

## S7 Support Staff Conference 2023 Workshops Information

When making your selection through the S7 website registration form, you need to indicate which **two** of the following workshops you would like to attend.

### **How to get more out of your day**

This session is designed to review possible obstacles in your working day which may prevent you achieving what you plan to and identifying practical strategies which could be used to overcome them. The aim is to help you get your work done more efficiently, getting more out of your day.

**Nuweed Razaq, Deputy Principal, Woking College**

### **Managing difficult conversations**

In this workshop we will explore some theories as to why some conversations can be so difficult, unproductive, ineffective, or even upsetting! Delegates will have the opportunity to share their experiences, in a confidential way, of difficult communication with students, parents, other community members, even fellow staff. We will reflect on what made these exchanges so difficult and then move on to considering and practising some strategies that can help us to manage these conversations more confidently and effectively from our perspective.

**Neil Jones, Head of Faculty, BHASVIC and Beverley Whitlock, Staff Development and Wellbeing Lead, Godalming College**

### **Managing poor student behaviour and de-escalating conflict**

A particularly challenging impact of the Covid pandemic has been a regression of student behaviour with support staff across S7 consistently reporting incidents of poor behaviour and disruption to others. We will explore why students misbehave by discussing the development of the irrational teenage brain and how the pandemic may have affected this development, before looking at strategies to manage low level disruption. The session will then progress into behaviour of increasing concern, outlining 9 ways to de-escalate student conflict and approaches to challenging 'group mentality'.

**Matt Simpson, Director of Student Engagement, Collyer's**

### **Menopause and working with women who are going through it**

Are you experiencing peri- or menopausal symptoms? Do you live with, work with or line manage women who are? This workshop aims to look at the national picture, demystify symptoms and discuss ways in which you can deal with menopause yourself or as a colleague or manager.

The workshop will be a safe, supportive space where you can speak freely. There will be lots of opportunities to share experiences and discuss issues.

**Liz Bentley-Pattison, Assistant Principal, Esher Sixth Form College**

### **Microsoft Teams basics**

Microsoft Teams is a powerful tool which S7 is now using for all meetings and groups. It allows you to chat, meet, call, and collaborate with others from anywhere in the world. It is designed to help teams work together more efficiently and effectively, whether they are in the same office or spread across different locations.

During this workshop, you will learn how to use Teams for basic tasks like accepting invitations to Microsoft Teams, joining meetings, and collaborating with others. You will also learn how to switch between different teams and how to collaborate on documents as well as uploading and managing Files.

We will also cover meeting functionality such as sharing your screen, managing participants, blurring your background, and managing your own devices.

**Mike Dunne, eLearning and IT Learning Coordinator, Bexhill College**

### **Neurodiversity**

A session designed to provide student facing support staff with practical skills and increased confidence to communicate with and support neurodivergent students.

The speakers are specialists with first-hand experience and a resource pack will be provided.

**Alex MacDonald, Higher Level Teaching Assistant, Varndean College with Natasha O'Neill, Criminology Teacher, Woking College**

### **One Note**

OneNote is a digital notebook from Microsoft. It's a really great tool for organising notes and ideas, but also for sharing and collaborating with others. In this workshop we'll look at ways of using OneNote to keep teams and projects on track but also some of the nifty features built in.

**Jacque Punter, Assistant Principal (Digital and Communications), BHASVIC**

### **Racial literacy in the workplace**

The racial literacy workshop will help you to better understand and address the issues of race and racism in education. The workshop will look at topics such as history and the impact of institutional racism, implicit bias and microaggressions. Those attending the workshop will find out about strategies which can be used across an institution to cultivate a safe and inclusive environment, culturally responsive practices, and ways to engage in ongoing professional development. Please bring your colleges' EDI policy if you are able.

**Wilhelmenia Etoga-Ngono, Guidance Manager/EDI Coordinator, BHASVIC**

### **Solution focused techniques to help calm distressed students**

Young people are suffering more than ever with crisis and turning up on staff members doorsteps in distress. This workshop is designed to help you deal with how to calm those who are overwhelmed, how to soothe those in a state of anxiety (including panic attacks) and how to work out what the problem or focus is when people are really distressed. You will leave this workshop with skills/tips and techniques to take away.

**Jo Driscoll, Director of Mental Health and Wellbeing, Reigate College**

### **Sustainability**

This will be an interactive session aimed at helping you to work and live sustainably. Sustainability is 'meeting our current needs without jeopardising future generations to meet their own needs'. Sustainability has several facets: environmental; social; economic. However, with the current 'climate emergency', the focus is on environmental sustainability. Understanding the causes of global warming is useful in planning ways to combat it, to produce a better future. Many people want to help fight climate change, but do not know what they can do.

The session will have a very brief look at the causes of climate change, include discussions on actions we have already taken in our lives to be sustainable, and ideas about what else we can do. The session will focus on helping you identify what to do to increase your positive impact on the environment, in our daily lives, at home and at work in an education setting.

**Ian Carr, Assistant Director of Faculty, Collyer's**

### **Trans Awareness – top tips**

This workshop is a 60 min entry-level session that introduces some key ideas and information about trans-related matters and offers top tips for allyship.

The session will:

- Explain what 'trans' means and describe the diversity of those who might use the term
- Introduce key concepts crucial to understanding trans people
- Offer some simple, practical approaches to managing terms and language
- Touch on the legislation relating to trans identities
- Outline ways to be a trans ally
- Provide links to further resources and help

**A trainer from Gendered Intelligence - <https://genderedintelligence.co.uk/>**