chair handler) - delivered in person	This session will enable delegates to confidently use a fire evacuation chair
Moving & Handling (for all employees involved in the care services)	This session covers theory on current legislation, risk assessment and spinal function, as well as instruction, practical tasks and assessment on use of moving and handling techniques and safe use of equipment
MS Teams	This session demonstrates some of the key functionality of Microsoft Teams, including; online video calls and chats, calendars, online meetings (invites and control bars) and screen sharing
MS OneNote	This session demonstrates some of the key functionality of Microsoft OneNote, including; creating notebooks, inserting content and using draw functions
Planning a Positive Retirement	This session is provided by Affinity Connect and is for any employee thinking about retirement in the next 10 years or so. The aim is to help you make informed choices in relation to your retirement. It will help you to plan accordingly and includes advice on how to maximise the benefits of your state and workplace pensions, how to make the most of your tax-free cash and understanding the income options available from your pension, amongst other topics.
REHIS Food Hygiene (can be delivered via MS Teams or in person)	This one-day session is for anyone who works where food is cooked, prepared or handled and/or who has direct responsibility to prepare and serve food directly to the consumer or service user. There is also a 1/2 day refresher course available on a three-year cycle basis.
SMART Working	Introducing the 'Smart technology for SMART working' programme to new laptop users - helping to enable employees to deliver intended outcomes and embed SMART working, whilst being better connected
Team Building & Development	This session can be designed bespoke to meet the needs of your team. Please contact the People Development team for full details.
Time Management Skills	This session covers the basics of effective time management skills and how best to apply them. Ideal for all, either as a refresher or as a new learning activity.

Learning & Development topics available for People Leaders

Topic	Overview
Coaching Skills	The session encourages a climate of continuous learning, support and development through the application of effective coaching techniques during formal and informal interactions within teams.
Dealing with Difficult Conversations	This session covers the key aspect of both verbal and non-verbal communication in respect of those more difficult and sometimes avoided conversations
iTrent Managers Self Service (MSS)	This session provides a walk-through of the Manager Self Service system, allowing reporting managers and administrators with appropriate access to record completed PDRs and all absences for the purposes of managing employee attendance.
Mental Health Awareness	This session raises awareness of mental health and common mental illnesses, and gives People Leaders an overview of their role and responsibilities in managing a mentally-healthy workplace.

EDC Policy-Based Learning & Development Topics

Topic	Overview
Attendance Management Policy	This session covers the key aspects of the Attendance Management Policy, and an overview of the role and responsibilities of both the employee and People Leader within it.
Conducting Meaningful PDRs	This session covers the key aspects of the PDR process, including timescales, and an overview of the role and responsibilities of both the employee and People Leader within it.
Drugs, Alcohol & Substance Misuse Policy	This session covers the key aspects of the Drugs, Alcohol & Substance Misuse Policy and an overview of the role and responsibilities of both the employee and People Leader within it.
Discipline & Grievance Policy	This session covers the key aspects of the Discipline & Grievance Policy and an overview of the role and responsibilities of both the employee and People Leader within it.
Recruitment & Selection (for all employees involved in the recruitment of new employees)	This session covers the key aspects of the Recruitment & Selection Policy and gives those involved in the recruitment process an overview of their role and their responsibilities.

If you have any learning and development needs that are not covered by the topics listed, please contact us via peopledevelopment@eastdunbarton.gov.uk as we will be more than happy to discuss bespoke sessions to meet your needs, whether through internal or external provision.

We are currently reviewing our eLearning provision and plan to have this up and running in coming months. For any queries in relation to courses usually offered via this means - eg Governance & Compliance based topics - please get in touch via peopledevelopment@eastdunbarton.gov.uk to discuss alternatives.