**Upcoming training workshops organised by the Learning and Development Team – Trimester 1 2019**

*\*please note that this list is getting updated on regular basis to reflect any recent changes (lastly updated on 23.10.2019)*

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| --- | --- | --- | --- | --- |
| Workshop Title | Date | Times | Venue | How to Book |
| Financial Wellbeing | 24 October 2019 | 9.30-10.30 | Tower Boardroom, Merchiston | Fully booked, click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=F/199695ASDx/waitinglist) to add your name on the waitlist |
| Assertiveness and conflict management | 30 October 2019 | 10.00 - 16.00 | E17, Merchiston | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/5084298dS4/event/067579ATSH) to book a space |
| Excel 2016  (beginner and intermediate users) | 30 October 2019 | 9.30-12.00 | Computer Lab 5.E.06, Sighthill | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/3203340ohZ/event/920199Ahrv) to book a space |
| Share Point Online | 30 October 2019 | 13.00-16.00 | Computer Lab 5.E.06, Sighthill Campus | Bespoke training for Super Users only. To book a space please email [learninganddevelopment@napier.ac.uk](mailto:learninganddevelopment@napier.ac.uk) |
| Share Point Online | 31 October 2019 | 9.30-12.30 | Computer lab 0/09,Craiglockhart | Bespoke training for Super Users only. To book a space please email [learninganddevelopment@napier.ac.uk](mailto:learninganddevelopment@napier.ac.uk) |
| PowerPoint 2016  (beginner and intermediate users) | 31 October 2019 | 13.30-16.00 | Computer lab 0/09,Craiglockhart | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/147434Ahrv/event/704381AiMq) to book a space |
| My Contribution Training for Managers | 05 November 2019 | 09.30-13.00 | E13, Merchiston | Fully booked, click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=F/6224617B1W/waitinglist) to add your name on the waitlist |
| Excel 2016  (advanced users) | 06 November 2019 | 9.30-12.00 | Computer lab 0/09,Craiglockhart | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/70137207MI/event/393711AiMq) to book a space |
| Coaching for success | 06 November 2019 | 9.30-16.30 | E17, Merchiston | Click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/9973947gkZ/event/019216AV6y) to book a space |
| SharePoint Online | 06 November 2019 | 13.00-16.00 | Computer lab 0/09, Craiglockhart | Bespoke training for Super Users only, to book a space please email [learninganddevelopment@napier.ac.uk](mailto:learninganddevelopment@napier.ac.uk) |
| Equality, Diversity and Inclusion - Part 1  \**this workshop has replaced the Unconscious Bias* | 07 November 2019 | 9.30-13.00 | 5.B.16, Sighthill | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/593606A5q6/event/694691ASeA) to book a space |
| Equality, Diversity and Inclusion - Part 2  \**this workshop has replaced the Unconscious Bias* | 07 November 2019 | 14.00-17.00 | 5.B.16, Sighthill | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/093583A5q6/event/741127AShg) to book a space |
| Priority management | 14 November 2019 | 13.00-16.30 | 5.B.16, Sighthill | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/8413507jq3/event/737119AV6y) to book a space |
| Mental Health awareness and how to support students | 19 November 2019 | 9.30-11.30 | F12, Merchiston | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/1449699Lpv/event/695461ARa5) to book a space |
| My Contribution for All Staff | 26 November 2019 | 9.30-12.30 | Classroom 3.D.03, Sighthill | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/8140096YfG/event/911013AVAZ) to book a space |
| Mental Health awareness and how to support students | 27 November 2019 | 13.30-15.30 | 2/05, Craiglockhart | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/1449699Lpv/event/491119ARa5) to book a space |
| Equality, Diversity and Inclusion - Part 1  \**this workshop has replaced the Unconscious Bias* | 03 December 2019 | 9.30-13.00 | 5.B.16, Sighthill | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/593606A5q6/event/062945AShg) to book a space |
| Equality, Diversity and Inclusion - Part 2  \**this workshop has replaced the Unconscious Bias* | 03 December 2019 | 14.00-17.00 | 5.B.16, Sighthill | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/093583A5q6/event/891470AShg) to book a space |
| Information Governance Briefing  *(Covers Data Protection - GDPR, Freedom of Information & Records Management)* | 05 December 2019 | 9.30-12.30 | LRC5, Sighthill | Please click [here](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/#/summary/careerdev/activity;a=T/9326100JTe/event/134960AITn) to book a space |