



Corporate Learning & Development Learning Opportunities



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Notes

This booklet is available online:

<http://staff.napier.ac.uk/services/hr/workingattheUniversity/LandD/Pages/Our%20Learning%20Activities.aspx>

Corporate Learning & Development

The Corporate Learning and Development team provides development, support and advice to all staff. The Investors in People continuous improvement framework and University strategies underpin our work to ensure we continue to build staff engagement and enhance individual and organisational performance.

The development we offer includes: leadership and management development, business administration skills development, essential training for all staff and personal and professional development.

We collaborate with other higher education providers through the Edinburgh Development Connections (EDC) partnership and the accredited Institute of Leadership and Management (ILM) Awards enabling us to offer a broader range of development options and giving you the opportunity to meet colleagues from other institutions and to share ideas and good practice.

We offer a wide variety of options to support organisational, team and individual development linked to the University's needs and aspirations. These include bespoke sessions for team development for specific staff groups and, for all staff, the EDC programme and individual support including development planning, coaching and mentoring.

We pride ourselves on our flexible and collaborative approach and good working relationships and always welcome enquiries regarding the service we provide.

Jill Meighan - Head of Corporate Learning & Development -
j.meighan@napier.ac.uk / Extn 5046

Lesley Macniven - Development Partner –
l.macniven@napier.ac.uk / Extn 6303

Jessica Dall - Development Partner –
j.dall@napier.ac.uk / Extn 5041

Learning & Development Co-Ordinator
- corplearningdevelopment@napier.ac.uk / Extn 5036

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Learning Activities

We provide a range of [learning interventions](#) which apply to different staff groups at the University and link to the Human Resources & Development Strategy.

Attendance at a learning event should be discussed and **agreed** with your HoD/line manager and linked to your PDR Learning & Development Plan before booking.

Our learning activities are organised by Learning Activity type. Learning activity type is how your learning and development is categorised in HR Connect and is therefore one of the ways you can search for learning and record information.

Further information about our learning activities

[HR Connect](#) employee self-serve details all learning activities whether they have a date scheduled or not and contains all learning activity overviews.

Details of all scheduled learning events can also be found on the '[Learning Events](#)' section on the staff intranet home page.

Booking on to a learning event or waitlist

All requests to attend a learning event or be placed on an activity waiting list, need to be made through [HR Connect Employee Self Service](#).

If you are unsure how to do this, information is available [here](#).

If you do not have access to HR Connect, e-mail [Corporate Learning & Development](#) for further information and a booking form.

Bespoke Sessions

If you are interested in organising an event customised for your team or department please e-mail [Corporate Learning & Development](#) or call extn 5036 to discuss your requirements.

On line learning and learning resources

If attending a learning event isn't for you, we also offer a number of on line learning activities which are detailed in our [learning activities and on line learning](#) and top tips and quick guides in our [Learning Resources](#).

Learning Activity Type: Edinburgh Napier Essentials

It is essential that as a new member of staff or someone who has 'changed role/ moved department' you undertake these development opportunities within your first 6 months at Edinburgh Napier [some require refresher training after 2 years **].

Learning Events:

- Equality Essentials
- Information Governance Briefing **
- Induction: Working at Edinburgh Napier and Welcome Lunch
- Professional Development Review (PDR) Training: Reviewee or Reviewer

Learning Information and Reading:

- Copyright Information
- Information Services (IT) Staff Induction
- Information System Security Policy
- Introduction to Information Services: Library Services

Learning Online:

To enrol: You need to self-enrol by clicking [here](#). Further instruction on self-enrolment can be found [here](#).

- Cardinus: Online Safety Training
- Induction: Introduction to Edinburgh Napier
- Sustainable Futures: An Introduction to making your work better

Business Administrators' Development



What is the ABC programme for Business Administrators?

The administrative role is an important one. You will have contact with students, a wide range of colleagues across the University (including staff) as well as externally including members of the public and people from industry.

The [development programme](#) takes into account the needs of both new and existing staff, and the varying administrative roles across the university.

The ABC programme of Business Administration aims to:

1. Provide professional administrative and personal development support and opportunities for all administrative staff from when they join the University and throughout their career at Edinburgh Napier University.
2. Provide a series of events and opportunities in line with accredited qualifications, that will help meet their development needs.
3. Help administrators reinforce and develop skills and knowledge that will enable them to work in line with their role requirements, School/ Service plans and the University strategy.
4. Develop behaviours that will support career development opportunities and match the University and the AUA professional development values.

Who is the programme suitable for?

There are **3 levels of development** available to all Business Administrators whether you have just started at the University or have been here for a number of years. These stages show the development on offer to enable your success at any stage in your career.

Key development for all administrators is:

Stage 1

- completing the [APPLE Toolkit](#)
- complete stage 1 of the Business Administrator Essentials Programme

Stage 2

- attend the Annual Development Day for Business Administrators and their Managers
- consider development options in stage 2 of the [Business Administrator Essentials](#) Programme

Stage 3

- consider completing the SVQ Award in Business and Administration Level 3
- consider becoming a member of the Association of University Administrators (AUA)
- consider development options in stage 3 of the [Business Administrator Essentials](#) Programme

Learning Activity Type: Administrative Essentials

Learning Events:

- Committee Servicing
- Effective Business & Report Writing
- Minute and Note Taking
- Planning Work and Time Management
- Process Review: An introduction to making your work better for Business Administrators
- Records Management Training

Learning Online:

- APPLE Toolkit - Administrative Professional Practice in a Learning Environment



Leadership and Management

The role of line manager is a critical one to the successful operations and performance of our University. This includes:

- **what we do** - meeting strategic objectives, but also
- **how we do it** - acting in a way that is congruent with the University's values.

Whether you are a senior manager, or whether you are 'new to role' we take your role in the University, and your [development needs](#), seriously.



Expectations of line managers

We have a published list of our [expectations](#) of line managers, which please review. Following extensive consultation across the University, we have also developed a more concise set of University Values, linked to the ongoing development of a University culture that is:

- Professional
- Ambitious
- Innovative
- Inclusive

Colleagues have continued to developing a framework of behaviours which underpin our values. We will update our intranet site in January 2014.

You are expected to use key business processes which will enable managerial effectiveness, and demonstrate best practice. Our success with this practice enabled us to achieve Investors in People Silver status in 2013, beyond the standard we had achieved in previous years. Our aspiration is to continue to progress and attain Gold status by 2016, through continuous improvements in all aspects of our business.

A key tool for you and management teams to use, to drive results and develop your teams is our Professional Development Review (PDR) process. Further information and guidance can be found on our [PDR pages](#).

There are 4 levels of development available to you at Edinburgh Napier University. This can be viewed as a Leadership Development Pathway, showing the development on offer to enable your success at every stage of your career.

1. 'New to role' line managers

As a new line manager, not only do you need to get yourself up to speed with the University processes and procedures but also get to know your new team. You should undertake the 'Leadership & Management Essentials' learning activities.

There are also development [opportunities and learning activities](#) if you aspire to be a team leader.

2. All line managers/ those who oversee the work of others we offer 'Management Essentials'

These are compulsory [learning activities](#) for all line managers to attend in order to support you in your role.

3. Middle managers

This development is mostly targeted at middle managers (managers who manage other managers) or direct reports to a Director or Head of School, such as Subject Group Leaders.

In the past we offered a development programme called the [Leadership and Management Development Programme](#), LMDP. This is not currently being offered as we are expanding our suite of Institute of Leadership and Management [ILM] Qualifications to offer a Level 5 Award in Leadership and Management

4. Senior Managers Forum and University Leadership Team [ULT]

We provide personalised individual and team [development](#) for Directors and ULT members.



Learning Activity Type: Leadership & Management Essentials

To be effective in your role as a line manager, it is essential that you attend the following compulsory learning activities, which is crucial to the success of your team, your School or Service and ultimately the University.

Learning Activity Name:

- HR Connect for Line Managers
- PDR Reviewer Training Part 1 & Part 2
- Developing Others
- Positively Managing Attendance
- Recruitment & Selection Training for Panel Members
- HR for Line Managers
- Employment Law Briefings



Learning Activity Type: Leadership & Management Development

Learning Activity Name:

- Institute of Leadership & Management [ILM] – Level 2 Award
in Leadership and Team Skills
- Institute of Leadership & Management [ILM] – Level 3 Award
in Leadership & Management
- Institute of Leadership & Management [ILM] – Level 5 Award
in Leadership & Management
- Coaching Skills

If you have any questions relating to any of the ILM programmes please contact:

ILM Level 5:

Jill Meighan - Head of Corporate Learning & Development –
j.meighan@napier.ac.uk / Extn 5046

ILM Level 3:

Lesley Macniven - Development Partner –
l.macniven@napier.ac.uk / Extn 6303

ILM Level 2:

Jessica Dall - Development Partner –
j.dall@napier.ac.uk / Extn 5041



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Learning Activity Type: Personal Effectiveness

These learning activities cover the essential behaviours and skills needed to work effectively both with others and to enhance personal performance.

Learning Activity Name:

- Agresso Finance
- Bribery Act
- Business Administrators – Annual Development Event
- Confident Futures: Effective Communication
- Confident Futures: Manage Yourself, Manage Your Time
- Confident Futures: Assertiveness in Challenging Situations
- Confident Futures: Building Resilience
- Confident Futures: Creative Problem Solving
- Confident Futures: Embracing Change
- Confident Futures: Knowing Yourself & Others
- Cultural Awareness
- Equality Impact Assessment
- Managing your Career and the Skills To Do It
- Mentor/ Mentee Development
- Preparing for a Successful Financial Future
- Planning for Your Retirement
- Presenting with Confidence
- Project Management
- Recruitment and Selection: Administrators
- Risk Management
- SITS – 5 levels
- SVQ Award - Level 3 in Business Administration



External Personal Effectiveness Opportunities:

External Personal Effectiveness Opportunities

- Association of University Administrators (AUA) Conference
- Introduction to Higher Education

Learning Online: Personal Effectiveness

- [E-mail time management training](#)
- [Managing your Career and the Skills To Do It](#)
- [Mentally Healthy Workplaces – for employees](#)



Learning Online: Getting Started

Meet Moodle – Open Access

This course will introduce you to Moodle using the theme of maps and journeys. This course is not actively moderated and has been made available for staff to complete a range of simple activities as a student.

To enrol: You need to self-enrol by clicking [here](#). Further instruction on self-enrolment can be found [here](#).

For further details: visit the Moodle Staff Help [contact page](#).

Learning Activity Type: IT Skills

The majority of IT Training Courses are run on an "on-demand" basis. [HR Connect employee self-serve](#) details all learning activities whether they have a date scheduled or not and contains all learning activity overviews.

Further information about IT training can be found on the [Information Services](#) Intranet site.

Training Needs Analysis [TNA]

Before booking onto a learning activity waiting list or a learning event, please take 2 minutes to complete the relevant Training Needs Analysis [TNA]. These are available from [Corporate Learning & Development](#). This will ensure you are placed on the correct event for your particular skills level and role.

Learning Activity Name:

Microsoft Office Courses:

- Access – Level 1 - Beginner
- Access – Level 2 - Intermediate
- Access – Level 3 - Advanced

- Excel – Level 1 - Beginner
- Excel – Level 2 - Intermediate
- Excel – Level 3 - Advanced

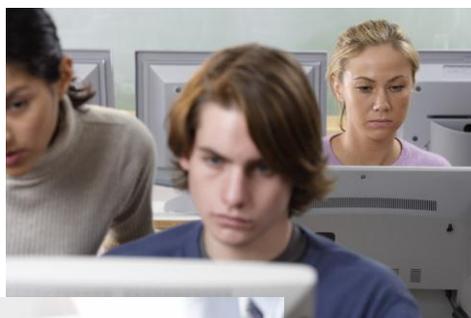
- Outlook – Level 1 - Beginner
- Outlook – Level 2 - Intermediate
- Outlook – Level 3 - Advanced

- PowerPoint – Level 1 - Beginner
- PowerPoint – Level 2 - Advanced

- Project Professional – Level 1 - Beginner
- Project Professional – Level 2 - Intermediate

- Word – Level 1 - Beginner
- Word – Level 2 - Intermediate
- Word – Level 3 - Advanced

- SharePoint - Level 1 - Introduction
- SharePoint - Level 2 - Administrator



Other:

- Encryption Workshop - Protection of Sensitive Information

Learning Online: IT Skills

As part of our Microsoft agreement, Edinburgh Napier University staff members are eligible to access [E-Learning courses online](#) at Microsoft.com. These courses are meant to help you keep up-to-date with the latest major software releases.

Topics covered include:

- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Project
- MS Visio
- MS Word
- SharePoint