



**November offer from FDA Learn**

**The Pursuit of a divine union can be a tricky quest - Leading in an inclusive way**  
**Wednesday 30 October 11am - noon**

Beyond mere reflection and empathy lies the profound yearning for perfection. The divine union of perfect action and perfect outcome. The password is **Pursuit**

[Register now](#)

**Preparing for an Interview**  
**Thursday 31 October 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. The session will aim to give participants an insight into what to expect and how they can prepare themselves to build confidence prior to an interview.

[Register now](#)

**Approaching the Application Form**  
**Friday 1 November 1pm - 2pm**

In this 2- hour session participants will gain an overview of the different elements of an application form that they may encounter (based on CS Success Profiles). The session will address typical application forms, but there is not usually a one-size-fits-all for the forms. The aim is to build insight into the different elements of an application form and an understanding of what is expected.

[Register now](#)



**Getting Started with AI**  
**Monday 4 November 2pm - 3pm**

This session will cover the basics of AI, including its recent growth, employee/employer attitudes and the different types of AI. The webinar will touch on the pros and cons of AI, and the pitfalls to look out for. We will delve into the uses of AI in the workplace, and how to get started - with suggestions of simple tools that make daily tasks a little bit easier - both at work and at home.

[Register now](#)

**Branch Mapping**  
**Wednesday 6 November 2pm - 3pm**

The short webinar will introduce FDA reps to the concepts of workplace organising and the importance of workplace mapping. Reps will learn how to map their own workplace and also how to organise members and get more involvement in the FDA. This can lead to higher membership density and stronger workplace organisation.

[Register now](#)

**CS Success Profiles - Statements**  
**Thursday 7 November 1pm - 2pm**

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 now](#)



**Well-being, Resilience and emotional Intelligence**  
**Friday 8 November 10am - 11am**

As we continue to experience work life changes as covid remains with us, 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 now](#)

**Neurodiversity & Mental Health**  
**Monday 11 November 11am - 12:30pm**

This course empowers participants with the knowledge of how neurodiversity can impact mental health and gives strategies on how to support better wellbeing.

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**Unacceptable Behaviour at Work**  
**Wednesday 13 November 11am - noon**

Behaviours such as bullying, harassment and aggressive attitudes can lead to increased levels of absence, staff turnover and lower staff morale which can reduce productivity. The password is **Behaviour**

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**Unintended consequences and leadership**  
**Thursday 14 November 10am - 11am**

This session looks at ways to develop your leadership in a rapidly changing civil service context. By the end of this introductory session, participants will have clear and practical approaches to develop their leadership capability and strategies to deal with the unexpected and unintended consequences of leadership decisions. The password is **Consequences**

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**Managing Wellbeing in Midlife**  
**Friday 15 November 10:30 - noon**

This course empowers participants with the knowledge of how midlife can impact wellbeing and gives strategies on how to set goals and put in place strategies for better wellbeing.

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**CS Success Profiles - Presentation at Interview**  
**Friday 15 November 1pm - 3pm**

This short 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. You will look at a basic example.

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### **Leading Through Digital Change Monday 18 November 2pm - 3pm**

How to manage culture and business change that comes with any technological or digital transformation - including identifying issues, finding behavioural solutions, and managing the fear of the unknown. This session is aimed at leaders who are experiencing the change (with their teams) but not managing it themselves.

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### **Budget 2024 The first Labour budget since 2009. Tuesday 19 November 11am - 12:30pm**

The session provides an opportunity first hand in plain English with no jargon, to have a refresh on economic theories/stats and key individuals and then mainly looking at the first labour budget since 2009 looking at the impact on the economy, the public sector and personal finances. The Rachel Reeves budget is sure to be a major event of the new Labour government and have an impact over the whole term of the current parliament.

[Register now](#)

### **Decision Making Wednesday 20 November 11am - noon**

This webinar will help you to understand the nature of decision-making and its impact on being a good manager and leader. Especially when stress and other factors can push good managers/leaders into making less-than-optimal decisions. The password is Decision

[Register now](#)

## Speechwriting

Thursday 21 November 11am - noon

This webinar on the craft of speechwriting will improve your understanding of how to create a memorable speech that leaves an impact on the audience. We will also navigate common pitfalls, and consider how to work with different speakers. The course will introduce different techniques in creating compelling narratives, the effective use of rhetorical devices, humour, and structure. We'll also think about how to present well on online platforms such as Zoom and Teams.

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## Managers; How you can Support Employees with Anxiety

Friday 22 November 11 - noon

Anxiety is on the rise in workplaces, although many employees experiencing anxiety can thrive with the right support. This session increases our understanding of anxiety and how as managers we can make a difference to our team. The password is **Anxiety**

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## Leaders Listen

Monday 25 November 11am - noon

This session will consider the approach to leadership that he has built up over his career, including 'the leadership balance of 168 hours per week'. Questions will be addressed at the end of the session. The password is **Listen**

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### **CS Success Profiles Group Exercise** **Thursday 28 November 1pm - 3pm**

This shortened Teams event will offer the opportunity to gain insight into group exercises with a view to familiarising participants with this type of exercise. This type of exercise could be used as part of a recruitment process to get onto a Development Scheme in the Civil Service. 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.

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### **Personal Objective Setting** **Friday 29 November 11am - noon**

The concept of objective setting is widely used in both personal development and as part of business development. This event focuses primarily on personal objective setting and provides an insight into understanding the benefits of setting clear objectives as part of the performance management system; identifying strategies to overcome the challenges of setting objectives; understanding how to use the SMART framework, as well as being able to write and encourage others to write effective task and behaviour objectives within a performance management framework. The password is **Personal**

[Register now](#)

### **Managing Difficult Conversations** **Wednesday 27 November 11am - noon**

This event will provide you with effective techniques to enable you to confidently handle difficult conversations with employees and lead to an overall better managed workforce. The password is **Conversations**

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