

Course	Date	Time	Venue	Target Group	Booking instructions
Pensions Seminar (LPF)	Tue 13 Aug	09:30-10:30	Milton Road	LPF Pension Holders	Search course in the 'Learning' tab in iTrent
Pensions Seminar (LPF)	Tue 13 Aug	13:30-14:30	Midlothian	LPF Pension Holders	Search course in the 'Learning' tab in iTrent
Trauma Informed College Programme	Wed 14 Aug	09:30-10:30	Sighthill	All Staff	Search course in the 'Learning' tab in iTrent
Trauma in the Classroom: Building our learners' psychological resources	Wed 14 Aug	11:00-13:00	Sighthill	All Staff	Search course in the 'Learning' tab in iTrent
Pensions Seminar (LPF)	Thu 15 Aug	09:30-10:30	Granton	LPF Pension Holders	Search course in the 'Learning' tab in iTrent
Pensions Seminar (LPF)	Thu 15 Aug	13:30-14:30	Sighthill	LPF Pension Holders	Search course in the 'Learning' tab in iTrent
Corporate Parenting	Thu 15 Aug	10:00-12:00	Milton Road	All Staff	Search course in the 'Learning' tab in iTrent
Practical Listening Skills for Supporting Students	Mon 19 Aug	14:00-16:00	Sighthill	All Staff	Search course in the 'Learning' tab in iTrent
Fire Warden Training	Various dates in August	Various	In person	All Staff	Search course in the 'Learning' tab in iTrent
Practical Listening Skills for Supporting Students	Tue 20 Aug	11:00-13:00	Midlothian	All Staff	Search course in the 'Learning' tab in iTrent
Empowering Educators with Microsoft 365	Wed 21 Aug	9:30-12:30	In person/online	All Staff	For more info & to book, please click here and scroll to find
Data Education in Colleges - Professional Learning Programme 2024/25 = various topics	Various throughout 2024/25	Various	Various (Online / in person)	All Staff	For more info & to book, please click here

Corporate Parenting	Wed 21 Aug	13:00-15:00	Milton Road	All Staff	Search course in the 'Learning' tab in iTrent
Practical Listening Skills for Supporting Colleagues	Thu 22 Aug	9:30-11:30	Granton	All Staff	Search course in the 'Learning' tab in iTrent
Practical Listening Skills for Supporting Students	Thu 22 Aug	14:00-16:00	Granton	All Staff	Search course in the 'Learning' tab in iTrent
Risk Assessment training	Thu 29 Aug	10:00-12:00	Online	All Staff	Search course in the 'Learning' tab in iTrent
Event Safety training	Tue 3 Sep	10:00-12:00	Online	All Staff	Search course in the 'Learning' tab in iTrent
Event Safety training	Tue 8 Oct	13:00-15:00	Online	All Staff	Search course in the 'Learning' tab in iTrent
Neurodiversity Celebration Week	Ongoing	Any	Online	All Staff	No booking required. Follow link to join.
Deaf Awareness: Online Training for Teachers	Ongoing	Any	Online	All Staff	To register, please click here
Managing Your Emotions At Work	Ongoing	Any	Online	All Staff	No booking required. Follow link to join.
De-stress: Meditation and Movement for Stress Manage	Ongoing	Any	Online	All Staff	No booking required. Follow link to join.
Self-Compassion: The Proven Power of Being Kind to Yourself	Ongoing	Any	Online	All Staff	No booking required. Follow link to join.
How To Have A Happier Workweek	Ongoing	Any	Online	All Staff	No booking required. Follow link to join.
Overcome Overthinking	Ongoing	Any	Online	All Staff	No booking required. Follow link to join.

Course	Overcoming Overthinking
Date of delivery	Ongoing – join anytime
Target Group	All Staff
Facilitator	LinkedIn Learning
Venue	Online
How to book	For more information and to register for the event please follow the link
Outline/objectives	<p>While the act of overthinking usually feels like work, it's more often the opposite. The more we delay action to get tangled in our own thoughts, the farther we get from our goals. In this course, explore tools, strategies, and activities that can help you stop the cycle of overthinking to start feeling happier and more productive.</p> <p>Melody Wilding, the author of <i>Trust Yourself: Stop Overthinking and Channel Your Emotions for Success at Work</i>, goes over the most common types of overthinking and details how to tell the difference between deep thought and overthinking. She shares techniques for creating psychological distance from your thoughts and reframing how you look at situations. Plus, get tips for avoiding common pitfalls, including how to avoid overthinking when you're under pressure.</p>
<u>Lecturers</u> <u>Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	Managing Your Emotions at Work
Date of delivery	Ongoing – join anytime
Target Group	All Staff
Facilitator	LinkedIn Learning
Venue	Online
How to book	For more information and to register for the event please follow the link
Outline/objectives	<p>Everyone has emotions. However, knowing how to manage them in a dynamic and complex work environment is a skill. Feelings can get in the way of our effectiveness, communication, and even reputation if they're not handled effectively. In this course, Jay Fields, an expert in emotional regulation, introduces learners to an embodied way to relate to and manage their emotions. Blending conceptual learning with experiential activities, this course offers accessible practices that you can employ in real time in emotional situations. Follow along and discover how your body influences your mind's ability to regulate emotions, how to practice self-empathy and acknowledge your emotions, and how to responsibly express emotion at work. Plus, learn how to engage in practices such as orienting, grounding, and centring that allow you to become a more emotionally intelligent, resilient person—at work and at home.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> • Leveraging the mind-body connection • Practicing self-empathy • Acknowledging emotions • Expressing emotions at work • Meditations and practices to manage your emotions
<u>Lecturers</u> <u>Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	Neurodiversity Celebration Week – Various
Date of delivery	Ongoing – join anytime
Target Group	All Staff
Facilitator	Neurodiversity Celebration Week – Various
Venue	Online
How to book	For more information and to view event recording please follow the link
Outline/objectives	<p>Neurodiversity Celebration Week is a worldwide initiative that challenges stereotypes and misconceptions about neurological differences. It aims to transform how neurodivergent individuals are perceived and supported by providing schools, universities, organisations, and others around the world with the opportunity to recognise the many skills and talents of neurodivergent individuals, while creating more inclusive and equitable cultures that celebrate differences and empower every individual.</p> <p>The week-long event hosted 24 sessions with inspirational speakers from a range of backgrounds and professions. Discussions addressed a range of neurodiversity topics – including,</p> <ul style="list-style-type: none"> ➤ Neuro-inclusive Language & Communications; ➤ Creating a Neuro-inclusive Classroom; ➤ Neurodiversity in Higher and Further Education; ➤ The Experiences of Neurodivergent Women & Girls; ➤ Neurodivergent & LGBTQIA+: The 'Double Rainbow' Intersection; ➤ Neurodiversity at Work Q&A: Ask the experts; <p>Go to the link above to search and select from all 24 event recordings.</p> <p>All sessions created with the aim to educate while inspiring conversations about neurodiversity and providing opportunities to recognise the many talents and advantages of being neurodivergent.</p>
<u>Lecturers</u> <u>Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	How to Have A Happier Workweek
Date of delivery	Ongoing – join anytime
Target Group	All Staff
Facilitator	LinkedIn Learning
Venue	Online
How to book	For more information and to register for the event please follow the link
Outline/objectives	<p>An intentional focus on employee happiness can offer a slew of benefits.</p> <p>People who enjoy their work are not only more productive, but also more creative. A happier work environment often results in higher retention rates, as satisfied employees are less likely to leave.</p> <p>In this audio-only course, explore key research and best practices for achieving greater happiness at work.</p> <p>Nic Marks shares practices that can help you cultivate a more enjoyable work environment by connecting with and inspiring others, empowering your team, cultivating more opportunities, and creating a system that treats everyone fairly. Along the way, get tips for clearly drawing boundaries between work and life, as well as how to boost motivation and engagement in just a few minutes.</p>
<u>Lecturers</u> <u>Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	De-stress: Meditation and Movement for Stress Management
Date of delivery	Ongoing – join anytime
Target Group	All Staff
Facilitator	LinkedIn Learning
Venue	Online
How to book	For more information and to register for the event please follow the link
Outline/objectives	<p>Too much stress can be toxic.</p> <p>Finding healthy ways to eliminate stress – to de-stress – is critical to a happy, healthy life. This course introduces a series of guided meditation and movement exercises that allow your body and mind to relax and refocus.</p> <p>Instructors from Desk Yogi leads you through 6 different grounding techniques to clear your mind while you're seated at your desk. Practice the ancient art of Qi Gong, discover how to centre yourself with your breath, and relieve pain and fatigue with stretching and massage.</p> <p>Plus, learn how to use acupressure to reduce stress and feel more balanced.</p>
<u>Lecturers</u> <u>Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	Deaf Awareness: Online Training for Teachers
Date of delivery	Ongoing – join anytime
Target Group	Lecturers and education professionals in classroom settings
Facilitator	UCL
Venue	Online
How to book	For more information and to register, please click here
Outline/objectives	<p>One or two of every 1,000 children born in the UK has permanent hearing loss, and intermittent hearing loss due to ear infections is very common in the school years.</p> <p>This free online course for teachers will help you communicate with, and support the learning of, your deaf and hard of hearing students.</p> <p>It covers:</p> <ul style="list-style-type: none"> • the importance of deaf awareness in the classroom setting • different perspectives of deafness • strategies for communicating with deaf students <p>It also includes a free and optional 'taster' of British Sign Language.</p> <p>This course draws on expertise from UCL's Deafness Cognition and Language (DCAL) Research Centre, and IOE, UCL's faculty of education and society, as well as the experiences of deaf school-leavers, deaf parents, and deaf and hearing teachers.</p>
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Corporate Parenting
Date of delivery	Sighthill: Thu 15 Aug 2024, 10:00 – 12:00 (Room S1-10) Milton Road: Wed 21 Aug 2024, 13:00-15:00 (Room MG-26)
Target Group	All Staff
Facilitator	Catherine McCormack, EC and HUB for Success
How to book	To book please click for iTrent here
Outline/objectives	The Children and Young People (Scotland) Act 2014 came into effect on the 1 April 2015. Part 9 relates to corporate parenting. Under the act, corporate parents (e.g. the college) have duties to deliver on care experienced people. Overall, they have a responsibility to promote the wellbeing of care experienced people. To do so they must understand the lives of Scotland's looked after young people and care leavers and respond to their needs as any parent should. This session will outline what we can be doing to better support our care experienced students.
<u>Lecturers Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	Neurodiversity Celebration Week - 24 Events – All recordings
Date of delivery	Ongoing
Target Group	All Staff
Facilitator	Neurodiversity Celebration Week - Various professional and subject matter experts
Venue	Online
How to book	For more information and to view all recordings visit the link
Outline/objectives	<p>Neurodiversity Celebration Week (NCW) is a worldwide initiative that challenges stereotypes and misconceptions about neurological differences. NCW aims to transform how neurodivergent individuals are perceived and supported by providing schools, universities, organisations, and others around the world with the opportunity to recognise the many skills and talents of neurodivergent individuals, while creating more inclusive and equitable cultures that celebrate differences and empower every individual.</p> <p>The week-long event hosted 24 sessions with inspirational speakers from a range of backgrounds and professions. All 24 events recorded and available to view – see the link above.</p> <p>Examples of topics discussed include -</p> <ul style="list-style-type: none"> ➤ Neuro-inclusive Language & Communications; ➤ Creating a Neuro-inclusive Classroom; ➤ Neurodiversity in Higher and Further Education; ➤ The Experiences of Neurodivergent Women & Girls; ➤ Neurodivergent & LGBTQIA+: The 'Double Rainbow' Intersection; ➤ Neurodiversity at Work Q&A: Ask the experts;
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	The Science of Procrastination: Understanding and Overcoming the Delay Loop
Date of delivery	Wed 29 May; 19:30-20:15
Target Group	All Staff
Facilitator	Eventbrite
Venue	Online
How to book	For more information and to book, please click here
Outline/objectives	<p>Procrastination—a common nemesis that sneaks into our lives, derailing productivity and stealing precious time. But what if there's more to this tendency than meets the eye? Join us for a captivating webinar that unravels the intricate science behind procrastination. From the hidden triggers to the internal mechanisms, this session will equip you with insights and tools to conquer procrastination and regain control over your time and tasks.</p> <p>What to Expect</p> <ul style="list-style-type: none"> • Psychology Unveiled Explore the psychological roots of procrastination, understanding why our brains sometimes veer away from tasks. • Nipping Triggers in the Bud Learn to identify the subtle cues that trigger procrastination, and strategies to pre-empt them. • Proactive Time Management Discover techniques to prioritise tasks, set realistic goals, and manage your time effectively. • Hacking Motivation Uncover methods to boost motivation and maintain focus, turning procrastination into productive action. <p><u>Unravel the science of procrastination, reclaim your time, and achieve your goals with intention and focus.</u></p>
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Practical Listening Skills for Supporting Students
Date of delivery	Milton Road: Mon 19 Aug 2024, 10:30-12:30 (Room M1-25) Sighthill: Mon 19 Aug 2024, 14:00-16:00 (S1-10) Midlothian: Tue 20 Aug 2024, 11:00-13:00 (L1-02) Granton: Thu 22 Aug 2024, 14:00-16:00 (GP-103)
Target Group	All Staff
Facilitator	Matt Cormack, EC Student Counselling Lead
How to book	To book please click for iTrent here
Outline/objectives	<p>Students are living in an increasingly complex world, and there is a significant increase in the number of students who are disclosing mental health conditions. This is reflected within the college where, over the past three years, there has been a 200% increase in the demand for counselling at Edinburgh College. Students often build significant trust with Edinburgh College staff and feel comfortable to approach various colleagues when struggling. This experiential training aims to develop active listening skills to enable staff to support students. This training will help staff to feel more confident with holding boundaries around listening. Finally, this session will also assist staff to identify when it is necessary to encourage students to refer to the Edinburgh College Wellbeing or Counselling Services. This training will be delivered by the Edinburgh College Counselling Team.</p>
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Practical Listening Skills for Supporting Colleagues
Date of delivery	Granton: Thu 22 Aug 2024, 09:30-11:30 (GP-103)
Target Group	All Staff
Facilitator	Matt Cormack, EC Student Counselling Lead
How to book	To book please click for iTrent here
Outline/objectives	<p>We are living in an increasingly complex world, and it is important that we are able to support our colleagues. Active listening skills can help colleagues to feel comfortable to approach managers and HR when they are struggling. This experiential training aims to develop active listening skills to enable staff to support colleagues. This training will help staff to feel more confident with holding boundaries around listening. Finally, this session will also assist staff to identify when it is necessary to encourage staff to engage with other support such as counselling or occupational health. This training will be delivered by the Edinburgh College Counselling Team.</p>
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Pensions Seminar (LPF)
Date of delivery	Tue 13 Aug; 09:30-10:30 = Milton Road (Room M2-14) Tue 13 Aug; 13:30-14:30 = Midlothian (Room L3-12) Thu 15 Aug; 09:30-10:30 = Granton (Room GA-207) Thu 15 Aug; 13:30-14:30 = Sighthill (Room S1-10)
Target Group	All LPF Pension Holders
Facilitator	Lothian Pension Fund
How to book	To book please click for iTrent here
Outline/objectives	Lothian Pension Fund (LPF) will visit all our campuses to answer any questions you may have in relation to your pension. The roadshow will include an information session, Q&A session and an opportunity to have a confidential 1:1 with one of their specialists.
<u>Lecturers Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	Effective & Inclusive Blended Learning: Research & Action Event
Date of delivery	Mon 10 Jun; 13:00-14:00
Target Group	All Staff
Facilitator	CDN & others
Venue	Online (Teams)
How to book	For more information and to book, please click here
Outline/objectives	<p>QAA Scotland, College Development Network (CDN), Education Scotland, and sparqs, supported by the Scottish Funding Council, have been working with Scottish colleges and universities to establish the current state of blended learning across the sector.</p> <p>In this interactive session, you will have the opportunity to hear about the findings of research conducted between April and September 2023 (The Future of Learning and Teaching: Defining and delivering an effective and inclusive digital/blended offering, published by SFC in February 2024). The key finding from this work is that blended learning is likely now to be the norm and that our focus should be on getting the blend right for learners.</p> <p>You will learn about what sector agencies are doing in response, including the development of an online resource hub and a series of staff development workshops addressing how we design and deliver for active blended learning. You will also have the opportunity to shape future work on this topic.</p>
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Addressing the anxiety of assessment in an AI world
Date of delivery	Tue 11 Jun; 09:30-16:00
Target Group	All Staff
Facilitator	QAA Scotland
Venue	The Studio, 67 Hope Street, Glasgow, G2 6AE
How to book	For more information and to book, please click here
Outline/objectives	<p>This face-to-face event explores the current picture of assessment in an AI world across Scotland and beyond, scrutinising issues, finding practical solutions and planning next steps.</p> <p>Who this event is for:</p> <p>Staff and students at Scottish colleges and universities and associated stakeholders with an interest in assessment and the facilitation of learning, including:</p> <ul style="list-style-type: none"> Programme and/or curriculum developers Educators Learners Professional Service staff, especially learning technologists and librarians.
<u>Lecturers Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	Trauma Informed College Programme
Date of delivery	Wed 14 Jun; 09:30-10:30
Target Group	All Staff
Facilitator	Dr Paula Christie, CDN Head of Delivery and Engagement
Venue	Sighthill campus, Room S1-10
How to book	To book please click for iTrent here
Outline/objectives	<p>CDN's national Trauma Informed College programme aims to facilitate the creation of a trauma informed culture in every college in Scotland.</p> <p>This session provides an introduction to the topic of trauma, highlights the ways in which trauma informed practice benefits staff as well as learners, and will inform staff on ways they can become involved in CDN's trauma-informed programme.</p>
<u>Lecturers Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	Data Education in Colleges - Professional Learning Programme 2024/25
Date of delivery	Various = starts Wed 21 August and throughout 2024/25
Target Group	All Staff
Facilitator	Data Education in Colleges
Venue	Various – online / in person
How to book	For more info & to book, please click here
Outline/objectives	<p>We are pleased to announce the launch of our new Professional Learning Programme, commencing on 21 August 2024, with the course Empowering Educators with Microsoft 365.</p> <p>This programme is designed to enhance your digital, data and AI skills. In addition to the Microsoft 365 course, we offer a variety of other courses and workshops, including:</p> <ul style="list-style-type: none"> • Digital and Data Innovation with Power BI • Data Storytelling with Power BI • Introduction to Digital and Data Innovation with Excel • Introduction to Power BI • Power BI for Managers • Enhance Your Teaching with AI-powered Tools • Beyond Numbers: Unlocking Insights to Data Using Ideation Techniques • Fundamentals of Python for Data Science <p>For further information and to book your place, please visit the Data Education in Colleges website (link above) or any queries, feel free to contact us at dataeducation@edinburghcollege.ac.uk</p>
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Empowering educators with Microsoft 365
Date of delivery	Wed 21 August; 9:30-12:30
Target Group	All Staff
Facilitator	Date Education in Colleges
Venue	Various – online / in person
How to book	For more info & to book, please click here or contact the team on dataeducation@edinburghcollege.ac.uk
Outline/objectives	Time Saving Tips.... Microsoft 365 is so much more than just Word, Excel and PowerPoint... there are loads of hidden gems that will save you hours. This session will show you how to integrate Forms, Teams and the Booking App, to automate calendar bookings.
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Trauma in the Classroom: Building our learners' psychological resources
Date of delivery	Wed 14 August; 11:00-13:00
Target Group	All Staff
Facilitator	Orsolya Dunn, Lecturer Ayrshire College
Venue	Sighthill
How to book	To book please click for iTrent here
Outline/objectives	<p>Working with trauma-impacted learners can pose particular challenges to practitioners, as students tend to display signs of negative thinking, have low confidence and may have difficulties engaging with learning. The session will explore practical activities that have the potential to improve the psychological and emotional well-being of trauma-experienced learners. We will look at ways to promote a growth mindset with a focus on identification of strengths and positive emotions that can be instrumental for educational success for trauma-impacted students.</p>
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Fire Warden training
Date of delivery	Tue 20th Aug; 10:30-11:30 = Milton Road (Room M3-14) Wed 21 st Aug; 10:30-11:30 = Granton (Room GA-203/2-5) Thu 22 nd Aug; 10:30-11:30 = Midlothian (Room L2-01) Fri 23 rd Aug: 10:00-11:00 = Sighthill (Room S1-10)
Target Group	All Staff
Facilitator	David McCormack, Edinburgh College Health & Safety Adviser
How to book	To book please click for iTrent here
Outline/objectives	<p>This course covers the College's fire procedures, emergency evacuation procedures, incident control, duties of a fire warden and Personal Emergency Evacuation Plans (PEEPS).</p> <p>Managers are requested to identify appropriate individuals for their area of responsibility. Pre-course reading should include G007 - Fire Procedure.</p>
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)

Course	Risk Assessment training
Date of delivery	Thu 29th Aug; 10:00-12:00
Target Group	All Staff
Venue	Online
Facilitator	Andy Bamberry, Edinburgh College Group Health & Safety Manager
How to book	To book please click for iTrent here
Outline/objectives	<p>This course teaches the skills required to carry out a health and safety risk assessment (as required by Regulation 3 of the Management of Health and Safety at work Regulations 1999).</p> <p>It will also outline Edinburgh College's internal risk assessment procedures. Pre-course reading should include G002 - Risk Assessment Procedure.</p>
<u>Lecturers Standards</u>	This workshop links to standards 1.1 (Professional Values)

Course	Event Safety training
Date of delivery	Tue 3 rd Sep; 10:00-12:00 Or Tue 8 th Oct; 13:00-15:00
Target Group	All Staff
Venue	Online
Facilitator	Andy Bamberry, Edinburgh College Group Health & Safety Manager
How to book	To book please click for iTrent here
Outline/objectives	This training package outlines the roles and responsibilities and planning consideration of any College event. Pre-course reading should include G012 - Events Procedure .
Lecturers Standards	This workshop links to standards 1.1 (Professional Values)