Staff Training Moodle

Staff training Moodle is the learning platform that houses all of our internal eLearning.

Access Staff Training Moodle here.

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 @UoKDev @UniKentEDI

Send us an email to Ldev@kent.ac.uk

For further information, please see our intranet page here.

---

**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

---

**Job Skills**

- **Anti-Bribery**
  - Be aware of the main requirements of the Bribery Act 2010

- **Equality Diversity and Inclusivity (EDI) in Promotions**
  - Explores issues relating to equality, diversity and inclusion (EDI) which may arise in the promotion process

- **Digital Accessibility**
  - Outlines our requirements under the new Public Sector Bodies Websites and Mobile Applications Accessibility Regulations (2018)

- **LGBTQI Awareness**
  - Find information, guidance, and resources relating to LGBTQI awareness and how you can be an inclusive and supportive colleague

- **Transgender Awareness**
  - Information relating to gender and transgender identity and how you can be an inclusive and supportive colleague

---

**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

---

**Recruitment & Selection**

- **Recruitment & Selection**
  - This module gives 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

---

**What’s coming next...**

- Equality Impact Analysis
- Mental Health Awareness
- Bullying and Harassment
- Working in an environment of change
- Developing others

What eLearning would you like to see? Let us know at Ldev@kent.ac.uk.