P&OD Expectations and Promises

When you attend our sessions, **you can expect** …

- to be treated with kindness and respect.
- the facilitator(s) to be organised and turn up on time.
- breaks during the session, so you can use the facilities, recharge and stretch.
- to be encouraged and listened to.
- to feel comfortable in a positive learning environment.
- the session to finish in good time.
- the opportunity to provide feedback.

When you attend our sessions, **we expect you to**…

- turn up on time to reduce disruptions to fellow participants and the facilitator(s).
- turn off your phone (or put it on silent), and applications such as emails.
- focus your attention on the session you are attending.
- listen to and respect your colleagues, not talk over them, and avoid side conversations.
- participate - you are your own best resource, and we want to hear your experiences.
- be patient - from time-to-time things won’t go to plan. We’ll do our best to find solutions.
- have your camera on (when we run sessions virtually) and add questions into the chat facility so the session flows.
- be aware of your own behaviour and the impact it may have on others.
- give feedback on the session.
- discuss how the learning can be used in your role with your line manager.

**Questions? Please get in contact ...**

If you have any questions about the above expectations, please contact your P&OD Manager, or by email [people@hud.ac.uk](mailto:people@hud.ac.uk).