GLASGOW CITY COUNCIL
CORPORATE HR

EQUALITY, DIVERSITY & INCLUSION TRAINING **CATALOGUE 2023/24**

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Get in touch with us

Visit our Connect pages

equalityanddiversity@glasgow.gov.uk

@InclusiveGCC

OUR SUITE OF EQUALITY, DIVERSITY & INCLUSION TRAINING

In line with our Equality Outcomes regarding Service Delivery and Glasgow City Council as an Employer, the Council have worked in partnership with several training providers to develop the following suite of equality, diversity & inclusion centred training which will support our employees and managers to understand the differences and needs of their teams and everyone who accesses Council services.

See opposite for a full table of all the courses we are offering this year which will help you to determine which course is most appropriate for your learning needs - or those of your team if you are a manager or supervisor.

Additionally, we have various equality, diversity & inclusion training courses available for all of our employees via GOLD and ENEI. These resources are available all year-round and can be accessed as and when you need them. Please see page 11 for more information

Course Name	Protected Characteristic(s)	Who its for
Unconscious Bias	All	HR Colleagues & Hiring Managers
Working and Managing in a Diverse Team	All	Managers/Supervisors
Menopause Awareness for Managers	Sex/Age/Disability	Managers/Supervisors
Disability Equality Training for Managers/HR Professionals	Disability	Managers/Supervisors & HR Colleagues
Disability Equality Training for Front Line Employees	Disability	All employees
Age Inclusion for Managers & Age Inclusion Webinar	Age	Managers/Supervisors
Women's Confidence Course	Sex	All employees who identify as female
ADHD workshop	Disability	All employees
Autism workshop	Disability	All employees
Dyslexia workshop	Disability	All employees
Race Awareness for Managers	Ethnicity	Managers/Supervisors
Race Awareness for Employees in a Public Facing Role	Ethnicity	All employees

For details of current courses and to register please click here

Any difficulties please email - equalityanddiversity@glasgow.gov.uk

DETAILS OF ALL COURSES

1. WORKING AND MANAGING IN A DIVERSE ENVIRONMENT

This course will be a three hour course on MS Teams

and will be face to face workshop which will cover:

- What do Equality, Diversity and Inclusion mean?
- Summary of rationale and beneft's of ED&I
- Discuss Challenges and barriers
- Identify Solutions and support

Participants will have the opportunity to explore the subject through a mix of training materials and guided discussions and exercises.

Who is it for?

Any employees in a manager/supervisor role.

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

2. UNCONSCIOUS BIAS

A 3 hour MS Teams workshop and face to face workshop available which will cover how to:

- Understand the basic science and evidence for unconscious bias as a concept
- Recognise that this topic is about performance and fair decisionmaking
- Understand the impact (or future impact) of bias
- Be able to apply learning to reduce bias

Participants will have the opportunity to explore the subject through a mix of training materials and guided discussions and exercises.

Who is it for?

HR colleagues and hiring managers

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

DETAILS OF ALL COURSES

3. MENOPAUSE AWARENESS FOR MANAGERS

Will be a three hour MS Teams workshop and a

three hour face to face workshop which will cover:

- The impact of the menopause in personal, social and work situations
- A wide range of strategies, activities and possible treatments
- How the menopause may affect performance, targets and relationships with colleagues
- Specifc workplace strategies for supporting individuals through the menopause and their colleagues
- Solution focused questioning within the GROW Model to support team members going through the menopause

Who is it for?

Any employees in a manager/supervisor role.

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4. DISABILITY EQUALITY TRAINING FOR GCC STAFF IN PUBLICFACING ROLES

Aim of the course

To enable staff to have a broad understanding of disability equality issues and to have the knowledge and confdence to implement best practice in their workplace engagement with disabled people who are service users.

What is covered in the training?

- Exploring disability equality issues from a disabled person's perspective
- Different models of disability – medical and social
- Understanding the barriers faced by disabled people which prevent inclusion in society and independent living
- Language – best practice when offering a service to disabled people
- Sources of support and information

Who is it for?

HR colleagues and hiring managers.

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

DETAILS OF ALL COURSES

5. BEST PRACTICE IN THE RECRUITMENT & SUPPORT OF DISABLED PEOPLE - TRAINING FOR RECRUITMENT MANAGERS

Aim of course

To enable recruitment managers to have the knowledge and confdence to implement best practice in the recruitment and support of disabled employees.

Glasgow Disability Alliance
Confident Connected Contributing

Who is it for?

HR colleagues and any employees in a manager/ supervisor role.

What is covered in the training?

- What is disability? – the legal and policy context; the social model of disability
- How best to promote opportunities to disabled people and to encourage applications from disabled people – positive action in practice
- How to discuss an individual's support needs and how to address these in the workplace – questions about health and disability, when can you ask and how should you ask?
- Reasonable adjustments and Access to Work
- Sources of support and information

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

6. AGE INCLUSION FOR MANAGERS

AGE INCLUSIVE WORKPLACE
age Scotland

Aim of the course

The purpose of the workshop session is to both raise awareness of age and ageism in the workplace and to develop skills and knowledge, especially when undertaking challenging, age related conversations.

Who is it for?

Managers/supervisors

What is covered in the training?

- Raise awareness of ageism in the workplace and its potential consequences for organisations and individuals.
- Identify ways in which you can help your workplace to be more age-inclusive.
- Develop skills in handling challenging workplace conversations around age.
- Ageism matters - the evidence.
- Biases and myths about age.
- Organisations/Team Culture - what does yours like in relation to age?
- What is an age-inclusive workplace and what can you do to help your organisation become more age-inclusive.
- The workshop is accredited by the CPD standards office.

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

DETAILS OF ALL COURSES

7. AGE INCLUSION WEBINAR

Aim of course

Is to raise awareness of age and ageism in the workplace, and it explores what we can do as individuals to co-create an age inclusive working environment. The webinar provides an introduction to the consequences of ageism and the positives of an age inclusive workforce for all.

Who is it for?

All employees

What is covered in the training?

- Raise awareness of ageism in the workplace and its potential consequences for organisations and individuals.
- Identify ways in which you can help your workplace to be more age-inclusive.
- Ageism matters - the evidence.
- Biases and myths about age.
- Organisations/Team Culture - what does yours like in relation to age?
- What is an age-inclusive workplace and what can you do to help your organisation become more age-inclusive.

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

8. WOMEN'S CONFIDENCE

Aim of the course

An opportunity to put 'you' at the top of your agenda. Time to think about how life and work is for you at the moment.

- What's working?
- What isn't?
- What do you want to do about it?

And to refect on

- where you are,
- identify what you need to change,
- plan how you want things to be and
- take your next steps towards a 'new normal' that works for you.

What is covered in the training?

Workshop 1 - ran over two half-day sessions

- Life in the pandemic - what's working?
- What do you want to change?
- Your vision
- Making the most of your mind - controlling your thoughts and fnding focus
- Looking after yourself
- Support networks

Workshop 2 - ran over two half-day sessions

- Personal power and effectiveness
- Understanding the power dynamics in relationships at work case
- Building assertiveness when stating your
- Networking
- Next steps

Who is it for?

All colleagues who identify as female

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

DETAILS OF ALL COURSES

9. Autism Workshop

Signs4Life

Autism is a complex and challenging condition for many individuals and their families. This 3 hour workshop will provide you with an understanding of :

- What is Autism?
- Language/Communication
- Stereotypic and other behaviour
- Social Interation
- Learning Characteristics

Who is it for?

All employees

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

DETAILS OF ALL COURSES

10 ADHD Workshop

Signs4Life

ADHD is one of the most common neurodevelopment disorders of childhood. However sometimes ADHD is not recognised in childhood, and a person is diagnosed as an adult.
People with ADHD may also have additional problems, such as sleep and anxiety disorders. This workshop will provide you with an understanding of:

- What is ADHD?
- Recognise the signs & symptoms of ADHD
- Discuss best practise to support services users with ADHD
- Practical strategies to help the personal development of people with ADHD, stigma and treatment options.

Who is it for?

All employees

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

DETAILS OF ALL COURSES

Dyslexia Workshop

11.

Dyslexia is a common learning difficulty that can cause problems with reading writing and spelling. Its estimated up to 1 in every 10 people in the UK has some degree of dyslexia. This 3 hour workshop will give you the oppurtunity to explore :

- Definition of Dyslexia
- Common features of Dyslexia
- Identifying dyslexia
- The rights of people with dyslexia

Who is it for?

All employees

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

DETAILS OF ALL COURSES

RACE AWARENESS FOR EMPLOYEES IN A PUBLIC FACING ROLE

12.

Aim of course

This course aims to provide the skills and confdence to challenge racism when encountered in work and life. It also raises awareness of the relevant legislation – to address racism both in relation to discrimination and hate crime.

What is covered in the training?

- Demographics of ethnic minority communities in Scotland and Glasgow
- Cultural and Religious Awareness
- Nuances when engaging with different communities
- Introduction to Unconscious Bias

Who is it for?

All employees in a public-facing role.

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

RACE AWARENESS FOR MANAGERS

13.

Aim of the course

This course aims to provide the skills and confdence to challenge racism when encountered in work and life. It also raises awareness of the relevant legislation – to address racism both in relation to discrimination and hate crime.

Who is it for?

Managers/supervisors

What is covered in the training?

- Demographic profile of ethnic minority communities in Scotland and Glasgow
- Diverse Organisations
- Ethnic minority workers experiences
- Prejudices in the workplace
- Impact on ethnic minority individuals
- Unconscious bias

You can access details of training courses scheduled to take place within the next two months by clicking on the link on page 3 of this document. If there isn't a date available please contact equalityanddiversity@glasgow.gov.uk for information on any future courses.

ADDITIONAL RESOURCES

The Council has several Equality, Diversity and Inclusion training courses included in our suite of GOLD courses, such as:

- Equality, Diversity and Awareness
- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnerships
- Pregnancy & Maternity
- Race
- Religion or Belief
- Sex Discrimination
- Sexual Orientation
- Unconscious Bias
- Autism Spectrum Condition Basic Awareness
- Deaf and Deafblind Awareness
- Dementia Basic Awareness
- Hate Crime Awareness
- LGBT People and Public Services
- Supporting Employees Who Are Carers
- Sight Loss Awareness

GOLD - ENEI Training -

These courses are always available to employees to complete at any time, and can be accessed on personal devices such as home computers.

To access GOLD please click here.

*This session is reserved for NRS People

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ENEI (Employers' Network for Equality & Inclusion) also offer a great selection of training resources, webinars and updates which are free to access for their members.

If you would like to join ENEI simply visit https://www.enei.org.uk/login/ and click register, using your Glasgow City Council email address to obtain a free membership.
Once signed in, you can access the Resources tab and fnd many equality related reports, articles and case studies to help increase your knowledge and awareness.

The Employers' Network for Equality and Inclusion (enei) offer a great selection of training resources, webinars and updates which are free to access for members. If you would like to join, visit www.enei.org.uk/login and click register, using your Glasgow city council email address, to get a free membership.

Available resources include reports, case studies with various Black History and Allyship and Intersectionality in Disability and Neurodiversity events during October 2023.