	Welcome	Introdcution from HR
Suggested Lead & Trainer(s)	**SMG**	**Angela**
Content	Plan for the next three weeks	OT as an employee
	Induction pack and Learning log	Contract
	Growth mind-set	Annual Leave
	Updates	Sickness
	Bring an object	HR procedures
		Passwords
		Swipe card access
		College essentials
		Payroll

Introdcution to team effectiveness	Team building
Paulina?	**External Trustees?**
Team roles	Team task
Team dynamics	Questionnaire - individual role on a team
Conflict management	Team dynamics in depth
What makes a good team?	

Introduction to leadership	Leadership workshop	E-activities
Jarlath	**SMG**	**Systems**
Role modelling		
Relationship building (ICU/IC staff, networking)		
Accountability		
Different style and types		
Born' leaders vs 'Cultivated'		

Finance management	Comms and media training	Creating Inclusive environments	GOAT
Finance	**Keriann**	**Anna D & Paulina**	**Emelie**
	With membership and staff	Unconscious bias	
	Using social media	Accessibility and inclusion	
	Blog/website	Transition and progression	
	Comms planning	Identity	
		Ice-berg theory of culture	

GDPR	Intro to personal effectiveness	Intro to project management
Malcolm	**Julia**	**Paulina & Yani/ Anna & Rosalinda**
	Setting SMART objectives	Project development - stages
	Project management tools	Planning
	Time management	Implementing
	Prioritising	Monitoring
	Problem solving	Evaluating
	Delegation	PM tools at ICU

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Malcolm	**Julia**	**Paulina & Yani/ Anna & Rosalinda**
	Setting SMART objectives	Project development - stages
	Project management tools	Planning
	Time management	Implementing
	Prioritising	Monitoring
	Problem solving	Evaluating
	Delegation	PM tools at ICU

Office 365 and Teams	Specific financial responsibilities
Systems	**Malcolm/ Finance**

Governance & meetings	Democracy/Campaign/representation
Jomana	**Keriann**
Processes at ICU	What is it?
Meeting cycle	What does it mean?
Importance of reading papers	How does it work at imperial
Active participation	What's your role as student representative
Questionning and challenging	How do you support other reps
Effective meetings	

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Jomana	**Keriann**
Processes at ICU	What is it?
Meeting cycle	What does it mean?
Importance of reading papers	How does it work at imperial
Active participation	What's your role as student representative
Questionning and challenging	How do you support other reps

HR - recruitment and selection	College HR - boundaries (staff/OTs)	PG Recce
Zonya& Jarlath	**Shola - confirmed 2.30-4.30pm**	**Emelie**
	Risks	
	Relevance	
	Importance	
	Boundaries	
	Managing conflicts	
	Effective working relationships	
	What do tyou do if things go wrong	
	Communication	
	Conduct?	