

# Staff Learning and Career Development NEWSLETTER



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Dear colleague,

As autumn settles in, it's the perfect time to refresh your skills and explore new opportunities for growth. Whether you're a new starter, a seasoned line manager, or simply curious to expand your toolkit, our October offerings have something for everyone—from bite-size sessions to immersive one-day courses and in-depth programmes.

**The Organisational Effectiveness and Development Team**

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## Upcoming Workshops and Events

This is a list of the activities happening between now and the end of November. **For a full list of our events for the academic year, see the [appendix](#) at the end of this newsletter.** You can also find details of all events via the [Calendar of upcoming events](#) in Staff Learning.

Click on the links for more information and how to book.

### For new starters:

- [Headington Campus tour](#), face-to-face, Tuesday 4 November 2025, 12.00pm - 1.00pm

### For line managers:

#### Bite-size and one-day courses:

- [Mental Health - one day for line managers](#) online, Wednesday 8 October, 9.00am - 5.00pm and 3 February 2026, 9.00am - 5.00pm

#### More in-depth programmes:

- [New to Management programme workshops](#) 4 x 90-minute online sessions, **Monday 6 October**, Tuesday 4 November, Thursday 26 February, Wednesday 20 May. All 9.30am - 11.00am
- [The Collaborative Leader](#) 3 x half-day programme, Wednesday 22 October, Thursday 13 November, Monday 1 December. All 10.00am to 2.30pm (Please note this programme is currently fully booked, however, you can join the waitlist should we have a cancellation)

### For colleagues:

#### Bite-size & one-day courses:

##### *Essential Skills*

- [Enhancing Emotional Intelligence](#) online, Wednesday 15 October 2025, 1.00pm - 3.30pm
- [Coaching fundamentals: Having better conversations at work](#) face-to-face, Wednesday 12 November 2025, 9.30am - 4.30pm, **or online**, Wednesday 4 March **AND** Tuesday 17 March 2026, 9.00am - 1.00pm

- [Effective Communication](#) online, Friday 14 November 2025, 9.30am - 12.00pm

### ***Career & Professional Development***

- [Interview Techniques workshop](#), online, Wednesday 22 October, 9.30am - 11.30am

### ***Wellbeing***

- [Coping with Change](#), online, Thursday 6 November, 11.00am - 12.30pm
- [Stress and Resilience](#), online, Thursday 6 November, 9.00am - 10.30am
- [Reframing negative thoughts](#), online, Thursday 20 November, 1.00pm - 2.00pm

### **More in-depth programmes:**

- [Mental Health first aid](#) 4 x half-day programme (online), Monday 10, 11, 12 & 13 November 2025 All 9.00am - 2.00pm. **Deadline to register 31 October 2025**

## **NEW: Coaching Fundamentals: Having better conversations at work**

A reminder that we're launching a brand-new workshop as part of our commitment to create a more collaborative and empowering culture across the University. It will help you develop coaching skills you can use every day – whether you're a manager, a colleague, or working with students.

### **Why coaching skills?**

Because the best conversations aren't about giving answers – they're about helping others think clearly, make good decisions, and grow. Coaching techniques give you simple tools to do just that. They make interactions more effective, reduce pressure on you to "solve" problems, and create space for others to take ownership.

### **What you'll gain**

- Practical coaching techniques you can use straight away.
- Confidence to support others without creating dependency.
- Stronger listening and questioning skills for everyday workplace situations.
- Less pressure to "have all the answers" – and more rewarding conversations.

### **Dates**

We're running the workshop twice. A full-day, face-to-face workshop on campus (Wednesday 12 November 2025, 9.30am - 4.30pm) or alternatively, two half-day online

sessions for those who prefer virtual learning (Wednesday 4 March and Tuesday 17 March 2026, 9.00am - 1.00pm).

For more details and how to book, see [Staff Learning](#).

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## World Mental Health Day – Are you Mental Health aware?

This month's [World Mental Health Day](#) is a reminder that looking after our wellbeing is as much about learning new skills and awareness as it is about self-care. Developing our understanding of mental health helps us to support ourselves and those around us more effectively.

We offer [Mental Health Awareness workshops](#), designed to build confidence in recognising signs of stress or poor wellbeing, reduce stigma, and highlight practical ways to offer support. These sessions are open to all staff and are a great opportunity to develop skills that make a real difference in the workplace. There is also a slightly more [in-depth version for line managers](#)

Looking ahead, we'll also be running a series of **Individual Wellbeing sessions over the 3 and 4 November** to mark **Stress Awareness Week**. You can [book a slot via staff learning](#). **More** details about stress awareness week will follow in next month's edition.

You can find our full range of resources relating to [Mental Health in Staff Learning](#).

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## Using the Leadership and Management Framework to support your development

The LMF provides two complementary entry points to start your development journey. It is a matter of preference which you start with. The ultimate goal is to identify relevant developmental goals to support your continuing professional development as a manager and leader.

You may wish to begin directly with the [development plans](#), using the level most relevant to your current role or career aspirations to reflect on your confidence and competence, and to spot areas for development across the various capabilities. However, assessing ourselves accurately can be challenging — we all have blind spots, or at times underestimate our strengths. To support this process, we have developed a [self-assessment tool](#) based on the [Leadership Qualities](#).

This invites you to reflect on where you sit across a spectrum of behaviours, identify strengths to build on, and spot areas for further development. For richer insight, you can also ask a trusted colleague or line manager to complete it for you.

The aim isn't to cover every quality or capability, but to focus on a small number of priorities that matter most to you. These can be included in your PDR and supported through a mix of approaches: formal learning, learning by doing (projects, stretch tasks, initiatives), and learning from others (coaching, mentoring, feedback, collaboration).

For more information, see [Using the LMF to support your development as a leader and manager](#)

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## 5-Minute Focus - One subject. Five minutes. More effective you!

Each month, we highlight one practical article, tool, or tip from our [MindTools catalogue](#) - Great if you're curious, short on time, or just want to try something new. Whether you're looking to build confidence, manage time better, or develop your leadership skills, there's always something useful to explore.

You can find previous highlights in the [5-Minute Focus Archive](#).

### **This month's pick: Leading Peers - Motivating People Effectively, Without Authority**

This month, we focus on some of the potential challenges of leading our peers.

How comfortable would you be leading your equals – people who don't report to you, but with whom you're still accountable for delivering results?

Leading peers is a very different challenge from traditional leadership, where authority comes with the role. Instead, success depends on influence, trust and collaboration. You need to motivate, facilitate, communicate, and resolve conflict – all without the usual levers of hierarchy.

The article explores the key skills that make a difference when leading peers:

- **Managing group dynamics** – creating a respectful, open environment where all voices are heard.
- **Empowering others** – showing trust and recognising contributions to build motivation.
- **Staying flexible** – adapting to change and avoiding rigid approaches that breed resistance.

- **Focusing on goals** – ensuring clarity of purpose and shared objectives across diverse perspectives.
- **Supporting and protecting your peers** – securing resources, managing stakeholders, and shielding the team from external obstacles.

Leading peers can feel daunting, but it's also an opportunity to stretch your leadership skills and prove your influence without relying on authority. Done well, it builds trust, respect and shared success.

Read the full article [Leading Peers - Motivating People Effectively, Without Authority](#). You will also find a range of resources related to [leadership outside of formal managerial role in Staff Learning](#).

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## Online resources

Many of our learning and development resources are now online making them easier to access at a time and place that suits you. We have created dedicated areas on the Staff Learning platform to help you find the development that suits your needs:

- [New starters](#)
  - [Leadership and management](#)
  - [Wellbeing and personal resources](#)
  - [Equality, Diversity, and Inclusion](#)
  - [Essential skills](#)
  - [Risk and Compliance](#)
  - [Professional and career development](#) (including [apprenticeships](#))
  - [Customer service](#)
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## Keeping in touch

**Learning and Organisational Development**

Email: [staff-learning@brookes.ac.uk](mailto:staff-learning@brookes.ac.uk)

Twitter: [@Staff Learning](#)

Website: <https://www.brookes.ac.uk/staff/people/teams/Organisational-effectiveness-and-development>

## Dates for the year

Click on the links for more information and how to book.

### For new starters:

- [Headington Campus tour](#), face-to-face, Tuesday 4 November 2025, 12.00pm - 1.00pm
- [Headington Campus tour](#), face-to-face, Tuesday 10 February 2026, 2.00pm - 2.00pm
- [Headington Campus tour](#), face-to-face, Tuesday 12 May 2026, 1.00pm - 2.00pm
- [Headington Campus tour](#), face-to-face, Tuesday 18 August 2026, 11.00am - 12.00pm

### For line managers:

#### Bite-size and one-day courses:

- [Mental Health - one day for line managers](#) online, Wednesday 8 October, 9.00am - 5.00pm and 3 February 2026, 9.00am - 5.00pm
- [Conflict Resolution Skills for Managers](#) face-to-face, Wednesday 28 January, 9.30am - 4.30pm
- [Creating Psychological Safety in your Team](#) face-to-face, 20 May 2026 9.30am - 4.30pm
- [Effective Career Conversations](#) online, 9 June 2026, 9.30am - 12.30pm
- [Wellbeing conversations in the workplace](#) online, dates tbc

#### More in-depth programmes:

- [New to Management programme workshops](#) 4 x 90-minute online sessions, Monday 6 October, Tuesday 4 November, Thursday 26 February, Wednesday 20 May. All 9.30am - 11.00am.
- [The Collaborative Leader](#) 3 x half-day programme, Wednesday 22 October, Thursday 13 November, Monday 1 December. All 10.00am to 2.30pm. (Please note this programme is currently fully booked, however, you can join the waitlist should we have a cancellation).

- [Building high performing & resilient teams](#) **5 x half-day programme**, 27 January (**face to face**), 11 February (online), 24 February (online), 9 March (online) and 25 March 2026 (**face to face**). All 11.00am - 2.30pm.
- [The Coaching Manager](#) **4 x 1-day programme (face to face)** 25 February, 26 March, 22 April, 3 June 2026. All 9.15am - 4.15pm.
- [Mediation and Resolution Skills for Managers](#) **5 x half-day programme**, 19 May (**face to face**), 5 June (online), 15 June (online), 8 July (online), 21 July 2026 (**face to face**). All 11.00 am - 2.30pm.

**For colleagues:**

**Bite-size & one-day courses:**

### ***Essential Skills***

- [Enhancing Emotional Intelligence](#) **online**, Wednesday 15 October 2025, 1.00pm - 3.30pm
- [Coaching fundamentals: Having better conversations at work](#) **face-to-face**, Wednesday 12 November 2025, 9.30am - 4.30pm, **or online**, Wednesday 4 March **AND** Tuesday 17 March 2026, 9.00am - 1.00pm
- [Effective Communication](#) **online**, Friday 14 November 2025, 9.30am - 12.00pm
- [Courageous Conversations](#), **online**, Wednesday 3 December 2025, 1.00pm - 3.30pm

### ***Career & Professional Development***

- [Interview Techniques workshop](#), **online**, Wednesday 22 October, 9.30am - 11.30am
- [Taking control of your career direction](#) **online**, Wednesday 21 January, 1.30pm - 4.30pm
- [Discovering and using your strengths](#) **online**, 28 January 2026 1.00pm - 3.00pm

### ***Wellbeing***

- [Coping with Change](#), **online**, Thursday 6 November, 11.00am - 12.30pm
- [Stress and Resilience](#), **online**, Thursday 6 November, 9.00am - 10.30am
- [Reframing negative thoughts](#), **online**, Thursday 20 November, 1.00pm - 2.00pm
- [Mental health aware workshop](#), **online**, Thursday 4 December, 9.00am - 2.00pm



**More in-depth programmes:**

- [Mental Health first aid](#) **4 x half-day programme (online)**, Monday 10, 11, 12 & 13 November 2025. All 9.00am - 2.00pm. **Deadline to register 31 October 2025.**
- [Hear and be heard programme](#) **online 4 x half-day programme, dates tbc.**