

'Dignity and Inclusion Portfolio'

All programme elements are open to all staff, subject to availability. Some are of particular relevance to those with responsibility for others. Staff may undertake whichever elements they feel are most relevant.

Places on scheduled courses can be booked via PDMS. Links to scheduled workshops are included below.

Staff wishing to obtain a Dignity and Inclusion Portfolio certificate of recognition, can register for the programme on PDMS (link to be added). To obtain the certificate, participants must complete a minimum of 3 core workshops and a minimum of 4 optional activities. Core elements are highlighted below in **green**. All other elements are optional.

Item	Existing/New	Description	Dates and PDMS link
<i>For all staff:</i>			
Assertiveness skills	Existing	<p>In a short time, participants will discover how becoming more assertive can be of benefit to them not only at work, but at home. They will also have the chance to both learn about and practice using some assertiveness techniques. By the end of the workshop, participants will:</p> <ul style="list-style-type: none">• Understand the difference between aggressive, assertive and passive behaviour• Be familiar with assertiveness techniques• Be able to behave in an assertive way using assertiveness tool	Search PDMS
Creating positive outcomes from difficult conversations	Existing	<p>This one day workshop will give practical insight into succeeding with difficult conversations. It draws on practical concepts from the areas of conflict management, mediation and influencing.</p>	Search PDMS

Dealing with difficult behaviour 1 & 2	Existing	Participants will engage in personal work and dialogue to explore the different types of behaviour in self and others. Case studies will be discussed to look at where behaviours originate and how each individual works with them. This course is set to increase self-awareness, assertiveness and confidence in dealing with difficult behaviour.	Search PDMS
Dignity and Respect Policy in Practice	New	<p>A recent study by the YouGov on behalf of the TUC found that around a third of staff in the UK had been bullied in the workplace. Bullying and harassment have negative impacts e.g. low morale and is detrimental to mental health. This can result in a loss of productivity and absence which will affect the success of the organisation. This workshop has been designed to build awareness of what bullying and harassment means in the workplace and what actions are available to staff through the Dignity and Respect at work policy.</p> <p>The workshop is for all staff, but those who have responsibility for others are particularly encouraged to attend.</p> <p>Objectives</p> <p>As a result of attending this workshop, participants will:</p> <ul style="list-style-type: none"> • understand what is meant by bullying and harassment • be aware of the impact both on the individual and the university of inappropriate behaviour • have discussed some case studies and concluded whether bullying and harassment took place • be clear on the processes (both formal and informal) to deal with potential cases of bullying and harassment. 	Search PDMS

Diversity in the workplace	Existing	Online diversity training is for all University staff and is updated frequently to be compliant with the Equality Act (2010). By completing the training employees can understand their legal responsibilities with updated equalities laws in relation to the workplace, the service user and the studying environment.	Access Online Training
Pronoun and Gender-inclusive Language – Training Video	New	This training video is designed to equip staff and students with a basic understanding of the importance of adopting an inclusive approach towards gendered language and the use of pronouns within the University community. The intention of this video is to provide people with the tools and understanding to help you treat everyone with respect and dignity with respect to gender and inclusivity.	Access Online Training
Quiet leadership	Existing	Quiet leaders bring a sense of calm, projecting quiet, reassuring confidence, and creating an atmosphere where others can think well for themselves. This one-day programme offers key insights on an approach to management and leadership that can help to transform the way we engage with others at work. Through a combination of practical techniques and supporting information from neuroscience, participants are offered an opportunity to reflect on current practice and consider the impact of doing things differently.	Search PDMS
Resilience in the face of change	Existing	The pace of life in just the last few years has become relentlessly faster and more demanding, resulting in a disconnect between mind and body. Maintaining Mental Wellness has become one of the greatest challenges of the modern age. Our attention is constantly under siege and our focus can become blurred by multiple distractions which can have a negative impact on us and our colleagues. Become aware of our mindset and learn how much of our response is within our control.	Search PDMS

		<p>This session will help participants to build resilience by learning how to:</p> <ul style="list-style-type: none"> • Choose where to place their attention. • Manage negative thought patterns. • Build a positive, attentive and confident mindset. • Connect to life in high-resolution – be present. • Listen deeply and create space for their response. • Realise that multi-tasking is inefficient. <p>Use Mindfulness exercises that can be built into daily life.</p>	
Unconscious bias	Existing	This course explores the implications of our tendency to hold natural bias and the impact that this can have in the workplace and on organisational performance.	Access Online Training
<i>For those with responsibility for others:</i>			
Diversity for managers	Existing	<p>By the end of this workshop, participants will:</p> <ul style="list-style-type: none"> • Understand what their responsibilities are as a manager • Be aware of the implications of the Equality Act • Know about the different Equality Strands • Be aware of compliance and improvement in relation to E & D inclusion • Know about Equality Impact Assessments 	Search PDMS
HR policies for managers	Existing	This short course is led by an HR Business Partner to explain the key HR policies, particularly relating to performance, which Managers in the University need to be aware of. The course will be an interactive one, and there will be an opportunity to ask questions.	Search PDMS

Managing people: motivation and performance	Existing	<p>One of the most challenging aspects of being a manager is managing the performance of staff. It can be difficult, particularly when managing under-performance, to know how best to broach the issue and what measures to put in place.</p> <p>This course is targeted at staff in management positions and focuses on understanding when performance needs to be addressed, how it can be approached and how motivation is a central issue to individual performance.</p>	Search PDMS
Mentally healthy workplace for managers (includes both online and f2f elements)	Existing	<p>This course has been designed by the NHS and aims to develop and share good practice in promoting positive mental health and wellbeing, thereby contributing to a more open workplace culture. This course uses a blended learning approach which includes an e-learning module and participatory session. The e-learning component will take approximately 2 hours and must be completed prior to the course.</p>	Search PDMS
Other relevant training:			
Age awareness for people managers	Existing	<p><i>"Diversity & Inclusion is high on the agenda of many organisations particularly surrounding disability, gender and ethnicity but our research shows age inclusiveness can be overlooked.</i></p> <p><i>You may not be aware of the negative impact that age bias and discrimination can have on your organisational culture. Stereotypical attitudes to age can impact how both customers and employees are treated."</i> Age Scotland</p> <p>This workshop aims to:</p> <ul style="list-style-type: none"> • Raise awareness and knowledge of ageism among employees as a personal workplace responsibility • Enable managers to respond effectively to ageism issues experienced in your workplace 	Search PDMS

		<ul style="list-style-type: none"> • Minimise risks associated with age diversity in the workplace and ensure legal compliance • Ensure cohesiveness within your workforce where staff of all ages feel supported by both their employer and co-workers 	
Dementia awareness for people managers	Existing	<p>Around 90,000 people in Scotland live with dementia, a number expected to DOUBLE in the next 25 years. As changes to retirement and state pension rules make working beyond age 65 common, more people will experience early symptoms of dementia while in employment. Many workers are also unpaid carers for someone who has dementia and a growing number of people will be affected by dementia, directly or as a dementia carer.</p> <p>The workshop is all about interactive learning including a combination of practical activities, video clips and small group discussion. The content is aimed at specific employee groups. Typical topics will include:</p> <ul style="list-style-type: none"> • Dementia; what it is and why it's relevant to the workplace • How to communicate effectively and empathically with someone who has dementia • The symptoms and risk factors of dementia • Employers' legal obligations when someone has dementia, or is a carer • How those with dementia, or a carer, may be supported to continue in employment • Support available to employers and employees with regard to dementia 	Search PDMS
Eating well – menopause	Existing	<p>This session has been designed to provide information about foods which can exacerbate, cause, and relieve menopausal symptoms. It will be delivered by a mixture of presentation and activities. Lifestyle factors will also be considered and discussed.</p>	Search PDMS

		<p>The objectives of the workshop are to understand:</p> <ul style="list-style-type: none"> • understand what menopause is • learn about specific foods to decrease menopausal symptoms • learn about specific foods and lifestyle practices to relieve menopausal symptoms <p>The workshop includes activities to understand the concepts and make better choices.</p>	
Let's talk menopause	Existing	<p>The workshop is open to all to discuss, inform and educate on the effects of the menopause. This will encompass individual learning as well as group discussion, personal experience and theory.</p> <p>There will be many helpful reading resources and social networks to consider on completion of the workshop.</p> <p>Sylvia Hillman, a St Andrews Psychotherapist, will be running this workshop. All information discussed in the room with Sylvia, as a facilitator and therapist, will remain confidential.</p> <p>The objectives of the workshop are to understand:</p> <ul style="list-style-type: none"> • peri-menopause • menopause • post menopause • helpful resources on Hormone Replacement Therapy (HRT) • Common symptoms of change • Healthy choices to consider at home and work 	Search PDMS

Wellbeing for carers	Existing	As a carer, wellbeing is of double importance. This informal, interactive course will help to establish ways of staying well under the pressures of caring. Caring needs consideration and time to reflect and plan how to be the best one can be whilst maintaining the everyday demands placed on one and learning to cope with change.	Search PDMS
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