

# Staff Development Programme

## Monday 19th March 2018



Human Resources  
Committee  
February 2018  
Appendix B

Date:	Monday 19 March 2018
Session Title:	<b>Safeguarding Young People eLearning Module (Colleges and Universities)</b>
Category(s):	College Knowledge
Appropriate to:	<b>All staff (mandatory for all South Lanarkshire College staff). This training supersedes the Child Protection training staff previously completed on the college virtual learning environment (VLE).</b>
Content:	<p>This e-Learning course provides a thorough understanding on safeguarding young people to anyone who comes into contact with young people in their work activities.</p> <ol style="list-style-type: none"> <li>1. Identify who may be vulnerable</li> <li>2. Recognise the signs and indicators of abuse</li> <li>3. Understand what to do if a young person confides abuse to you</li> <li>4. The importance of acting on your concerns, suspicions or a disclosure</li> <li>5. Recognise good practice guidelines</li> </ol>
Time/Duration:	9.00am - 10.00am (1 hour)
Venue:	South Lanarkshire College, room 308
Delivered by:	HR Department, South Lanarkshire College






Date:	Monday 19 March 2018
Session Title:	<b>Equality &amp; Diversity (e-Learning)</b>
Category(s):	Equality & Diversity
Appropriate to:	<b>All staff (mandatory for all South Lanarkshire College staff). This training supersedes the DisabledGo training staff completed previously.</b>
Content:	<p>Equality and Diversity don't mean the same thing but are closely related. We need to ensure that we note and value the differences between people (diversity) if we are going to make sure everyone has equal opportunities (equality).</p> <p>This course aims to:</p> <ol style="list-style-type: none"> <li>1. Increase your knowledge and confidence in relation to Equality and Diversity</li> <li>2. Provide guidance about common issues that can arise</li> <li>3. Let you know what legislation exists and your obligations</li> <li>4. Help you provide the best service and support to others</li> </ol>
Time/Duration:	9.00am - 10.00am (1 hour)
Venue:	South Lanarkshire College, room 116/118
Delivered by:	HR Department, South Lanarkshire College





Date:	Monday 19 March 2018
Session Title:	<b>General Data Protection Regulation (GDPR) e-Learning Module</b>
Category(s):	College knowledge
Appropriate to:	<b>All staff (mandatory for all South Lanarkshire College staff)</b>
Content:	<p>GDPR – General Data Protection Regulation – is one of the biggest changes in Data Protection legislation for 20 years, and it comes into effect on 25 May 2018. The new law marks a wide-reaching and significant shift in the way that organisations must protect personal data.</p> <p>This e-Learning module will highlight key areas of change to ensure all South Lanarkshire College staff understand their role and responsibilities under the GDPR.</p>
Time/Duration:	9.30am - 10.30am (1 hour)
Venue:	South Lanarkshire College, room 325/327
Delivered by:	HR Department, South Lanarkshire College



Date:	Monday 19 March 2018
Session Title:	<b>Prevent Duty e-Learning Module</b>
Category(s):	Equality & Diversity
Appropriate to:	<b>All staff who have not yet undertaken the training (mandatory for all South Lanarkshire College staff)</b>
Content:	<p>This offers an introduction to the Prevent duty, and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.</p> <p>This introductory training will provide an important foundation on which to develop further knowledge around the risks of radicalisation and the role that you can play in supporting those at risk.</p> <p>This e-learning has been developed by HM Government following consultation with a range of individuals and organisations. It has benefitted from the feedback of teachers, local authority officials, community-based groups, youth workers and many others.</p>  
Time/Duration:	11am - 12pm (1 hour)
Venue:	South Lanarkshire College, room 325/327
Delivered by:	HR Department, South Lanarkshire College


Date:	Monday 19 March 2018
Session Title:	<b>Microsoft Powerpoint</b>
Category(s):	Information Technology
Appropriate to:	All Staff Welcome
Content:	<p>Create presentations that captivate your audience. Explore PowerPoint features and options, and get tips for designing like a pro and presenting with confidence.</p> 
Time/Duration:	9am - 12noon
Venue:	South Lanarkshire College, room TBC
Delivered by:	Katie King, South Lanarkshire College

Date:	Monday 19 March 2018
Session Title:	<b>SafeTALK</b>
Category(s):	Health & Wellbeing
Appropriate to:	All staff welcome
Content:	<p>SafeTALK complements ASIST and other intervention training courses. Participants learn how to provide practical help to persons with thoughts of suicide. SafeTALK prepares participants to activate a suicide alert by following the TALK (Tell, Ask, Listen and KeepSafe) steps.</p> <p>SafeTALK is intended as "suicide alertness" training. SafeTALK teaches you to recognise persons with thoughts of suicide and to connect them to ASIST trained staff within the college.</p> 
Time/Duration:	9.15am - 12pm (2 hrs 45 mins)
Venue:	South Lanarkshire College, room TBC
Delivered by:	Lynda O'Malley, The Richmond Fellowship


Date:	Monday 19 March 2018
Session Title:	<b>ILM Leadership and Management Qualification Information Session (Drop-in, no booking required)</b>
Category(s):	Management
Appropriate to:	All Staff Welcome
Content:	<p>South Lanarkshire College are working with ILM to deliver a range of leadership and management qualifications. ILM qualifications cater to all levels of management and offer a clear route to career progression.</p> <p>This information session will give you the opportunity to discuss ILM training opportunities within the college with course tutors.</p> 
Time/Duration:	09.30am - 10.30am (1 hour)
Venue:	
Delivered by:	Karen Cleary, South Lanarkshire College


Date:	Monday 19 March 2018
Session Title:	<b>Equality Impact Assessment Guidance Session (Drop-in, no booking required)</b>
Category(s):	Equality & Diversity
Appropriate to:	Policy Owners (staff involved in equality impact assessments)
Content:	<p>South Lanarkshire College has a responsibility to meet the requirements of the Equality Act 2010, including the Public Sector Equality Duty (PSED), and is required to give due regard to the need to:</p> <ol style="list-style-type: none"> <li>1. Eliminate unlawful discrimination, harassment and victimisation.</li> <li>2. Advance equality of opportunity between people of different groups</li> <li>3. Foster good relations between people from different groups</li> </ol> <p>Specific duties support the PSED delivery which include the requirement to carry out Equality Impact Assessments on policies, procedures and plans against the three needs of the PSED.</p>
Time/Duration:	10.30am - 11.30am (1 hour)
Venue:	South Lanarkshire College, room 310
Delivered by:	Elaine Ballantyne, South Lanarkshire College

Date:	Monday 19 March 2018
Session Title:	<b>Autism Awareness</b>
Category(s):	Health & Wellbeing
Appropriate to:	All staff welcome
Content:	<p>Autism, or autism spectrum disorder, refers to a range of conditions characterized by challenges with social skills, repetitive behaviors, speech and nonverbal communication, as well as by unique strengths and differences. This session aims to raise awareness of autism and how to support those with autism.</p> <p>Learning Outcomes:</p> <ol style="list-style-type: none"> <li>1. Describe the characteristics of autism</li> <li>2. Explain the differences between autism and Aspergers Syndrome</li> <li>3. Describe why communication develops differently</li> </ol>
Time/Duration:	10am - 12noon (2 hours)
Venue:	South Lanarkshire College, room TBC
Delivered by:	Helen Jordan, South Lanarkshire College

Date:	Monday 19 March 2018
Session Title:	<b>Nil By Mouth: Challenging Sectarianism</b>
Category(s):	Health & Wellbeing
Appropriate to:	All staff welcome
Content:	<p>This workshop seeks to raise awareness of sectarianism in the work place and provides a framework to effectively challenge bigotry.</p> <p>High profile sectarian, social media cases involving teachers, footballers and celebrities have recently shown how serious the consequences can be for the perpetrator, their employer and the company reputation. Our 'BRB' workshop will look at Social Media – how can jobs and organisations be affected, Bigotry and Stereotypes – the difference between 'banter' and 'bigotry' and examples of Sectarianism in the Workplace.</p>  <p><b>nil by mouth</b> Challenging Sectarianism</p>
Time/Duration:	10.30am - 12pm (1.5 hours)
Venue:	South Lanarkshire College, room TBC
Delivered by:	Dave Scott, Nil By Mouth

\*\*\*\* End of morning sessions \*\*\*\*

Date:	Monday 19 March 2018
Session Title:	<b>ASIST Support Forum</b>
Category(s):	Health & Wellbeing
Appropriate to:	ASIST Trained Staff
Content:	<p>Since its development in 1983, ASIST has received regular updates to reflect improvements in knowledge and practice, and over 1,000,000 people have taken the workshop. Studies show that the ASIST method helps reduce suicidal feelings in those at risk and is a cost-effective way to help address the problem of suicide.</p> <p>This session will provide an opportunity for ASIST trained staff to share their experiences in a confidential environment. The session will be facilitated by an experienced ASIST trainer.</p> <p>Note: If any ASIST trained staff have a particular issue they are facing or any particular part of ASIST they require further information on, please email HR in advance of the session to allow us to notify the ASIST Trainer in advance of the session running.</p> 
Time/Duration:	1pm - 2pm (1 hour)
Venue:	South Lanarkshire College, room TBC
Delivered by:	Lynda O'Malley, The Richmond Fellowship

Date:	Monday 19 March 2018
Session Title:	<b>Introduction to Learning &amp; Teaching</b>
Category(s):	Learning & Teaching
Appropriate to:	All teaching staff new to lecturing at South Lanarkshire College
Content:	<p>This session offers teaching staff a basic introduction to learning and teaching at South Lanarkshire College.</p> <p>This session will cover:</p> <ol style="list-style-type: none"> <li>1) Learning and teaching</li> <li>2) Active participation</li> <li>3) Questioning techniques</li> <li>4) Learning technologies</li> <li>5) Lesson planning</li> <li>6) Next steps</li> </ol> <p>Delegates should bring a fully charged smart phone for use during the session. Please also download the Kahoot! Learning Platform App onto your phone before the session.</p> 
Time/Duration:	1.00pm - 3.00pm (2 hours)
Venue:	South Lanarkshire College, room 122/124
Delivered by:	Karen Phillips & Julie Fair, South Lanarkshire College

Date:	Monday 19 March 2018
Session Title:	<b>Getting More out of Moodle</b>
Category(s):	Information Systems
Appropriate to:	All staff welcome
Content:	The College Virtual Learning Environment (Moodle) is capable of so much. The session will showcase some of what it can do to benefit learning and teaching and the student experience. Participants will also have the opportunity to practice what they have learned.
Time/Duration:	1.00pm - 3.30pm (2.5 hours)
Venue:	South Lanarkshire College, room 122/124
Delivered by:	David Farquhar, South Lanarkshire College

Date:	Monday 19 March 2018
Session Title:	<b>Conflict Management: Understanding and De-escalating Challenging Behaviour</b>
Category(s):	Health & Wellbeing
Appropriate to:	All staff welcome
Content:	<p>"Challenging" behaviour can be the result of many factors. It is often "functional" and generally achieves important needs for the challenging person. However, the stresses imposed by such behaviours can result in unhelpful perceptions of, and responses to, the challenging person.</p> <p>CALM (Crisis &amp; Aggression Limitation &amp; Management) programmes help us understand the complexities of such behaviours, and to assess and understand the underlying needs, which can then be addressed through the promotion of alternative, constructive behaviours.</p> <p>By the end of the programme participants will be able to:</p> <ol style="list-style-type: none"> <li>1. Explore the role of feelings, thoughts and actions in the maintenance of challenging behaviour.</li> <li>2. Explore the arousal cycle and consider the range of strategies that can be used at various phases of the cycle.</li> <li>3. Examine a range of de-escalation skills and tactics and simulate their application to challenging situations.</li> </ol>
Time/Duration:	1pm - 4pm (3 hours)
Venue:	South Lanarkshire College, room 326
Delivered by:	George Steele, CALM Training Ltd

Date:	Monday 19 March 2018
Session Title:	<b>Working with Diverse Teams – How to Challenge Discriminatory Behaviour</b>
Category(s):	Health & Wellbeing
Appropriate to:	All staff welcome
Content:	<p>Diversity takes a wide variety of visible and invisible forms – many more than the nine Protected Characteristics of the Equality Act (race, religion, disability etc). A staff team composed of people from many backgrounds and identities, with varied personalities, skills and perspectives, has many advantages. But the differences between people can often be the source of tension, misunderstanding and even hostility. In this interactive workshop delegates will discuss a wide range of realistic scenarios – each relating to a different form of diversity. The scenarios cover behaviour that could cause division in a team, contribute to a culture of hostility, or even be the grounds of a discrimination case. Delegates will examine best practice in responding to such scenarios and consider the merits of a range of different responses. For example - what should a manager say and do when a staff member makes a joke that is perceived to be racist?</p> <p>Course topics:</p> <ol style="list-style-type: none"> <li>1. Define which aspects of diversity are protected by law and why they are covered</li> <li>2. Identify the sort of language which could cause division in a team and exclude some members</li> <li>3. Discuss the importance and merits of different responses to such language</li> <li>4. Describe the difference between intention and impact in communication</li> </ol>
Time/Duration:	1pm - 4pm (3 hours)
Venue:	South Lanarkshire College, room TBC
Delivered by:	Jamie Spurway, Interfaith Scotland



Date:	Monday 19 March 2018
Session Title:	<b>Coping with Anxiety</b>
Category(s):	Health & Wellbeing
Appropriate to:	All Staff Welcome
Content:	<p>In this workshop you will find out the different types of anxiety related disorders, their symptoms and treatment options. One of the most challenging effects of an anxiety disorder is panic or anxiety attacks. They can render people unable to functions from a few minutes to days.</p> <p>You will learn useful techniques to support people experiencing anxiety disorders, self-management tools and recovery focused approaches to treatment.</p> <p>Programme:</p> <ol style="list-style-type: none"> <li>1. What is anxiety?</li> <li>2. Anxiety disorders and symptoms</li> <li>3. Self-management, therapy, recovery focussed approaches to treatment</li> <li>4. Strategies to manage anxiety</li> </ol>
Time/Duration:	1pm - 4pm
Venue:	South Lanarkshire College, room TBC
Delivered by:	Maria Naranjo, Mindswell




Date:	Monday 19 March 2018
Session Title :	<b>AMIS: Helping to Bring an End to Domestic Abuse</b>
Category(s) :	Health and Wellbeing
Appropriate to :	All staff welcome
Content :	<p>Domestic abuse legislation is gender neutral. Abused Men In Scotland (AMIS) is a non-profit organisation established in 2010 to address the gap in service provision for men experiencing domestic abuse. This awareness session will cover:</p> <ol style="list-style-type: none"> <li>1. What is domestic abuse.</li> <li>2. Different definitions used by different organisations.</li> <li>3. A review of the Istanbul Convention on preventing and combating violence against women and domestic violence. And some Scottish legislation which both show (despite the title of the Convention) that Domestic abuse legislation is always gender neutral.</li> <li>4. Public reaction to male and female victims.</li> <li>5. Domestic abuse figures and statistics in general and in relation to men in particular.</li> <li>6. The disconnect between the legal rights abused men have, and the cultural obstacles faced by men in exercising those rights.</li> <li>7. How to recognise male victims of domestic abuse.</li> <li>8. The obstacles men face when it comes to reporting or seeking support.</li> <li>9. Where do men disclose their abuse and who to, what support they are looking for and what is available.</li> </ol>
Time/Duration :	1.00pm - 4.00pm (3 hours)
Venue :	South Lanarkshire College, room TBC
Delivered by :	Iris Quar, AMIS



Date:	Monday 19 March 2018
Session Title :	<b>LGBT Awareness</b>
Category(s) :	Health and Wellbeing
Appropriate to :	All staff welcome
Content :	<p>LGBT Youth Scotland is a voluntary organisation dedicated to the inclusion of Lesbian, Gay, Bisexual and Transgender young people in the life of Scotland.</p> <p>This awareness training session covers the following learning outcomes:</p> <ol style="list-style-type: none"> <li>1. Improved knowledge of definitions and language</li> <li>2. Increased confidence in integrating LGBT identities into your working practice</li> <li>3. Increased confidence in answering questions about gender identity and sexual orientation</li> <li>4. Increased confidence in supporting or sign-posting LGBT young people</li> <li>5. Increased knowledge of legislation and ways of providing an inclusive service</li> </ol> <p>This will be an interactive session with a lot of opportunities for discussion and questions.</p>
Time/Duration :	1.00pm - 4.00pm (3 hours)
Venue :	South Lanarkshire College, room TBC
Delivered by :	LGBT Youth Scotland



Date:	Monday 19 March 2018
Session Title :	<b>Office 365 - Teams</b>
Category(s) :	Information Technology
Appropriate to :	All staff welcome
Content :	<p>This session is available for all staff and is not specific to lecturers. Teams is a new service introduced to Office 365 this year. The teams software brings together a number of other office 365 functions including onedrive, yammer and onenote. Knowledge of these services is required before attending this session as this is an advanced class.</p> <p>There is a limit to this group as you will need to work in groups. Maximum number of staff is 40. Additional sessions will run if there is demand for it.</p> 
Time/Duration :	2.00pm - 4.00pm (2 hours)
Venue :	South Lanarkshire College, room TBC
Delivered by :	Chris Sumner, South Lanarkshire College.

Date:	Monday 19 March 2018
Session Title:	<b>AutoCAD 2018 Refresher</b>
Category(s):	Information Technology
Appropriate to:	All staff welcome
Content:	<p>AutoCAD is the most widely used software for 2D and 3D Computer Aided Design (CAD). It is used across a wide range of industries including architecture, engineering, project management, construction, manufacturing and graphic design.</p> <p>This session will cover features, commands and techniques for creating, editing, dimensioning, annotating and printing accurate AutoCAD drawings. Useful tips and tricks will also be demonstrated.</p>
Time/Duration:	2pm - 4pm (2 hours)
Venue:	South Lanarkshire College, room TBC
Delivered by:	Brian McAteer, South Lanarkshire College