Safeguarding & Welfare

We are committed to all our students and staff feeling safe and happy; we want to make sure there is always someone you can turn to if you are worried about anything.

If you are feeling upset or unsafe, are worried about a friend, student or family member, or you feel like something isn't right, speak to our safeguarding team:

Ian Wyles
Designated Safeguarding Lead

Simone Botes

Nurhaan Snyman

Rafiq Manan

Ronald Munodawafa

Tevin Pitts

Scan to report a safeguarding concern

or email the Designated Safeguarding Lead:
Ian Wyles
safeguarding@hyperiondev.com

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HOUSEKEEPING

Leadership & Management Live Lectures – Housekeeping

- The use of disrespectful language is prohibited in the questions, this is a supportive, learning environment for all - please engage accordingly.
  - *(Fundamental British Values: Mutual Respect and Tolerance)*

- No question is daft or silly - **ask them!**

- Should you have a question during the lecture, please feel free to **post in the Questions section** and I will respond throughout.

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Leadership & Management Live Lectures – Housekeeping

- Activating **live captions** in your browser's accessibility settings is a helpful option for better understanding, especially for those with hearing impairments or challenges with accents.

- For all **non-academic questions**, please submit a query: ***www.hyperiondev.com/support***

- Report a safeguarding incident: ***www.hyperiondev.com/safeguardreporting***

- Should you have any further questions or want to provide us with feedback, please feel free to post them **here.**

- **GitHub Link to access L&M Presentation Slides.**

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CONNECTION before content...

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*Leadership & Management/**Supporting Work-Life Balance Part 1***

"If you had an extra hour in your day, how would you spend it? What does that tell you about your current priorities?"

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*Leadership & Management/**Supporting Work-Life Balance Part 1***

"Have you ever said 'yes' to something at work when you really wanted to say 'no'? What made you say yes, and how did it impact you?"

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LEARNING OUTCOMES

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Learning Outcomes

- Support individuals transitioning back to the workplace after an absence, ensuring a **smooth reintegration and promoting well-being**.

- Explore time management **techniques like prioritisation and delegation for productivity** and work-life balance.

- **Set boundaries and manage expectations** in professional relationships, effectively communicating needs.

THE NITTY GRITTY

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*Leadership & Management/**Supporting Work-Life Balance Part 1***

Transitioning Back to the Workplace

TRANSITIONING BACK TO THE WORKPLACE

As professionals navigate changes at work, transitioning back to the workplace after an extended absence or remote work experience **requires thoughtful consideration and adaptability**.

TRANSITIONING BACK TO THE WORKPLACE

This transition is more than a physical return; it involves **reintegration into a familiar yet changed environment.**

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ASPECTS TO CONSIDER

1. Mindset shift & Adaptability.

2. Communication and expectations.

3. Update skills and knowledge.

4. Reconnect with colleagues.

5. Flexible work arrangements.

6. Well-being and self-care.

7. Professional development opportunities.

8. Adjustment period.

9. Evaluate and set goals.

10. Celebrate milestones.

Understanding workplace policies and regulations ensures employees are up to date with legal and procedural expectations.

Time To Reflect

1. How has my mindset shifted in my transition back to the workplace?

2. What steps have I taken to adapt to changes in the work environment and team dynamics?

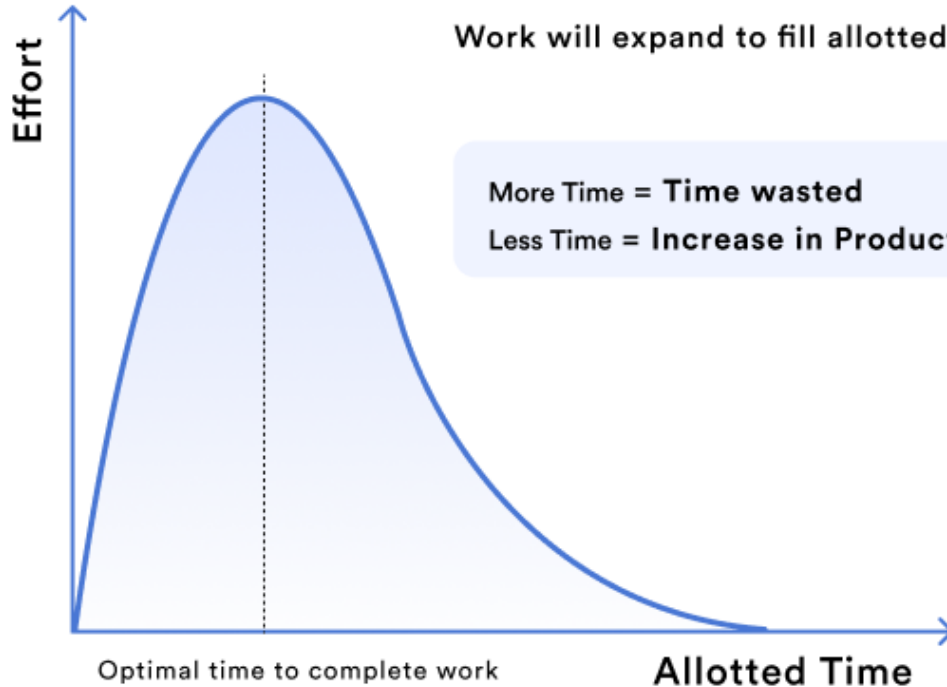# Time Management Strategies

TIME MANAGEMENT STRATEGIES

As professionals transition back to the office, mastering effective time management strategies becomes **invaluable in navigating workplace demands**.

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*Leadership & Management/**Time Management Strategies***

PARKINSON'S LAW

Work will expand to fill allotted time

More Time = **Time wasted**
Less Time = **Increase in Productivity**

Effort

Optimal time to complete work

Allotted Time

©FounderJar

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*Leadership & Management/**Time Management Strategies***

TIME MANAGEMENT TECHNIQUES

1. Prioritisation and goal setting.

2. Effective planning and scheduling.

3. Break tasks into manageable segments.

4. Set boundaries and learn to say no.

5. Utilise time blocking.

6. Embrace technology wisely.

7. Regularly evaluate and adjust.

8. Allocate time for personal well-being.

Midway

Setting Boundaries and Managing Expectations

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*Leadership & Management/**Setting Boundaries and Managing Expectations***

SETTING BOUNDARIES AND MANAGING EXPECTATIONS

EXPECTATIONS

As professionals navigate the intricacies of the modern workplace, setting boundaries and managing expectations is paramount for **maintaining a healthy work-life balance and fostering positive professional relationships**.

Ginny Clarke

CONSCIOUS LEADERSHIP EXPERT

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Leadership & Management/**Setting Boundaries and Managing Expectations**

CLEAR BOUNDARIES & MANAGING EXPECTATIONS

1. Clarify personal and professional boundaries.

2. Open communication with stakeholders.

3. Prioritise tasks and responsibilities.

4. Negotiate realistic deadlines.

5. Establish clear communication channels.

6. Empower team members.

7. Self-advocacy and assertiveness.

8. Regularly reassess boundaries.

RESPECT

Establish **clear communication channels** and encourage understanding of **cultural differences in communication styles**, ensuring inclusivity in workplace interactions.

1. Reflecting on my experiences, how have I navigated the delicate balance of setting boundaries and managing expectations in my career trajectory?

2. What strategies can I implement or refine to further enhance my ability to set boundaries and manage expectations effectively in the future?

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*Leadership & Management/**Setting Boundaries and Managing Expectations***

QUESTIONS & ANSWERS

LECTURE CONCLUSION & RECAP

RESOURCES

RESOURCES

Videos:

✓ **How to Manage Your Time Better**

✓ **Learn How To Set Boundaries At Work**

Thank you
for attending

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