



May offer from FDA Learn



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](#)

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](#)

Approaching the Application Form
Tuesday 6 May 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. The aim is to build insight into the different elements of an application form and an understanding of what is expected.

[Register here](#)



Persuasion and Influence 2 **Wednesday 7 May 11am - noon**

Following on from the popular session in April. 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](#)

Reasonable Adjustments and Hidden Disabilities' **Thursday 8 May 11am - noon**

This event will explore how reasonable adjustments can have a positive impact on Employees well-being and productivity. It will also outline practical guidance for managing reasonable adjustments. The password is **Hidden**

[Register here](#)

Negotiation Skills as a Leadership Skill **Friday 9 May 10am - 11am**

In a time when stretching objectives and reaching minimum standards are increasingly important, the leader as change agent and enabler of change requires new skill sets. A key skill is the ability to negotiate. This session will focus on approaches to negotiation skills that move beyond zero sum games into looking at how you can achieve more in your negotiations. The password is **Leadership**

[Register here](#)



Managing Mental Health Conversations
Wednesday 14 May 11am - 12.30pm

This training session, aimed at managers or aspiring managers, seeks to raise awareness of how to manage conversations about mental health in the workplace. It also explores the risks to poor mental health in the workplace and how these can be resolved.

[Register here](#)

Demystifying Success Profiles
Thursday 15 May 1pm - 3pm

The course aims to offer a basic understanding, so that participants can then feel confident if they then wish to proceed to a more detailed interactive course looking at a specific aspect of the framework.

[Register here](#)

(Learning at Work Week: Get Connected) Connecting Quietly
Monday 12 May 2pm - 3pm

This webinar will help you think more intentionally about the connections you want to make, focusing on quality rather than volume. We'll explore strategies for quietly reaching out to new people in ways that suit your relationship-building strengths, and how to gently keep in touch with and strengthen your network without feeling overwhelmed. The password is **Connecting**

[Register here](#)



BHDV - Understanding the Difference between Leadership and Management

Friday 16 May 2pm - 3pm

This engaging one-hour session will equip managers with a clear understanding of the distinctions between leadership and management within the context of Bullying, Harassment, Discrimination, and Victimization (BHDV), helping to promote consistency, fairness, and legal compliance throughout the employee lifecycle. The password is **Difference**

[Register here](#)

The Power of Leadership and its Impact on Culture

Monday 19 May 11am - noon

We will be looking at what principles are need to be developed to underpin a happy and healthy working environment and what some of the challenges are facing successful leaders.

[Register here](#)

Strategy Sampler

Monday 19 May 2pm - 3pm

This webinar provides an overview and introduction to Strategy and strategic thinking. It covers: the scope of formal strategy frameworks and distilling key elements of successful strategy development; how they are, and can be, applied and adapted in practice; and a series of tips or traps to help increase the chances of strategic success. The password is **Strategy**

[Register here](#)



Developing a Preventative Mindset as a Leadership Skill
Wednesday 21 May 10am - 11am

In a time when stretching objectives and reaching minimum standards are increasingly important, the leader as change agent and enabler of change requires new skill sets. A key skill is the ability to understand what motivates the teams we lead. A preventative mindset can assist in this task. The password is **Mindset**

[Register here](#)

Preparing for an Interview
Thursday 22 May 1pm - 3pm

The session will aim to give participants an insight into what to expect and how they can prepare themselves in order to build confidence prior to an interview. This session will invite participants to interact by answering questions in the chat function (but this is voluntary). No access to a camera or mic will be needed. Participants may then wish to undertake the more detailed and fully interactive sessions on particular aspects of the recruitment process.

[Register here](#)

Delegating Effectively
Friday 23 May 2pm - 3pm

This webinar will explore common practical and emotional barriers to effective delegation, and offer strategies for sharing work that better balance the needs of leaders, teams and organisations. The password is **Delegating**

[Register here](#)



Mental Health & Neurodiversity
Wednesday 28 May 11am - noon

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

[Register here](#)

Sexual Harassment in the Workplace
Wednesday 28 May 11am - noon

This webinar will also cover the legal obligations introduced in October 2024 that all employers must take reasonable steps to prevent sexual harassment in the workplace. The password is **Workplace**

[Register here](#)

Statements in the Civil Service
Wednesday 28 May 1pm - 3pm

This short course will consider different types of personal statement being used in Civil Service applications.

[Register here](#)



How to Manage Culture and Business Change that comes with Technology and Digital Transformations

Thursday 29 May 10:30am - noon

This session will examine potential challenges and pitfalls, offer proposed solutions (practical and behavioural), and help manage the fear of the unknown. This session is aimed at leaders who are experiencing the change (with their teams) but not managing it themselves. We will include a slightly deeper dive on AI, including a consideration of the pros and cons for the workplace.

[Register here](#)

Autism Awareness

Monday 2 June 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](#)

Consultation, Negotiation, and Communication

Wednesday 4 June 11am - noon

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. The password is **Communication**

[Register here](#)



Getting Started with Artificial Intelligence **Wednesday 4 June 10:30am - noon**

This session will cover the basics of AI, including inception, explanation of the key terms and technologies, recent developments and predictions for 2025. We will delve into pros and cons, 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. We'll also look at examples of AI in use within the civil service.

[Register here](#)

Approaching the Application Form **Thursday 5 June 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. The aim is to build insight into the different elements of an application form and an understanding of what is expected.

[Register here](#)

All webinars with a password are recorded.

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