

## CPD Red Days 5th to 9th July 2021 - Staff Schedule

**Where possible, sessions will be recorded and made available to staff**

The College is required to track and report on the CPD activity of our staff. It is really important that we capture the sessions you attend. **Please ensure you update your My View Profile once you have completed any of the sessions in CPD Week** - Many thanks, HR Team

Over the years, we have all collected a range of furniture, kit, cables, equipment etc. that is not being used. Unfortunately, we do not have enough space to store these items indefinitely, especially with the up-and-coming office moves. Please make time this week in between CPD sessions to clear down your offices, classrooms, store cupboards and other 'temporary spaces'. Please can items you wish to retain be stored safely in your curriculum areas and removed from corridors and stairwells. The Facilities team will identify a central space at each campus for you to place any items that you wish to have disposed of or sold. **The deadline to have this completed by, is Thursday 8th July.** If we can sell some of these items, we may be able to generate additional funds for the college. *Many thanks for your support – Facilities Team.*

| Staff Audience                                  | Topic   | Date     | Times          | Max No.       | Joining Instructions  | Trainer/Lead                      | Mandatory/Optional | IT Support req'd |
|---|---|----------|----------------|---------------|---|-----------------------------------|--------------------|------------------|
| <b>5th July</b>                                 |   |          |                |               |   |                                   |                    |                  |
| All Staff                                       | <b>Introduction to the CPD Week</b>   | 5th July | 9.00-9.15      | N/A           | <a href="#">CLICK HERE</a>  | Rebecca Conroy                    | M                  | N                |
| FE TLA Staff, Technicians, Apprenticeships Team | <b>Industry or Subject Specific Updating Day</b>  | 5th July | 9.15 - 5.00    | Self directed | Staff organise their own Industry or Subject Specific Updating plans. Please use the <a href="#">Industry/Subject Updating Google form</a> to add the details of your activity. Once this is completed, please complete the <a href="#">Evaluation Google form</a> .  | N/A                               | M                  | N                |
| Non Teaching Staff                              | <b>Grasp Courses</b> or Team Manager directed Training  | 5th July | 9.30-4.30      | Unlimited     | All non teaching staff can access the Grasp Courses. There are several to choose from. Please discuss your choices with your line manager. <b>Please enrol on your course in advance of CPD week (DEADLINE 2ND JULY) so you are registered and an assessor is allocated to you.</b> Enrol directly on the <a href="#">ESCG website</a> .  | N/A                               | M                  | N                |
| AoC Learning Week                               | <b>AoC Learning Week</b> takes place from Monday 5 to Friday 9 July and will have 14 interactive CPD training sessions to choose from, led by their expert facilitators | 5th July | Various        | Unlimited     | <a href="#">College tickets - click here to register and select your webinars</a><br>All sessions will be recorded, placed in one location and sent out to all colleges that have purchased a whole College ticket. This will be done the week after the event. If staff cannot join an event, we advise they still register for the session they are interested in, as AoC may send out materials etc. relating to that session. | N/A                               | O                  | N                |
| All Staff                                       | <b>Staff Awards - Nominations (deadline for submissions is 8th July)</b>  | 5th July | During the day | N/A           | Please complete this <a href="#">Staff Awards Nomination Form</a> to nominate those staff and teams that have gone that extra mile during the time of COVID. Staff Awards will be held on <b>6th or 7th September</b> - hold the date in your calendar!   | N/A                               | O                  | N                |
| <b>6th July</b>                                 |   |          |                |               |   |                                   |                    |                  |
| FE TLA Staff, HE TLA Staff, Technicians         | <b>Curriculum intent, Skills Pyramids, Sequencing and Schemes of Work</b>   | 6th July | 9.30-12.30     | N/A           | Your Head of Curriculum will contact you directly regarding this session.   | HoCs                              | M                  | N                |
| Apprenticeships Team                            | <b>Ofsted 10 point prep update</b> – What Inspectors are looking for  | 6th July | 9.30-12.30     | 100           | You will receive an invite directly from your manager   | Stephen Burkes & Hayley Robertson | M                  | N                |
| FE TLA Staff, HE TLA Staff, Technicians         | Curriculum intent, Skills Pyramids, Sequencing and Schemes of Work - <b>Implementation time by X Campus Groups</b>  | 6th July | 1.30-4.30      | Various       | Your Head of Curriculum will contact you directly regarding this session.   | HoCs                              | M                  | N                |
| Apprenticeships Team                            | <b>Sequencing training</b> with the employer  | 6th July | 1.30-4.30      | 100           | You will receive an invite directly from your manager   | Karen Burgess & Summer Heitzman   | M                  | N                |
| AoC Learning Week                               | <b>AoC Learning Week</b> takes place from Monday 5 to Friday 9 July and will have 14 interactive CPD training sessions to choose from, led by their expert facilitators | 6th July | Various        | Unlimited     | <a href="#">College tickets - click here to register and select your webinars</a><br>All sessions will be recorded, placed in one location and sent out to all colleges that have purchased a whole College ticket. This will be done the week after the event. If staff cannot join an event, we advise they still register for the session they are interested in, as AoC may send out materials etc. relating to that session. | N/A                               | O                  | N                |

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| Non Teaching Staff  | <b>Grasp Courses</b> or Team Manager directed Training  | When enrolling on your Grasp course <b>please ensure you use your college email address - not a personal one.</b> This is a requirement of the awarding body. | 6th July | 9.30-4.30   | Unlimited        | All non teaching staff can access the Grasp Courses. There are several to choose from. Please discuss your choices with your line manager. <b>Please enrol on your course in advance of CPD week (DEADLINE 2ND JULY) so you are registered and an assessor is allocated to you.</b> Enrol directly on the <a href="#">ESCG website</a> .  | N/A                                   | M | N |  |
| <b>7th July</b>   |   |   |          |             |                  |   |                                       |   |   |  |
| FE TLA Staff, HE TLA Staff, Technicians                                     | <b>SAR Activity</b>   |   | 7th July | 9.00-10.30  | N/A              | Your Head of Curriculum will contact you directly regarding this session.   | HoCs                                  | M | N |  |
| Non Teaching Staff  | <b>Grasp Courses</b> or Team Manager directed Training  | When enrolling on your Grasp course <b>please ensure you use your college email address - not a personal one.</b> This is a requirement of the awarding body. | 7th July | 10.00-12.30 | Unlimited        | All non teaching staff can access the Grasp Courses. There are several to choose from. Please discuss your choices with your line manager. <b>Please enrol on your course in advance of CPD week (DEADLINE 2ND JULY) so you are registered and an assessor is allocated to you.</b> Enrol directly on the <a href="#">ESCG website</a> .  | N/A                                   | M | N |  |
| ALS Staff & Teaching Staff  | <b>Supporting high needs learners</b> to achieve their potential in the curriculum  |   | 7th July | 10.45-12.15 | Unlimited        | Please use this <a href="#">Teams Meet link</a> to join the session   | Mark Wardle & Penny MacKay            | M | Y |  |
| HE Managers   | <b>ProSolution Training</b>   |   | 7th July | 10.30-11.30 | HE Managers only | Please use this <a href="#">Teams Meet link</a> to join the session   | Stephen Beckingham                    | M | N |  |
| AoC Learning Week   | <b>AoC Learning Week</b> takes place from Monday 5 to Friday 9 July and will have 14 interactive CPD training sessions to choose from, led by their expert facilitators   |   | 7th July | Various     | Unlimited        | <a href="#">College tickets - click here to register and select your webinars</a><br>All sessions will be recorded, placed in one location and sent out to all colleges that have purchased a whole College ticket. This will be done the week after the event. If staff cannot join an event, we advise they still register for the session they are interested in we may send out materials etc relating to that session. | N/A                                   | O | N |  |
| All Business World Users  | <b>Financial Regulations</b><br>Essential training for anyone who uses Agresso (Business World). Restrictions may be applied to anyone who does not complete this training.   |   | 7th July | 9.30-11.30  | Unlimited        | Lindsay Marriott will invite the staff who need to attend this session on Friday 18th June. If you need this training and do not receive an invite please contact <a href="mailto:Lindsay.Marriott@escg.ac.uk">Lindsay Marriott@escg.ac.uk</a> or use this <a href="#">Teams Meet link</a> to join the session  | Martin Penny                          | M | Y |  |
| Business Support Managers   | <b>'Think Tank' session with Business Support Managers</b> to plan L&D for 21/22  |   | 7th July | 12.00-1.00  | Unlimited        | Business Support Managers will receive an invite directly from HR or if you would like to come along and join the discussion to contribute towards the plan for next year, you can join the session using this <a href="#">Teams Meet link</a>  | Careen Green/Clare Critchfield        | O | Y |  |
| <b>EASTBOURNE STAFF</b> - FE TLA Staff, HE TLA Staff, Technicians           | <b>Effective Lesson Planning</b> as part of the new planning process  |   | 7th July | 1.30-2.30   | 40               | Please email <a href="mailto:Emily.Taylor@escg.ac.uk">Emily.Taylor@escg.ac.uk</a> to book your place.<br><b>The session is face to face in Kings restaurant</b>   | Emily Taylor                          | O | N |  |
| <b>HASTINGS &amp; LEWES STAFF</b> - FE TLA Staff, HE TLA Staff, Technicians | <b>Support for teaching staff</b> at Lewes and Hastings   |   | 7th July | 1.30-2.30   | N/A              | The Quality team will be available to support teaching staff at Lewes and Hastings at this time. Please contact your local Quality team to book a support session.  | Keith Brister/Scott Reynold           | O | N |  |
| FE TLA Staff, HE TLA Staff, Technicians                                     | <b>Scheme of work development time</b>  |   | 7th July | 1.15-4.15   | N/A              | Your Head of Curriculum will contact you directly regarding this session.   | N/A                                   | O | N |  |
| All Staff   | <b>How to reduce stress, anxiety and overwhelm in your everyday life</b><br>Session run by Roger Terry Evolution Training. Increasing your well being<br><br>Topics<br>1. Understanding the anxiety cycle<br>2. Flight & Fight – how stress affects your body<br>3. Dealing with overwhelm and self awareness<br>4. A few small words that trigger mindsets<br>5. 4 quick ways to lower your stress and anxiety |   | 7th July | 1.00 - 2.00 | 100              | <a href="#">Join Zoom Meeting</a><br>Meeting ID: 883 2751 8179<br>Passcode: 636802  | Roger Terry supported by Careen Green | O | Y |  |
| All Staff   | <b>Mindfulness</b><br>This is a brief introduction to mindfulness, where you will have a chance to find out more about what mindfulness may, or may not, be! You can try out a practice and share some down-time with colleagues. Everything in mindfulness courses is invitational, so it is a safe and supportive space in which to connect.  |   | 7th      |             |                  | CANCELLED   | Teresa Gane                           | O | Y |  |

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|---|---|----------|---------------|-----------------------|---|---|---|---|--|
| All Staff                               | <p><b>Think better – Managing your thoughts to support wellbeing</b><br/>Studies have shown that we have over 6000 thoughts every day and these are not always helpful thoughts. Our mind is an amazing tool with its own rhythm and patterns and often without realising it we get caught in default patterns of thinking which do not support our wellbeing. This session aims to build an understanding around our thought patterns and the choices we make and gives us the skills and tools we need to build a more supportive and positive mindset.</p> <ul style="list-style-type: none"> <li>· How we think - Managing your Mindset</li> <li>· Challenging thinking - Embracing uncertainty.</li> <li>· Reframing thinking to facilitate change.</li> <li>· What is critical thinking and why is it important in modern day life?</li> <li>· Steps to critical thinking</li> <li>· Developing critical thinking in the workplace</li> </ul> | 7th July | 3.15 - 4.15   | 100                   | <p><a href="#">Join Zoom Meeting</a></p> <p>Meeting ID: 894 7779 3991<br/>Passcode: 335176</p>  | Susie Bennett @ ThinkWellbeing  | O | Y |  |
| <b>8th July</b>                         |   |          |               |                       |   |   |   |   |  |
| All Staff                               | <p><b>Launch of the Digital Discovery Tool</b><br/>Launch with Tim Hulme &amp; Sarah Knight (JISC). Then staff will have time to complete their own Digital Discovery profile. There will be a MS Teams channel open for staff to ask Q&amp;A while completing their profile.</p>   | 8th July | 9.30-10.45    | N/A                   | To access the launch please use this <a href="#">Teams Meet link</a>  | Sarah Knight - JISC<br>Tim Hulme - Executive Director Resources & Organisational Development<br>Careen Green, HR Director | M | Y |  |
| ESCG Line Managers                      | <b>Safer Recruitment &amp; SEAF</b>   | 8th July | 11.00 - 12.00 | No maximum            | <p>Recruiting managers will be invited by HR. Please watch the following 2 training videos. Once you have watched these you can join the Teams Meet if you have any questions or need clarification. Please watch this <a href="#">Recruitment Compliance</a> video. Please watch <a href="#">SEAF Compliance video</a>.</p> <p>You can access the slides <a href="#">here</a>.<br/>If you have any questions, HR will be available on this <a href="#">Teams Meet link during 11-12</a>.</p> | Clare Critchfield   | M | Y |  |
| ESCG Line Managers                      | <b>Performance Management &amp; Probation</b>   | 8th July | 12.15-1.15    | No maximum            | <p>Managers will be invited by HR. Please watch this <a href="#">Guidance for Managing Probation</a>.</p> <p>Please watch this <a href="#">Guidance for Managing Performance</a>.</p> <p>You can access the slides <a href="#">here</a>.</p> <p>If you have any questions, HR will be available on this <a href="#">Teams Meet link</a></p>   | Clare Critchfield   | M | Y |  |
| All Staff not engaged in other training | <b>SmartLog Mandatory training</b> catch up   | 8th July | 9.00-12.00    | N/A                   | You can access SmartLog from the <a href="#">Staff Quick Links Page</a>   | N/A   | M | N |  |
| AoC Learning Week                       | <b>AoC Learning Week</b> takes place from Monday 5 to Friday 9 July and will have 14 interactive CPD training sessions to choose from, led by their expert facilitators   | 8th July | Various       | Unlimited             | <p><a href="#">College tickets - click here to register and select your webinars</a></p> <p>All sessions will be recorded, placed in one location and sent out to all colleges that have purchased a whole College ticket. This will be done the week after the event. If staff cannot join an event, we advise they still register for the session they are interested in, as AoC may send out materials etc. relating to that session.</p>  | HR  | O | N |  |
| All Staff                               | <b>Staff across all campuses are invited to have a complimentary Costa drink (hot or cold) and a cake from Costa Coffee outlets (only).</b>   | 8th July | 9.00-2.00     | Staff on all campuses |   |   |   |   |  |

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|-----------------|--|----------|-----------|-----------|--|---------------------------------------|---|---|
| All Staff       | <p><b>Menopause &amp; Nutrition</b><br/>I'm Rebecca Haroutunian and I'm really pleased to be invited by @eastsussexcollege, alongside nutritionist, @josephine_cobb, to talk to staff about how to best navigate the menopause whilst working. I'll be talking about what our bodies need in terms of exercise and movement as we head towards perimenopause, the 4-10 year lead up to the menopause. I will be focusing on pelvic floor health, bone health, muscle atrophy, sleep and stress management.</p> <p>Josephine will be covering hormone health, gut and liver health, the best foods and supplements to support us and more!<br/>Spreading the message in the workplace is so important as women over the age of 50 are the fastest growing group in the workforce, and the average age for the menopause transition is 51. Three out of five (59%) working women between the ages of 45 and 55 who are experiencing menopause symptoms say it has a negative impact on them at work according to the CIPD.</p> | 8th July | 2.00-4.00 | 200       | <p><a href="#">Join Zoom Meeting</a></p> <p>Meeting ID: 830 8906 0408<br/>Passcode: escg</p>   | Rebecca Haroutunian - Core Connection | O | Y |
| All Staff       | <p><b>Optimism - How to stay happy and focused through challenge and change</b><br/>'It's not the events that happen to us that define our happiness and success, but how we interpret them.'<br/>The impact of life, work, family and world events will affect us all. We can't change the things that happen, but we can help you think differently about the effects.</p> <p>It's been great to spend time with Rebecca Conroy and getting a real sense of the ESCG history and all your future plans. In the session we look at how our brains work to determine how we see life. The opportunity we have to choose how we think. And the impact that has on how we feel and behave.</p> <p>I'm really looking forward to you joining me for the Optimism workshop. You can expect the session to be fun, highly interactive and seriously practical.<br/><a href="https://www.livebig.how/optimism-set-up/">https://www.livebig.how/optimism-set-up/</a></p>  | 8th July | 2.30-3.45 | Unlimited | <p><a href="#">Join Zoom Meeting</a></p> <p>Meeting ID: 929 2438 6257<br/>Passcode: 862732</p>   | Stuart Baldwin from LiveBig           | O | Y |
| <b>9th July</b> |  |          |           |           |  |                                       |   |   |
| All Staff       | <b>ESCG Wellbeing Day</b> of your choice   | 9th July | All day   | All staff | <p>The college has designated this day for Staff to choose their own wellbeing activity as a thank you, for all your incredibly hard work over a very challenging year. All we ask is that you send in a photo or video of what you did, to help us collectively celebrate wellbeing day. Please send your photo/video to the <b>Marketing Mobile number 07944 944 175</b> or you can upload it to the <a href="#">Marketing google drive</a>.</p> |                                       |   |   |