

# Corporate Services: Learning and Development



## February to June 2022: Learning Opportunities

**Training Events** (further events may be added as see updated programme via [this link](#))

<b>People Manager</b>	15 March	Tuesday	10:00-11:30am	Online
<b>Supporting Attendance at Work</b>	23 March	Wednesday	10:00-11:00am	Online
<b>Council Structure Awareness</b>	29 March	Tuesday	11:00-12:15pm	Online
<b>Effectively Managing Employees Working Remotely</b>	16 March	Wednesday	2:15-4:00pm	Online
<b>Employee Wellbeing Self-Care</b>	TBC			Online
<b>Recruitment &amp; Interviewing Skills</b>	30 March	Wednesday	2:15-4:00pm	Online
<b>*Carers of West Lothian</b>	23 February	Wednesday	4:00-5:00pm	Online
<b>*Carers of West Lothian</b>	21 March	Monday	10:00-11:00am	Online
<b>Pre-Retirement course (Teachers)</b>	29 March	Tuesday	4:00-6:30pm	Online
<b>Pre-Retirement course</b>	14 April	Thursday	1:00-3:30pm	Online
<b>Pre-Retirement course</b>	4 May	Wednesday	9:30-12:00pm	Online
<b>Pre-Retirement course</b>	15 June	Wednesday	9:30-3:00pm	Face-to-Face

\*Carers of West Lothian: To book, email or phone: [catherine@carers-westlothian.com](mailto:catherine@carers-westlothian.com)/ 01506 448 000.

### e-Learning Modules Available – Link to [Mylearning Platform](#)

#### Digital Skills

- Introduction to Corporate Systems
- Introduction to Microsoft Word
- Introduction to Microsoft Outlook

#### Personal Development

- Time Management
- Presentation Skills
- Preparation for interview
- Report Writing
- Project Management

#### Wellbeing

- Stressless
- Building Good Relationships at Work
- How to Develop Resilience
- Assertiveness

#### Managers

- Supporting Performance Framework
- The Menopause – Policy and Guidance for Managers
- Supporting Attendance at Work
- Appraisal and Development Review
- Coaching Skills
- Giving and Receiving Feedback
- Unconscious Bias
- Dealing with Sensitive Conversations
- Motivation to Improve Performance

# Corporate Services: Workforce Management

## Other Learning Opportunities.

### The Council intranet:

[Mytoolkit](#) is where you will find HR policies, procedures, FAQs, relevant forms, Health & Wellbeing, Health, Safety and Welfare guidance, information & support.

West Lothian Council recognises that health and wellbeing is a key enabler of effective individual and organisational performance and therefore takes a proactive approach to ensure positive outcomes for employees' wellbeing.

[Four Pillars of Wellbeing](#) site provides wide arrange of information in relation to mental, physical and financial wellbeing.

Another useful resource that can be used for self-reflection or a 1:1 is the [Personal Wellbeing Conversation Tool](#)

### ***Need help with Microsoft packages....***

The [Microsoft support website](#) gives easy to follow step by step instructions.

## ***E-Learning***

The council has an e-learning platform **My Learning** to support staff development and individual learning requirements. The system will contain details of and access to all mandatory training courses. The system will also provide access to additional online learning and development material.

The system is available out-with the workplace and can be accessed on mobile phone and tablet devices.

**To access the Mylearning platform, please log on using the following link:**

<https://mylearning.westlothian.gov.uk>

On the first logon please enter your username (employee number) and the password **welcome123**. For security you will be required to change your password once you gained access

**To book a place or any enquiries e-mail: [learn2develop@westlothian.gov.uk](mailto:learn2develop@westlothian.gov.uk)**