

Date	Course	Time	Facilitator	Suitable for	Venue
<b>2024/25</b>					
<b>New Staff Induction</b> For those who have recently joined the University					
Wednesday 2 <sup>nd</sup> April 2025	<b>‘Welcome to City St George’s, Staff Induction’</b>	09:00 am-14:00pm	Sally Sambrook Organisational Development Manager	All new Staff Please contact Staff Development to show your interest	In person (Clerkenwell Campus)
Tuesday 15 <sup>th</sup> April 2025	<b>Welcome Tour</b> For those who have recently joined the University	11:00am-12:00pm	Nasim Ghavanini Learning and Development Assistant	All new staff	In person
Wednesday 23 <sup>rd</sup> April 2025	<b>City St Georges Staff Induction</b> For those who have recently joined the University	9:15am-13:45pm	Rebecca Henry-Litteck Head of L&OD and colleagues	All new staff	In person
Wednesday 14 <sup>th</sup> May 2025	<b>Welcome Tour</b> For those who have recently joined the University	11:00am-12:00pm	Matthew Bull Sports & Residential Services Manager	All new staff	In person
Monday 9 <sup>th</sup> June 2025	<b>Welcome Tour</b> For those who have recently joined the University	15:00pm-16:00pm	Katie Perkins Curriculum Development Manager	All new staff	In person
Wednesday 25 <sup>th</sup> June 2025	<b>‘Welcome to City St George’s, Staff Induction’</b>	09:00 am-14:00pm	Sally Sambrook Organisational Development Manager	All new Staff Please contact Staff Development to show your interest	In person (Clerkenwell Campus)
Wednesday 31 <sup>st</sup> July 2025	<b>‘Welcome to City St George’s, Staff Induction’</b>	09:00 am-14:00pm	Sally Sambrook Organisational Development Manager	All new Staff Please contact Staff Development to show your interest	In person (Clerkenwell Campus)
<b>Mandatory training for all staff</b>					
<p>All staff at St George's, University of London are required to complete a number of mandatory online training modules as per the <a href="#">Mandatory Training Policy</a>. This training aims to help you gain an understanding of the laws, rules and policies that apply to your official and day-to-day duties at St George’s.</p> <p>You will be required to complete online training modules as part of your induction and probation at St George’s, depending on your role. This can be when you join the university or when you change to a new role.</p> <p>Staff can access <b>MyTraining (link below)</b> either through the Learning tab within <b>MyWorkplace</b> or by visiting <a href="https://mytraining.sgul.ac.uk">https://mytraining.sgul.ac.uk</a> and entering their usual St George’s username and password. After logging in, staff will be presented with a list of available online mandatory training courses they will need to complete. After</p>					

a course has been completed in **MyTraining**, automatic reminders will be sent to staff by email when the course is set to expire and should be re-taken.

### Mandatory training modules

- Data Protection and Information Governance
- Health and Safety modules:
- Equality and Diversity modules:
- Prevent Duty
- Digital Accessibility

### Anti-Bribery

All staff who manage budgets need to complete the following modules on the BUFDG website - Anti-fraud and Bribery e-learning' modules. You will need to sign up with your SGUL email and keep evidence you have completed the modules. BUFG can be found here. <https://www.bufdg.ac.uk/learning/e-learning/>

### Equality, Diversity and Inclusion

Tuesday 4 <sup>th</sup> February 2025	<b>Confident and Authentic leadership – for global majority staff</b>	13:00pm-16:15pm	Rachel Palmer from The Learning Moment	<b>Full attendance of three sessions is required</b>	In person
Wednesday 19 <sup>th</sup> March 2025	<b>Confident and Authentic leadership – for global majority staff Action Learning Set</b>	09:30am-11:30am	Andry Anastasis McFarlane from The Learning Moment		MS Teams
Wednesday 2 <sup>nd</sup> April 2025	<b>Confident and Authentic leadership – for global majority staff Action Learning Set</b>	09:30am-11:30am	Andry Anastasis McFarlane from The Learning Moment		MS Teams
Wednesday 7 <sup>th</sup> May 2025	<b>Inclusive Practice at St George's</b>	10:00am-12:00pm	Sanjana Panchagnula EDI Adviser	All staff and mandatory for managers involved in Recruitment and Selection	MS Teams

### Open Programme

Development of skills and that are useful in all roles whether academic, researcher, technical, professional or operational

Wednesday 2 <sup>nd</sup> April 2025	<b>Emotional Intelligence and Effective Communication</b>	09:30am - 16:30pm	Ruth Webster from Shepherd Associates	All staff	In person
Wednesday 30 <sup>th</sup> April 2025	<b>Project Management Essentials</b>	9:30 am-16:30pm	Mike Robinson from Berkshire Consultancy	All staff	In person

### Personal Development Reviews (PDRs)

<b>Mental Health and Wellbeing</b>
<b>Leadership and Management</b> Development to support leaders and managers
<b>Research</b>
<b>Navigating Change</b>
<b>Personal Tutoring Training</b>
<b>IT &amp; Digital Literacy Training</b>
St George's library offers a host of IT training workshops to help staff develop their digital skills using Microsoft Office Desktop and Office 365. To see the range of workshops available go to : <a href="https://www.sgul.ac.uk/about/our-professional-services/learning-technology-services/learning-technology-services">Microsoft Office Training and Support (sgul.ac.uk)</a> . For any questions or information email Fiona Graham <a href="mailto:fgraham@sgul.ac.uk">fgraham@sgul.ac.uk</a>
<b>Educational Staff and Continuing Professional Development</b>
The Centre for Innovation and Development in Education (CIDE) works collaboratively with staff and students in the institution and is responsible for the strategic direction and provision of educational development opportunities for all staff and learning support for students. All information for educational staff development and support for staff regarding continuing professional development in teaching and learning can be found here. <a href="https://www.sgul.ac.uk/about/our-institutes/institute-of-medical-and-biomedical-education/centre-for-innovation-and-development-in-education">https://www.sgul.ac.uk/about/our-institutes/institute-of-medical-and-biomedical-education/centre-for-innovation-and-development-in-education</a>
<b>Learning Technology Services</b>
Learning Technology Services provides support and training to staff and students for several technologies used in teaching and learning at St George's. They also evaluate new technologies and can advise on their application to teaching and learning. They offer training for academic staff, administrators and student year representatives on various aspects of using technology to support teaching and learning at St George's.  Details of the training currently available and links to the booking form are given below : <a href="https://www.sgul.ac.uk/about/our-education-centres/centre-for-technology-in-education/learning-technology-services/learning-technology-services">https://www.sgul.ac.uk/about/our-education-centres/centre-for-technology-in-education/learning-technology-services/learning-technology-services</a>
<b>Health and Safety</b>
The university has a duty to provide health and safety training to: <ul style="list-style-type: none"> <li>• ensure that staff, students, and others know how to carry out their activities safely and without risk to health.</li> <li>• develop a positive health and safety culture.</li> <li>• protect staff, students, and others.</li> </ul> Information in relation to training in workplace health, safety and welfare can be found here: - <a href="https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/training">https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/training</a>
<b>Public Engagement Staff Training</b>
All staff and students at St George's are warmly encouraged to get involved in public engagement. The university can offer a range of resources and support. To find out more regarding training, funding, advice and support please look at the following pages: <a href="https://www.sgul.ac.uk/about/who-we-are/public-engagement/Public-Engagement-Support-and-Training">https://www.sgul.ac.uk/about/who-we-are/public-engagement/Public-Engagement-Support-and-Training</a>