





## September 2020 Professional Services Short Courses - Overview of Current Offer

In response to the changed circumstances following the Covid-19 outbreak, we are in the process of reviewing our short course offer and determining how the different courses lend themselves to online content or a blended offering. As this process will take some time to complete, we have created a table to provide you with an overview of our current short course offer. We will be publishing updates over the coming months. Please note this table may be subject to change.

	<b>Course running online</b> <i>These courses will typically be run as an online webinar combined with self-directed learning. <b>Please go to the OnCourse page to book a place and see further course details.</b> If there are no dates, the course may have taken place. We are currently reviewing our offer and will be publishing updates in the coming months.</i>	<b>Online resources suggested in lieu of course</b> <i>Course paused as content is not currently deemed suitable for online delivery. <b>Guidance will be uploaded to each course's OnCourse page.</b> If there are no resources listed, we will be updating these pages, so please check back.</i>
 <b>Personal and Professional Skills: communication, productivity and effectiveness, career management</b>		
<a href="#">Be a Better Internal Candidate</a>		✓
<a href="#">Influencing Skills</a>		✓
<a href="#">Introduction to Assertiveness</a>		✓
<a href="#">Presentation skills - Giving Confident Presentations</a>		✓
<a href="#">Productive Habits and Behaviours</a>	✓	
<a href="#">Starting to Teach for Technicians</a>	To be confirmed	
<a href="#">Thriving in a Part-time Role</a>	✓	
<a href="#">Two People, One Job: effective job share surgeries</a>	✓	

	<u>Course running online</u>	<u>Online resources provided in lieu of course</u>
 <b>Projects and Operations: practical, administrative and project management skills</b>		
<a href="#">Committee Servicing</a>		✓
<a href="#">Foundations of Project Management</a>	✓	
<a href="#">Mastering Minutes</a>		✓
 <b>Managing People and Teams</b>		
<a href="#">Finance @UoB: An Overview for Managers</a>	✓	
<a href="#">Line Managing @UoB: Introduction to the University Context</a>	✓	
<a href="#">Line Managing @UoB: Staff Review &amp; Development Conversations</a>		✓
<a href="#">Management Briefs - Delegation: A Manager's Guide</a>	✓	
<a href="#">Management Briefs - Prioritising for you and your team</a>	✓	
<a href="#">Management Briefs - Quality Conversations</a>	✓	
<a href="#">Management Briefs - Giving and Receiving Feedback</a>	✓	
<a href="#">Managing Change</a>		✓
<a href="#">Managing Health and Absence</a>		✓

	<u>Course running online</u>	<u>Online resources provided in lieu of course</u>
<a href="#">Strategies for Managing Performance</a>		✓
<a href="#">Successful Recruitment and Selection</a>		✓
<a href="#">Supervising @UoB</a>		✓
<a href="#">Being Inclusive</a>	✓	
 <b>Wellbeing: mental and physical wellbeing at work and in life</b>		
<a href="#">Five Ways to Wellbeing</a>	✓	
<a href="#">Financial Wellbeing</a>	✓	
<a href="#">Financial Wellbeing: Preparing for Retirement</a>	✓	
<a href="#">Financial Wellness 1:1 Surgeries</a>	✓	

*Last updated: 16 September 2020*