

## Return to Campus & Remote Working Training Plan

Workshop Name	Learning Outcomes	Audience	Facilitator	Delivery Mode & Schedule
<b>REMOTE WORKING SUPPORTS</b>				
<b>Ergonomics</b>	<ul style="list-style-type: none"> <li>▪ To take an online ergonomics course, email <a href="mailto:safety.city@tudublin.ie">safety.city@tudublin.ie</a></li> </ul>	All Staff	EssentialSkillz	On-line
<b>LinkedIn Learning : Remote Working Supports</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">Remote Working Foundations</a></li> <li>▪ <a href="#">Tips for Working Remotely</a></li> <li>▪ <a href="#">Staying Focused while Working Remotely</a></li> <li>▪ <a href="#">How to avoid feeling isolated while working remotely</a></li> <li>▪ <a href="#">Finding Your Productive Mindset</a></li> <li>▪ <a href="#">Time Management: Working from Home</a></li> <li>▪ <a href="#">Challenges of Working Remotely</a></li> <li>▪ <a href="#">Working with a remote manager</a></li> <li>▪ <a href="#">Executive Presence on Video Conference Calls</a></li> </ul>	All Staff	LinkedIn on-Line Learning	<a href="#">Remote Working Supports</a>  Collection x 9 modules
<b>On-line Presenting</b>	This seminar can enable you to formulate your message, choose your platform and above all present with confidence in live conference calls, video presentations, and broadcast media.	All Staff	Michael Comyn, Media Specialist	<a href="#">Webinar</a>

	<p>You will learn:</p> <ul style="list-style-type: none"> <li>▪ Message Formulation</li> <li>▪ Building Rapport remotely</li> <li>▪ Use of Video and Audio Space</li> <li>▪ Presentations Techniques including projection and stage presence</li> <li>▪ Reading from AutoCue® and Tele-prompt</li> </ul>			
<p><b>Tips for a Safe Home Work Station</b></p>	<ul style="list-style-type: none"> <li>▪ Ergonomics &amp; Posture for safe work practices</li> </ul>	<p>All Staff (City)</p>	<p><b>Health &amp; Safety Office City Online assessment</b> - an Occupational Health Advisor (OHA) can provide advice on any improvements to your home work station. To arrange a call or video call, please email us at <a href="mailto:safety.city@tudublin.ie">safety.city@tudublin.ie</a> or email a photograph of your workstation set-up and a side profile photograph of you sitting at your workstation and an OHA will advise you about any changes you should make.</p>	<p><a href="#">Health &amp; Safety Office</a></p>

**MANAGING REMOTELY**

<p><b>Managing Remotely</b></p>	<ul style="list-style-type: none"> <li>▪ <a href="#">Leading at a Distance</a></li> <li>▪ <a href="#">Managing Virtual Teams</a></li> <li>▪ <a href="#">Building Culture in your Remote Team</a></li> <li>▪ <a href="#">Remote Coaching &amp; Feedback</a></li> <li>▪ <a href="#">Leading Virtual Teams</a></li> <li>▪ <a href="#">Building Resilience as a Leader</a></li> </ul>	<p>Managers who have staff reporting to them</p>	<p>LinkedIn on-Line Learning</p>	<p><a href="#">Managing Remotely</a></p> <p>Collection x 6 modules</p>
<p><b>Managing &amp; Motivating Teams</b></p>	<ul style="list-style-type: none"> <li>▪ <a href="#">Managing Teams</a></li> <li>▪ <a href="#">Managing Virtual Teams</a></li> <li>▪ <a href="#">Managing a Diverse Team</a></li> <li>▪ <a href="#">Managing Team Conflict</a></li> <li>▪ <a href="#">Motivating &amp; Engaging Employees</a></li> <li>▪ <a href="#">Be a better manager by motivating your team</a></li> </ul>	<p>Managers who have staff reporting to them</p>	<p>LinkedIn on-Line Learning</p>	<p><a href="#">Managing &amp; Motivating Teams</a></p> <p>Collection x 6 modules</p>
<p><b>Leadership &amp; Motivation in Academia</b></p>	<ul style="list-style-type: none"> <li>▪ Examine Leadership &amp; Motivation</li> <li>▪ Understanding your own Leadership Style</li> <li>▪ Getting the best from your team when they are working remotely</li> </ul>	<p>Heads of Function</p>	<p>Dr. Steve Hutchinson</p>	<p><a href="#">Webinar</a></p>

WELLBEING				
<b>Staff Wellbeing &amp; Health Promotion</b>	<ul style="list-style-type: none"> <li>▪ Staff Development Monthly Calendar of events and supports for mental and physical wellbeing.</li> </ul>	All Staff	Virtual Workshops and On-line delivery.	<a href="#">Wellbeing Annual Programme of Events</a>  <a href="#">Wellbeing Webinars</a>
<b>LinkedIn Learning : Wellbeing</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">Subtle Shifts in Thinking for Tremendous Resilience</a></li> <li>▪ <a href="#">De-stress: Meditation and Movement for Stress Management</a></li> <li>▪ <a href="#">Mindfulness Practices</a></li> <li>▪ <a href="#">Thriving @ Work: Leveraging the Connection between Well-Being and Productivity</a></li> <li>▪ <a href="#">Building Personal Resilience</a></li> </ul>	All Staff	LinkedIn on-Line Learning	<a href="#">Wellbeing &amp; Health Promotion</a>  Collection x 5 modules
<b>SeeChange Managing Mental Health for Managers</b>	<ul style="list-style-type: none"> <li>▪ Manage your mental health and learn how to reduce stigma and have a conversation about mental health</li> </ul>	Managers who have staff reporting to them	SeeChange Virtual Workshop	October 2020  January 2021
<b>Impact of Covid-19 Pandemic on Wellbeing and Mental Health</b>	<ul style="list-style-type: none"> <li>▪ Understanding how we react to trauma</li> </ul>	All Staff	Dr. Tony Bates	<a href="#">Webinar</a>
<b>Personal Resilience &amp; Stress Management</b>	<ul style="list-style-type: none"> <li>▪ Optimise your Health &amp; Wellbeing</li> <li>▪ Develop Problem Solving Skills</li> <li>▪ Develop Strong Inner Gatekeepers</li> <li>▪ Develop high level resilience skills</li> </ul>	All Staff	Michael Comyn, Comyn.ie	<a href="#">Webinar</a>

<b>Avoiding Burnout</b>	<ul style="list-style-type: none"> <li>▪ What is Burnout</li> <li>▪ What does Burnout Look Like?</li> <li>▪ How to Avoid Burnout</li> </ul>	All Staff	Dr. Ashley O'Donoghue, Staff Development, TU Dublin	<a href="#">Webinar</a>
<b>Grief at Work</b>	<ul style="list-style-type: none"> <li>▪ Understanding Grief at Work during COVI-19</li> <li>▪ What do employees need during bereavement</li> <li>▪ How we can support colleagues</li> </ul>	All Staff	Irish Hospice Foundation and Linda Murray, Staff Development, TU Dublin	<a href="#">Webinar</a>
<b>Anxiety, Resilience &amp; return to the workplace</b>	<ul style="list-style-type: none"> <li>▪ The impact of COVID-19 on Mental Health</li> <li>▪ How to handle anxiety when working during a pandemic</li> </ul>	All Staff	Helen Vaughan, Maynooth Counselling	<a href="#">Webinar</a>
<b>Impact of Covid 19 on Family Life, Relationship with Technology &amp; Our Resilience</b>	<ul style="list-style-type: none"> <li>▪ Impact of Covid 19 on Family Life</li> <li>▪ Understanding our Relationship with Technology and Digital Distractions</li> <li>▪ Building Resilience</li> </ul>	All Staff	Dr. Colman Noctor, child and adolescent psychotherapist with St Patrick's Mental Health Services.	<a href="#">Webinar</a>
<b>Health &amp; Safety</b>				
<b>Return to Work Induction</b>	How to return to campus and work safely in relation to social distancing, face masks, canteen environment, meetings	Module for All Staff  Module for Managers	EssentialSkillz	On-Line All Staff invited to complete.

<b>Lead Worker Representative Training</b>	<ul style="list-style-type: none"> <li>▪ Compliance and monitoring the campus environment to ensure compliance with Government &amp; HSE Guidelines.</li> </ul>	Designated Lead Worker Representatives	CPL Institute	Virtual Workshop
<b>First Aid Response &amp; Using PPE</b>	<ul style="list-style-type: none"> <li>▪ Upskilling First Aid Responders to administer First Aid using PPE.</li> </ul>	All staff who have completed the	Aisling Moore, Nurse Blanchardstown	Virtual 1 hour Workshop  AUG, SEP, OCT