

SDU: Some of what we do - our diversity of tasks

1. to co-ordinate and deliver the School's flying start induction sessions for all support staff
2. to manage the support staff induction mentoring scheme, offering all new starters access to a trained mentor, and regular support sessions for mentors
3. to raise awareness of SDU provision through public presentations, our 'What's in it for you talk?' and talks to local staff groups/ teams
4. to produce and distribute our monthly SDU newsletter, Communiqué, with a circulation of 750 copies
5. to maintain and regularly update our comprehensive SDU website
6. to manage and promote the School's iconic Learn for You scheme(educational development programme for staff earning less than c£26K per annum)
7. to manage and promote the School's staff volunteering scheme, VFALL (Volunteering for All)
8. to manage the LSE Coaching Academy, offering leadership/management staff access to a 'matched' personal performance coach
9. to provide a lead on the School's strategic commitment to Investors in People, offering cross-School advice and guidance, co-ordination of external assessment visits and critical input into the work of the Central Administration IIP Action Group
10. to provide a lead on current School activity codifying knowledge, skills and behaviours for managers; and subsequent development to realise these preferences
11. to run a range of development programmes for leaders/managers, to include the treble Boss Basics primer course and the nationally recognised accredited courses, Introduction to Leadership and Management (offered termly) and the Diploma in Management(seven scholarships offered annually)
12. to manage and run a comprehensive in-house development programme of in excess of 120 events a year, including the summer school for staff season during the summer recess. to develop and run a programme of popular wellbeing activities at lunchtimes, including Yoga, Pilates, Alexander Technique and various dance options
13. to provide information/ advice to School managers/ teams on specific workforce/ skills development issues in all support areas. This includes areas like qualifications options, CPD and transferable skills
14. to provide information/advice to individual support staff learners, covering a wide range of areas including qualification upgrade, career progression, job change and personal skills
15. to generate and further develop a policy apparatus for support staff learning and development, using our existing staff development policy, strategy and values as a base
16. to maintain and promote our Business Book Club service, offering staff access to a wide variety of mainly text resources
17. to manage and promote termly pre-retirement programmes for more mature staff
18. to encourage staff learning here through creative use of national celebratory events like Adult Learners Week and Learning at Work Day
19. to support part of the cost of work-related external development through awards of up to £1k per person per annum, subject to funding
20. to actively support School projects like LSE talent through co-ordination of the BaME(Black, Asian and minority ethnic coaching) network and a lead role recruiting the negotiating group for the staff consultative council
21. to deliver regular appraisal training sessions for appraisers and appraisees
22. to support local development activity through the design, development and delivery of planning sessions/ away days
23. to promote and deliver the School's basic introduction to Equality and Diversity programme
24. to promote and celebrate best practice through our annual service excellence awards
25. to research new learning ideas/ options for importation into the School
26. to offer staff access to a number of psychometric/ self-assessment tools such as MBTI and 360 degree feedback
27. to set up and run three Club M sessions per year, offering leadership/management staff access to external speakers

28. to co-ordinate partnership arrangements for the Parish hall, involving SDU, the LSE Students Union and the Chaplaincy
29. to source 'best value' arrangements for staff learning at the School, thus maximising the limited resource available
30. to provide support/ appropriate advice to our network of external coaches. Consultants, including access to one to one feedback and occasional group supplier session
31. to support School-wide groups like Bright Ideas and the Roundtable
32. to provide distinctive input into HR Division discussions
33. to provide leadership to London University Staff Developers through our Chairing of the London Staff Developers Regional Group
34. to host regular external visits from groups seeking to find out more about support staff learning at the School
35. to support the national HE staff development community activity through active contributions to the Leadership Foundation for Higher Education (LFHE) 2007 conference planning and organisational development groups as well as providing the London region link into the HE Staff Development Forum