



June and July offer from FDA Learn

Managing the new in tech and digital
Friday 21 June 11am - noon

This session will focus on how to approach new technologies without fear, to work out how they might fit for your organisation or team. This will include looking at how AI could transform the workplace. The password is: **Digital**

[Watch replay here](#)

Leadership and Resilience
Monday 24 June 10am - 11am

Leadership requires resilience, and an awareness of your own capacity for resilience. The session will be delivered by Phil Denning. Password is **Leadership**

[Watch replay here](#)

Investigating Misconduct, Poor Performance and Grievances Part 1
Friday 28 June 10am - 11am

In this webinar he will talk about how to use investigative principles to conduct a professional and defensible investigation to stand scrutiny at tribunals and internal hearings. This session is offered as senior leaders are often tasked with leading on allegations, with little or no training in how to do so. This presentation covers the core principles that will help you lead an ethical and transparent process. The session does not consider specific CS processes. Password is **Part1**

[Watch replay here](#)

Thinking about out Thinking
Wednesday 3 July 10am - 11am

In this introductory session, we will look at how we think and why we often think the way we do. The session will be delivered by Phil Denning. Phil is a retired Civil Servant and was a member of the FDA's National Executive for several years. The password is **Thinking**

[Watch replay here](#)

Effective Objective Setting
Thursday 11am - noon

Participants will -

1. Understand the benefits of setting clear objectives as part of the Civil Service performance management system.
2. Identify strategies to overcome the challenges of setting objectives.
3. Understand how to use the SMART framework.
4. Be able to write and encourage others to write effective task and behaviour objectives within a Civil Service performance management framework.

[Register now](#)

Preparing for an Interview
Friday 5 July 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](#)



ADHD Awareness
Tuesday 9 July 11am - 12:30pm

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 now](#)

Managing Discipline & Grievance
Wednesday 10 July 11am - noon

This event will provide you with the necessary skills and knowledge, including an overview of the Acas Code of Practice, enabling you to handle disciplinary and grievance matters confidently and correctly. Password is Discipline

[Register now](#)

Embedding Values and Standards in Decision Making
Friday 12 July 10am - 11am

This webinar explores the techniques and processes that enable better decisions to be made; showing how values can help focus on the options available and signpost what is viable and the right path to take. It also evidences, with real world examples, how this approach can help shape organisational cultures for the better.

[Register now](#)



The presentation at interview and assessment
Monday 15 July 1pm - 2:30pm

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

[Register now](#)

Leading Change
Monday 15 July 2pm - 3pm

This webinar will offer you eight guiding principles such as Communication, Curiosity, Collaboration and Compassion. Each comes with suggestions for practical steps you can take to create the conditions for positive change. The password is **Change**

[Register now](#)

Autism Awareness
Tuesday 16 July 10:30am - noon

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 now](#)



Creative thinking approaches
Thursday 18 July 10am - 11am

Today's civil service leaders face many challenges and some of these are new challenges we have to think, and learn, our way through. How can we do this more effectively? This session will look at ways in which you can develop creative thinking at both team and individual team member level. Password is **Creative**

[Register now](#)

Embedding Values and Standards in Decision Making (part 2)
Friday 19 July 10am - noon

This fully interactive presentation explores the techniques and processes that enable better decisions to be made; showing how values can help focus on the options available and signpost what is viable and the right path to take. It also evidences, with real world examples, how this approach can help shape organisational cultures for the better.

[Register now](#)

Dealing with your inner critic - how to help ourselves and others manage their negative inner voice
Monday 22 July 1pm - 2pm

We often don't realise how our own inner dialogue makes it so difficult to change and grow as human beings, what we tell ourselves or what we believe about ourselves can impact all aspects of our lives from work to relationships. Password is **Negative**

[Register now](#)



Consultation, Negotiation & Communication
Wednesday 24 July 11am - noon

These are the key elements to developing and maintaining good employment relations within the workplace

This event will look at an employers' legal obligations and best practice, identify what consultation is, who and when to consult and explore the benefits of communication and negotiation.
Password is **Communication**

[Register now](#)

Approaching the Application Form
Thursday 25 July 1pm - 3pm

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.

Contact fdalearn@fda.org.uk

Understanding the menopause for managers and leaders
Friday 26 July noon - 1:30pm

This session is focused on raising awareness of Menopause Awareness at Work: for Managers and Team Leaders.

Facts and figures which illustrate the current menopause situation; Explanation of the menopause and the related symptoms and how (if untreated) they can affect the workplace; The business case for engaging with the menopause at work; The legal situation; Case studies; How to develop organisational awareness; Menopause policy discussion' Signposting menopause resources and also a Q&A addressing specific concerns.

[Register now](#)



The Value of Rest
Monday 29 July 2pm - 3pm

Rest during and beyond the working day is important. If you feel guilty about taking a break - whether a lunch break or a holiday - this webinar will help set your mind at rest. We'll explore why rest and recuperation are so valuable, and how you might make your downtime enjoyable and fulfilling. The password is **Resting**

[Register now](#)

Leading the Negotiation
Thursday 1 August 1pm - 2pm

This webinar will look at the basics of negotiation and how you can lead the way in workplace negotiations. We will take a short look at preparations, body language and tactics to help you be an effective negotiator. The password is **Leading**

[Register now](#)

Approaching the Application Form
Friday 16 August 1pm -3pm

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](#)



Managers how you can support employees with anxiety
Monday 19 August 1pm - 2pm

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.

Includes practical examples of adjustments that may help, how to have a conversation with an employee and how to be more inclusive. Focusing also on the wider team and how we can influence change. Password is **Anxiety**

[Register now](#)

Behaviours and Competency Examples - a very quick review
Wednesday 28 August 1:30pm - 2:30pm

In this session Neil Rider will consider how to draft Behaviours and Competency examples. Based on a 250 word behaviour example he will also look at how to adapt the approach to include examples in a personal statement as well as the 3,700 characters for applications to Northern Ireland Civil Service and larger wordcounts allowed by some CS employers. As well as the STAR approach Neil will also look at 'STARR' as used in some processes. This will be a very brief 'run through' covering a lot of ground. Password is **Competency**

[Register now](#)