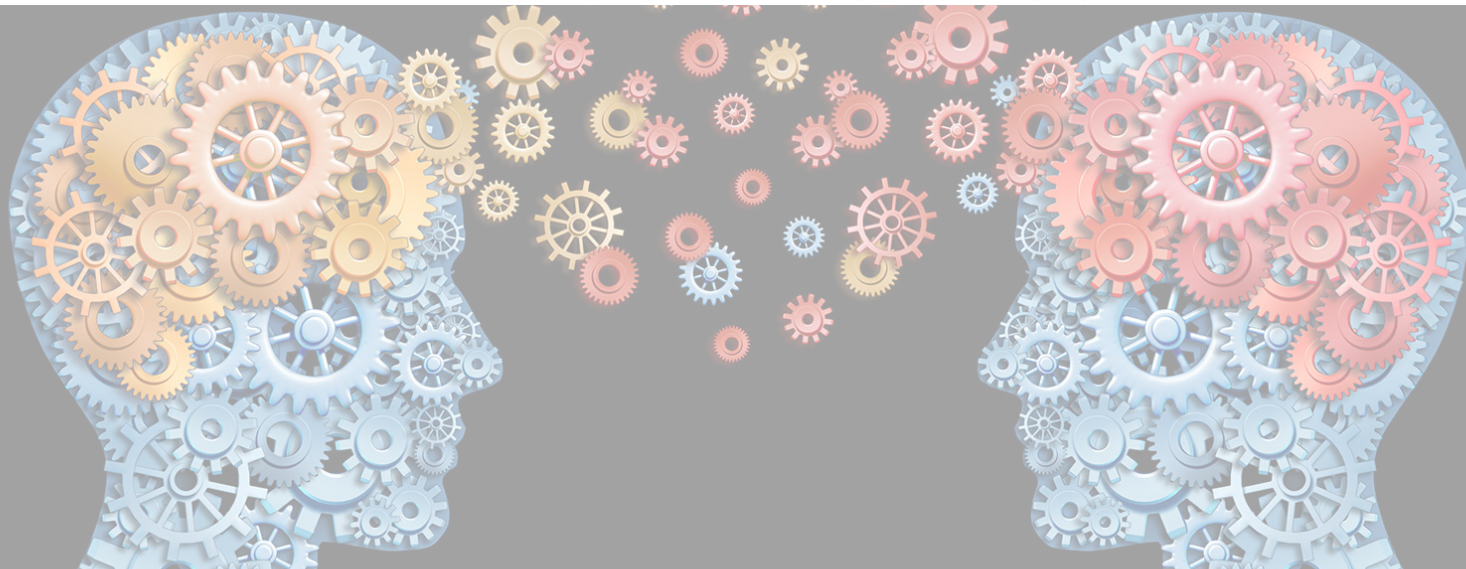**NHS**
West Hertfordshire
Hospitals
NHS Trust

QUARTERLY MANAGEMENT E-BULLETIN

LIBRARY AND KNOWLEDGE SERVICES

Here you can find a selection of the latest management-related publications over the last three months. Select each heading the view the full publication.

Quality, Improvement and Innovation

KNOWLEDGE SHARING VITAL COMPONENT OF A WELL-DESIGNED LEARNING EXPERIENCE

A well-designed learning experience should include the opportunity to share and gain knowledge from colleagues, even when they are geographically dispersed.

KLEARNING FROM THE NHS: WHY WE SHOULD ADOPT REFLECTIVE PRACTICES

Two Chartered Managers look at one of the management techniques helping the NHS continue to be a well-oiled organisation.

WCOVID-19 WORKFORCE PLANNER

Use our decision tree to guide your actions on coronavirus-related workforce planning.

OCCUPATIONAL HEALTH BRACING ITSELF FOR CHALLENGES OF IMMINENT COVID-19 VACCINE ROLLOUT

With the arrival of viable Covid-19 vaccines, the UK is gearing up for perhaps the biggest mass vaccination programme in its history. Occupational health practitioners, especially those working within the NHS, will have a key role to play, but there are also difficult questions that have yet to be answered.

Management and Leadership

PERFORMANCE MANAGEMENT: AN INTRODUCTION

Understand how to build an effective approach to performance management, including the tools that can support it.

CIPD LAUNCHES NEW SUPPORT MATERIALS FOR LINE MANAGERS

New support materials allow line managers to gain the knowledge and confidence to effectively support the health, wellbeing and engagement of their teams.

WHY HUMOUR SHOULD BE TAKEN SERIOUSLY IN LEADERSHIP

With Coronavirus rates increasing and many regions under social restrictions, is there still room for humour in leadership?

SHOULD SENIOR MANAGERS CHECK IN WITH PEOPLE WHO AREN'T THEIR DIRECT REPORTS?

We're encouraged to dial up our empathy and check in with employees but how do you do this without treading on managers toes?

PERFORMANCE REVIEWS

Understand the basics of performance reviews and how to ensure the process adds value to the organisation.

MANAGING CULTURAL CHANGE IN A CRISIS

Executive leaders can drive improvement by focusing on developing an organisational culture, building up staff in an open, just, and empowering environment.

MOTIVATING PEOPLE AT TIMES OF CRISIS, UNCERTAINTY AND CHANGE

Regions are under Covid-19 restrictions and anxiety is rife. Motivating people is vital but requires specific techniques.

HOW TO RAISE THE EMOTIONAL INTELLIGENCE OF YOUR TEAM

Managers get stuff done. But do you wonder how smoother that might be if your team's emotional intelligence increased?

Recruitment and Retention

'HEAD OF REMOTE' SET TO BE TRENDING JOB TITLE IN COMING MONTHS

Jobs search engine Adzuna says the number of remote jobs including management roles is up by 147% with IT leading the way.

Remote Working

HOW TO IMPROVE YOUR TEAM CHEMISTRY WHEN YOU'RE NOT TOGETHER

Many things contribute to team dynamics. Here's a checklist on boosting interpersonal relationships from a Chartered Manager.

OVERCOMING THE BIG FIVE CHALLENGES OF MANAGING REMOTE TEAMS

Remote work is only an obstacle when seeing it the wrong way. Here's a few ways you can make it work for you, not against you.

LACK OF FACE-TO-FACE LEARNING AND NETWORKING COULD DAMAGE CAREERS

The loss of face-to-face interaction at work due to the pandemic could harm young professionals' careers, according to CEMS, a global alliance of business schools and their corporate partners.

WHY MANAGEMENT STYLES HAVE TO ADAPT FOR REMOTE WORKING

Widespread working from home is creating an imperative for teams to review and adopt different management styles. Paida Dube examines how not adapting might risk legal complaints.

'ZOOM FATIGUE' IS A THING, STUDY SHOWS

Employees are often ill-equipped to work at home and find it difficult to switch off. The result could be poor health and lower productivity, warns study.

HOW INFORMAL, AD-HOC LEARNING CAN STILL HAPPEN REMOTELY

A common concern of remote working has been the impact it's having on informal learning, the knowledge staff receive through overhearing, collaboration and shadowing. Ashleigh Webber looks at what firms are doing to replicate 'learning by osmosis'.

Wellbeing and Satisfaction

WHY WE NEED RUTHLESS COMPASSION

Now more than ever, looking after our team means going above and beyond. We need to be compassionate and check in with them.

HOW TO MANAGE WORK-RELATED INSECURITY AND ANXIETY

As Coronavirus takes hold, stress and anxiety are becoming a part of everyday life. Managers can make a positive difference.

SUPPORTING EMPLOYEES THROUGH MENOPAUSE WHEN WORKING REMOTELY

In many respects, menopausal symptoms can be easier to manage for workers working from home than in an office. But, even where that's the case, employees with menopausal symptoms will still need, and often value, employer-led support.

CPD: THE LINKS BETWEEN ORGANISATIONAL AND INDIVIDUAL RESILIENCE WITHIN THE WORKPLACE

In the second article of our three-part series, Catherine D'Arcy-Jones looks at the drivers behind organisational resilience – how organisations respond to challenge and change – and the impact this can have on individual health and wellbeing.

FIRMS MUST ENCOURAGE PHYSICAL AND EMOTIONAL RESILIENCE DURING LOCKDOWN

Employers must communicate with staff about the importance of building physical and emotional resilience into their daily lives as England heads into a second national lockdown and daylight hours dwindle.

CPD: HOW TO BUILD AND EMBED RESILIENCE WITHIN YOUR WORKPLACE

In the final article of her three-part series, Catherine D'Arcy-Jones examines some tools and resources OH practitioners can use to promote resilience within the workplace, and discusses why Covid-19 is making it even more important for organisations and individuals to build their resilience.

Equality, Diversity and Inclusion

WHITE PRIVILEGE': USING HR'S INFLUENCE TO TACKLE RACISM AND BIAS

For white HR professionals to become true anti-racist allies, they need to get better at sitting with discomfort when examining 'white fragility' and 'white privilege.

THE LANGUAGE OF ETHNICITY

BAME and BME terms, commonly used in the UK, are problematic as they indiscriminately combine people from different geographical, behavioural, social, and cultural backgrounds.

BAME IS 'INCREASINGLY IRRELEVANT' TERM

The leader of a government inquiry into ethnic disparities has said that 'BAME' is becoming an "increasingly irrelevant" term.

HALO CODE: BLACK HAIR GUIDE LAUNCHED TO STOP DISCRIMINATION

The Halo Code explicitly protects students and staff at school and work with natural hair and protective hairstyles associated with their racial, ethnic and cultural identities.

HOW TO HAVE DIFFICULT CONVERSATIONS ABOUT RACE AT WORK

Principles, steps and considerations for organisations on how to have conversations about race with their employees. How To Create A Truly Inclusive Organisation Inclusion has never been more important for organisations: here's how to embrace it for the long term.

HOW TO CREATE PSYCHOLOGICALLY SAFE WORKPLACES FOR COLLEAGUES FROM DIVERSE ETHNIC GROUPS

The input of people from diverse ethnic groups is critical for establishing an inclusive work environment

HOW TO SOURCE DIVERSE SUPPLIERS

Advice for organisations on how to source diverse suppliers for your business.

MAKING MEANINGFUL CHANGE FOR DYSLEXIC EMPLOYEES

This Dyslexia Awareness Week, employers should turn their attention to becoming more inclusive of dyslexic staff.

HOW TO CREATE A TRULY INCLUSIVE ORGANISATION

Inclusion has never been more important for organisations: here's how to embrace it for the long term.

SIX VITAL BEST PRACTICES FROM CMI'S NEW ANTI-RACISM AT WORK GUIDE

The CMI's Moving the Dial on Race guide reveals essential management steps to enforce a zero-tolerance anti-racist workplace.

TRANSGENDER, GENDER-FLUID, NONBINARY, AND GENDER-NONCONFORMING EMPLOYEES DESERVE BETTER POLICIES

We're in the midst of a fundamental transformation in how society thinks about gender.

REASONABLE ADJUSTMENTS: WHAT IS REASONABLE IN THE FACE OF COVID-19?

The requirement to make reasonable adjustments for those with disability is a well-recognised one in HR. But the pandemic has thrown up a host of other risk factors and potential avenues for discrimination that weren't there before. Bela Gor asks whether equality legislation is still fit for purpose during Covid-19.

Library and Knowledge Services

Watford General Hospital Library
Willow House
Watford General Hospital
Vicarage Road
Watford
WD18 0HB
Email: **westherts.librarywat@nhs.net**
Tel. **01923 217437**
Ext. **7437**

St Albans City Hospital Staff Library
Moynihan Wing, Level 2
St Albans City Hospital
Waverley Road
St Albans
AL3 5PN
Email: **westherts.librarysta@nhs.net**
Tel. **01727 897818**
Ext. **4818**

Intranet: http://wghintra01/library
Internet: http://whhtlibraries.weebly.com/contact.html

ELMS: https://www.elms.nhs.uk/uhtbin/cgisirsi/?ps=deWOyfrLFW/ADMIN/X/60/81/X

@whhtlibraries