

OCTOBER 2020

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Happy Wednesday!

In today's newsletter you can check out these great articles:

- LinkedIn Learning - start your journey
- it's time to get loud - supporting kids who are deaf or hard of hearing
- maintaining wellness while distancing
- manager webinar - 'how to navigate change in uncertain times'
- two new 'lunch and learn sessions' added!
- staff discount on home office furnishings and PPE
- the daily exercise and meditation schedule.

**Stay well and have a great Wednesday.**

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## LinkedIn Learning

Have you activated your LinkedIn Learning account and started to explore the benefits now available? [You can activate your LinkedIn Learning account here.](#)

With access to a diverse range of courses and content, you can choose from the extensive tutorials and personalised recommendations and begin learning at a time and location that is convenient to you!

To get your journey started, here are a couple of suggestions:

- **The six morning habits of high performers.** In this convenient and easy to listen to podcast course, Hal Elrod describes the six habits of the most successful people in history, how they changed his life – and how they can change yours, too!

through simple breathing exercises, even while wearing a mask. *Regardless of the face coverings depicted in the course video, please observe the requirements in your state or work area.*



## It's time to get LOUD

Victoria will celebrate National Loud Shirt Day on Friday, 30 October as part of Royal Institute for Deaf and Blind Children (RIDBC) and you are invited to make noise and get LOUD for kids who are deaf or hard of hearing.

**To show your support, all you need to start with is a LOUD shirt!**

Loud Shirt Day is a global campaign held annually in October, dedicated to raising awareness and vital funds to give the gifts of sound and speech to children with hearing loss. The event encourages members of the community to get LOUD and showcase their support by dressing in their best (or worst!) LOUD shirt and raising much needed funds for children with hearing loss.

It's easy to get involved. All you need to start is a WACKY shirt and to register online.

You don't have to wait for 30 October, you can get LOUD anytime before then and start raising money now for children who are deaf or hard of hearing.

The graphic features two t-shirts on the left: a black one with a vibrant tropical print of hibiscus flowers and green leaves, and a pink one with a blue and green leaf pattern. To the right, the word 'Taralye' is written in a large, green, rounded font. Below it, in smaller blue text, is 'The oral language centre for deaf children' and 'An RIDBC service'. Further right, the words 'Loud Shirt Day' are written in a playful, pink, hand-drawn style. Next to this is a blue speech bubble with a yellow outline, containing a simple pink smiley face. At the bottom of the graphic, there are two horizontal bars: a yellow one with the text 'Friday 30 October' in pink, and a pink one with the text 'support kids with hearing loss and register now!' in white.

**Taralye**  
The oral language centre for deaf children  
An RIDBC service

**Loud Shirt Day**

**Friday 30 October**

support kids with hearing loss and register now!

## Maintaining wellness while distancing

In the weekly newsletter we aim to provide you with information, resources and tips to support your health and wellbeing journey. By incorporating these into your daily routines, you will emerge stronger – with a positive mental health mindset and ready to thrive in a post-pandemic world.

Supported by the [Mental health and wellbeing information guide](#), the newsletters allow you to access information and strategies to support you in three main areas - your work, your lifestyle, and your thoughts.

As you apply the various tips to your daily routines, it is critical that you apply the requirements of physical distancing and face covering as required by your state government or specific work area.

For example, a recent newsletter promoted the benefits of '**walking meetings**' to keep active while remaining connected. In this instance, a walking meeting would be something you do on your own while talking to your team on the phone. It is not about congregating physically as a team, but ensuring that we remain connected, active, and all while being physically distant.

We encourage you to continue taking time to identify and implement ways to support your ongoing personal self-care and wellbeing.



## Manager webinar: How to navigate change in uncertain times

On Monday, 26 October, Leanne Brown, Scholarly Teaching Fellow (Management), Federation Business School will be presenting a manager webinar on **'How to navigate change in uncertain times'**.

As a Strategic HRM and Organisational Change Practitioner, Leanne has assisted many organisations across a diverse range of industries and cultures to design and implement transformational change.

In this session, Leanne will share experiences from working with organisations and people, often during their most vulnerable and challenging times, and provide practical tips and information for managers to understand and respond to change.

[Managers and supervisors can register here for the webinar](#), which will be held Monday, 26 October (12:00pm - 1:00pm). A Microsoft Teams link will be sent to you following registration.



## Lunch and learn sessions

**With two new 'lunch and learn' sessions added, make sure you check out the upcoming list and register below.**

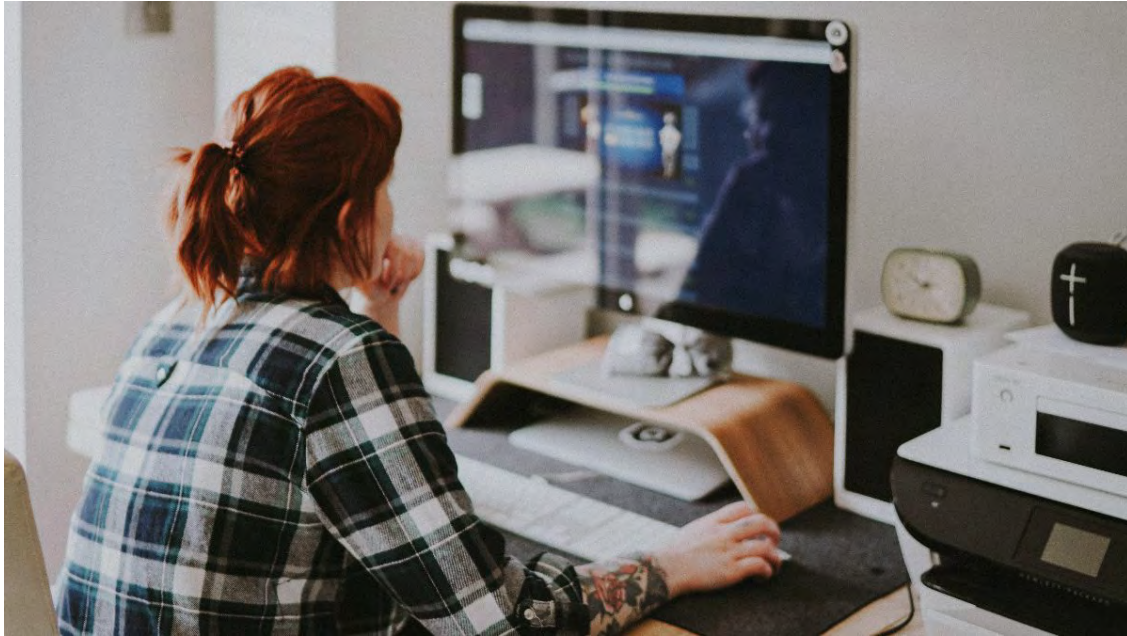
The 'lunch and learn' sessions are designed to provide you with information and assistance in a range of areas that support your personal and professional needs and interests.

[You can register here for any 'lunch and learn' session.](#) A Microsoft Teams link will be sent following registration.

### Upcoming sessions include:

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<b>22 October</b> 12:00pm - 1:00pm	<b>The good loaf – your guide to sourdough bread making</b> <i>Brendan Carter, TAFE Teacher, Baking</i>
<b>5 November</b> 12:30pm - 1:30pm <b>*NEW*</b>	<b>How to boost productivity and manage disruptions while working from home</b> <i>Tina Paterson, Working from home productivity expert</i>
<b>12 November</b> 12:30pm - 1:15pm	<b>Building your LGBTIQA+ capacity and confidence</b> <i>Andrew Georgiou, Senior Relationship Manager, Pride in Diversity</i>
<b>18 November</b> 12:30pm - 1:15pm <b>*NEW*</b>	<b>Optimising your LinkedIn profile for success</b> <i>John Wenborne, Senior Account Director, LinkedIn and Erica Fitch, Lead Customer Success manager (ANZ), LinkedIn</i>
<b>2 December</b>	<b>Disability Awareness and the Disability and Learning Access Unit</b>



## Discount on home office furnishings and PPE

As we continue to work from home, we know some staff are considering purchasing a sit/stand desk.

Online Australian retailer, Kogan are offering staff a 5% discount on specific products shown in the catalogue links below. Those include office chairs, desks and risers, masks, thermometers, hand sanitisers and personal protective equipment. Depending on the item, free or discount delivery may also be available.

Use the following links and codes for the following product lines:

- [Office chairs, desks and risers](#) (when prompted, use code: **OFFICE5**)
- [Masks, thermometers, hand sanitiser and PPE](#) (when prompted, use code: **SAFE5**)

*NB: The University has not assessed these items and advise that you consider health and safety guidelines when choosing home office furnishings.*

We recommend you consider using our [guideline on setting up your workstation to avoid injury \(pdf, 228kb\)](#) and [ergonomic self-assessment checklist \(pdf, 596kb\)](#) to help ensure that the product you choose is safe and suitable for you.

- we recommend desks with electric lifting mechanisms;
- desks with gas lift functions are not recommended as these can often require significant pressure which makes them unsuitable for someone with an existing back or shoulder injury;
- controls should be easy to reach so you don't need to lean forward; and
- the desk should be the right size for the equipment you are using and the environment you are placing it in.

You may also find the following videos useful:

- [How to select and use a chair \(1 minute 54 second video\)](#)
- [How to set up your workstation \(2 minute 5 second video\)](#)
- [How to work from home on your computer \(1 minute 55 second video\)](#)
- [How to stay active with computer-based work \(1 minute 57 second video\)](#)



## Get active, stay healthy

With daily sessions including ZUMBA, Pilates, yoga, meditation, body stretch, and HIIT, we have a great choice of activities to complement your daily routine!

Email Human Resources at [hr@federation.edu.au](mailto:hr@federation.edu.au) with your preferred session(s) and we will forward you the relevant Zoom link(s).

- Mondays - 12:00pm - **Body Stretch** | 4:45pm - **Meditation**
- Tuesdays - 9:30am - **Meditation** | 12:00pm - **ZUMBA**

- Fridays - 9:15am - **Yoga** | 12:00pm - **Pilates** | 12:30pm - **Meditation**

If you have any pre-existing conditions or are new to exercising, please follow the advice of your health professional. It is vital that we prioritise the health and safety of ourselves, family, friends and the community.



## Health and wellbeing recordings now available

Have you missed one of our 'lunch and learn' or exercise sessions? The following sessions are available now on the Human Resources [‘Health and wellbeing’](#) webpage. You will find the recordings under the following headings:

### Lunch and learn sessions

- [Family violence - building awareness of controlling behaviour \(53 minute video, 425MB\)](#)



[96MB](#))

- [Improving mental health through diet and nutrition \(44 minute video, 83MB\)](#)
- [Keeping fit in isolation \(34 minute video, 215MB\)](#)
- [Mindfulness, movement and energy enhancing tips to support wellness during isolation \(47 minute video, 341MB\)](#)
- [Psychological resilience - strategies for strengthening mental health during isolation \(31 minute video, 55MB\)](#)
- [Sleep - How it supports our health and strategies for sleeping well \(50 minute video, 92MB\)](#)
- [The shaka project - Uniting men to start conversations about mental wellbeing, encouraging connection, mateship and brotherhood \(45 minute video, 252MB\)](#)

### Exercise and movement

- [Stream and enjoy a \*\*Meditation\*\* session \(18 minute video, 46MB\)](#)
- [Stream and enjoy a UniSports' \*\*Body Stretch\*\* session \(30 minute video, 90MB\)](#)
- [Stream and enjoy a UniSports' \*\*HIIT\*\* session \(30 minute video, 120MB\)](#)
- [Stream and enjoy a \*\*Yoga\*\* session \(34 minute video, 83MB\)](#)
- [Stream and enjoy a \*\*Yo-lates\*\* session \(30 minute video, 75MB\)](#)
- [Stream and enjoy a UniSports' \*\*Pilates\*\* session \(33 minute video, 132MB\)](#)

Future session recordings will continue to be added and made available on the Human Resources website for you to access.



## Quick Links

[COVID-19 support for staff](#)

[Mental health and wellbeing - information guide](#)