



Non-Member April offer from FDA Learn



Managing Difficult People
Friday 21 March 10am - 11am

In an leadership position, many new leaders and managers find this themselves with difficult people, who seem to not respond to, block or frustrate our leadership initiatives. Understanding why people react in different ways is a key leadership attribute and this session will offer you some useful advice and tips on the challenges of managing difficult people. The password is **People**

[Register here](#)

The Presentation at Interview and Assessment
Monday 24 March 1pm - 3pm

This 2-hour event is a basic look at the presentation exercise followed by questions used across the Civil Service to recruit. Neil Rider will take you through basic hints and tips around how to deliver a short general presentation and handle interviews.

[Register here](#)

Effective Investigations
Wednesday 26 March 11am - noon

This event will provide you with key techniques, procedures and checklists to ensure that you are considering all the crucial facts and that you undertake the process in a fair and unbiased manner. The password is **Investigations**

[Register here](#)



Preparing for an Interview
Wednesday 26 March 1pm - 3pm

In this 2-hour session, participants will go through the different elements that they may encounter in an interview in the Civil Service under Civil Service Success Profiles.

[Register here](#)

FDA Women's History Month - Inspiring Leadership
Thursday 27 March 11am - noon

This webinar will be looking at a number of women of different ethnicities, women who have shown inspirational leadership and have set an example to the world. The password is **Leadership**

[Register here](#)

Group Exercise Familiarisation
Monday 31 March 10am - noon

The session is designed to help those with little or no experience of such an activity to gain an idea of how these exercises work and gain some pointers and tips on how to optimise their performance in one.

[Register here](#)



FDA Women's History Month - Accelerating Action
Monday 31 March 2pm - 3pm

This webinar will bring together ideas and inspiration about the smaller actions you can routinely take for yourself, for your colleagues and with your part of the organisation to improve progress towards gender equality. The password is **Action**

[Register here](#)

The Impacts of Toxic Workplaces on Individuals - Meeting the challenge of Protecting Well-being - Interactive
Tuesday 1 April 11am - 1pm

In this interactive event we will be considering patterns of toxic behaviour, the effects on the individual and resilience and the challenges of protecting health and well-being in these circumstances.

[Register here](#)

Upward Bullying
Wednesday 2 April 2pm - 3pm

This one hour webinar will help attendees identify and address bullying in the workplace, including upward bullying (employee to manager). The password is **Bullying**

[Register here](#)



Making the Media Work for You
Friday 4 April 10am - 11am

This webinar looks at the effective use of the media in high stress, high risk situations where delivering the right message is critical. Using real world examples from major crime investigations, this webinar explores how to formulate and deliver a successful media strategy. The password is **Media**

[Register here](#)

Autism Awareness
Monday 7 April 11am - 12:30pm

This training session covers Autism. It explores interventions that can be used to support neurodiverse individuals. Learners will also explore steps that can be taken to make interactions and environments more accommodating for those with neurodiverse condition.

[Register here](#)

Effective Objective Setting
Tuesday 8 April 11am - noon

This webinar will support individuals who want to understand more about personal objective setting and provides an insight into understanding the benefits of setting clear objectives as part of the performance management system. the password is **Objective**

[Register here](#)



Persuasion and Influence

Wednesday 9 April 11am - noon

Every time we communicate, we're persuading someone—whether that's to agree with an idea, take action, or simply keep listening. Like it or not, we're all influencers now. Yet too often, we leave things to chance, overlooking the techniques that can help us be heard, understood, and genuinely persuasive.

[Register here](#)

Crisis Management in an Era of Ever-Increasing Turmoil

Friday 11 April 10am - 11:30am

We live in a decade where we are seemingly propelled from crisis to crisis. The devastation of Covid, political change and war in Ukraine, leading to yet more austerity and financial challenges. How does the 21st Century Civil Service leader prepare for and identify risk and threat? Can you mitigate and respond to the impact of significant events that are outside your control? How do you look after your personal wellbeing and that of your team before, during and after the events? These critical questions are explored and answered using real world examples during a fully interactive presentation.

[Teams link Needed](#)

Parental Leave and Flexible Working

Thursday 10 April 11am - noon

This webinar will cover the current regulations covering flexible working and parental leave. It will inform participants of their current rights and will also look at any forthcoming changes. The password is **Flexible**

[Register here](#)



Career Planning
Monday 14 April 10am - 11am

Career development planning is an important skill for today's civil service. Participants in this introductory session will learn the basic skills of career planning and some helpful techniques to help you plan your career more effectively. The password is **Career**

[Register here](#)

Leaders Listen one - Leadership, Management, Intent and Feedback

Wednesday 16 April 11am - noon

This is the first session in a programme of six (but stands alone) on leadership development. The focus for this session is on leadership, management and the distinction between intent and impact and the benefits of feedback.

[Register here](#)

Statements in the Civil Service

Thursday 17 April 1pm - 3pm

This short course will consider different types of personal statement being used in Civil Service applications. Neil Rider will look at length, and possible content. There is no 'one size fits all' but we will consider how to include behaviours especially where there is a very restricted word count allowed. Neil will also cover structure and how to best showcase experience.

[Register here](#)



Dealing with Change and Uncertainty
Tuesday 22 April 11am - noon

This session will look at how our heads and hearts deal with change and tools you can utilise to manage change positively. It will focus on the impact on our wellbeing, how to support ourselves and others. The password is **Uncertainty**

[Register here](#)

Demystifying Success Profiles in the Scottish Government
Tuesday 22 April 11am - 1pm

This short Teams event is the same one delivered for the Scottish Hospitals Inquiry in January 2025. It is offered by the FDA Scottish Government section for members who may be looking at applying for roles in the Scottish Government and UK Civil Service based in Scotland.

[Register here](#)

ADHD Awareness
Wednesday 23 April 11am - noon

This training session covers ADHD. It explores interventions that can be used to support neurodiverse individuals. Learners will also explore steps that can be taken to make interactions and environments more accommodating for those with neurodiverse condition.

[Register here](#)



Behaviours at Interview
Thursday 24 April 9am - noon

This fully interactive zoom course will explore the use and presentation of responses to behaviours questions at interview using the Civil Service Success Profiles approach.

[Contact fdalearn@fda.org.uk](mailto:fdalearn@fda.org.uk)

Managing Anxiety in your public speaking; Finding Confidence and Your Assertive Voice
Tuesday 29 April 11 - noon

understanding of anxiety, the physiological and emotional symptoms associated with it, and proven tools to manage anxiety while fostering confidence. By the end of the session, participants will be equipped with practical strategies to regulate their anxiety and reclaim their ability to speak with clarity and assertiveness, especially in high-pressure situations like presentations. The password is **Speaking**

[Register here](#)

Well -being, Resilience and Emotional Intelligence
Wednesday 30 April 10am - 11am

As we continue to experience work life changes as in the wake of recent announcements on the need for change in the Civil Service the need for well-being in a time of stress and to be able to demonstrate resilience has never been more important. The session will provide practical techniques to develop and improve your well-being, resilience and emotional intelligence. The password is **Emotional**

[Register here](#)



Saying No and Maintaining Boundaries
Thursday 1 May 2pm - 3pm

Learn how to empower yourself to maintain boundaries that are good for you and enable others to appreciate you in a new light.
The Password is **Boundaries**

[Register here](#)

Leaders Listen 2 - Listening, Appreciating and Empowering
Friday 2 May 11am - noon

This is the second session in a programme of six (but stands alone) on leadership development, will focus on listening, appreciating and empowering people with purpose

[Register here](#)

All webinars with a password are recorded.

If you need any assistance attending our webinars please contact: fdalearn@fda.org.uk