



## Prevent Strategy

### 1) Leadership Essentials

Training and development is available for managers, team leaders, supervisors and all those with responsibility for other people.

The Leadership Essentials programme (2 x ½ days) has been developed to support leaders and managers in the following skills which are critical to promoting healthy and motivated individuals and teams, as well as maintaining wellbeing:

- Using a range of leadership styles
- Giving effective feedback
- Managing challenging conversations

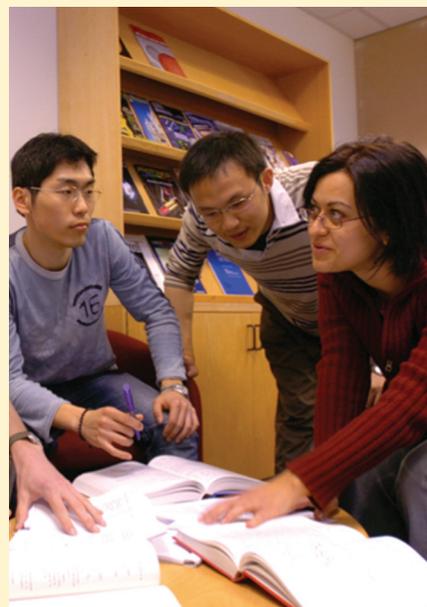


### 2) Leading Your Team Through Change

In the current climate, managers in the University are dealing with many different types of change on a regular basis. Leading change effectively is critical to the achievement of the University's mission and the wellbeing of staff in their working environments.

This short (2 x ½ days) programme will offer those leading and managing change the opportunity to understand:

- the line manager's role in managing change and the skills needed to lead change successfully
- how to communicate change in a way that gets your team ready for it
- strategies for coping with change, building personal resilience and supporting wellbeing
- your own and others' emotional responses to change
- how to manage individual and team performance through change
- how to develop plans for consolidating change and building teams



Both of these programmes can be delivered as bespoke sessions within departments, faculties, institutes or schools. They are also available via the PPD Open Programme. If you think you or your department could benefit, please contact PPD.

### The Prevent Duty at Cambridge: training opportunities for all staff

The duty requires universities to have "due regard to prevent people from being drawn in to terrorism". It is intended to mitigate threats of terrorism or violence stemming from any source including political, religious, racial or ideological causes and is set in the non-criminal section of the Counter-Terrorism and Security Act 2015. The University's commitment to academic freedom and the legal obligation to uphold freedom of expression remain paramount, as is its commitment to responsibilities relating to equality, diversity, confidentiality and data protection.

To help all staff understand their responsibilities for the duty, in line with existing responsibilities for the well-being and safeguarding of staff and students, a broad programme of training and guidance has been developed. This includes face to face events and online learning modules. Full details are at [www.prevent.cam.ac.uk/training](http://www.prevent.cam.ac.uk/training)



In particular, those with responsibility for the pastoral care and welfare of staff and students, or for coordinating external speakers and events ensuring safe and balanced debate, need to be aware of the objectives of the duty and should know what to do to raise a concern in these contexts.

Full details of the guidance, including new procedures and contact details for Prevent, are at [www.prevent.admin.cam.ac.uk](http://www.prevent.admin.cam.ac.uk). Training options for all staff, including those with responsibility for other staff, students, events and facilities, are available from [www.prevent.admin.cam.ac.uk/training](http://www.prevent.admin.cam.ac.uk/training).



## Calendar

January – April 2017

(including Equality and Diversity events)

[www.ppd.admin.cam.ac.uk](http://www.ppd.admin.cam.ac.uk)



Personal & Professional Development

## Orientation

Our centrally held events complement your departmental induction by offering an overview of how the University works, and the services and benefits available to you along with training and development opportunities.

Induction: Online	Online
Pathways in Higher Education Practice (PHEP): Core Seminar (2.5 days)	22-Mar - 24-Mar

## Cambridge Centre for Teaching and Learning (CCTL)

CCTL supports teaching and learning staff by providing training, developing networks, hosting events and encouraging and funding innovation. The Centre also provides a focus for strategic priorities within Cambridge and for engaging with national and international developments in higher education. Please see our website for further details: [www.cctl.cam.ac.uk](http://www.cctl.cam.ac.uk)

Higher Education Academy: Briefing	27-Feb
Lecturing Performance	27-Jan and 21-Mar
Pathways in Higher Education Practice (PHEP): Core Seminar (2.5 days)	22-Mar - 24-Mar
Student Support Documents in Practice	31-Jan
Supervising Graduate Students: Workshops for Supervisors (Arts, Humanities and Social Sciences)	18-Jan and 14-Feb
Supervising Graduate Students: Workshops for Supervisors (Sciences and Technology)	24-Jan and 17-Feb
Supervising Undergraduates More Effectively	16-Jan
Supervising Undergraduates: An Introduction	19-Jan
Supporting Postgraduate Students with Mental Health Difficulties	07-Feb
Supporting Students in Distress: Boundaries & Boomerangs	02-Mar
Teaching Disabled Students (Briefing)	13-Feb
Teaching Students with Autistic Spectrum Disorders (Such as Asperger's Syndrome): Briefing	21-Feb
Teaching Students with Specific Learning Difficulties (Briefing)	07-Mar
Understanding Specific Learning Difficulties: Identification and Diagnosis (Briefing)	06-Feb
Voice and Presentation (One-to-One)	23-Jan, 27-Jan, 02-Feb, 10-Feb, 20-Feb and 21-Mar
Voice and Pronunciation for Non-native English Speakers	23-Jan and 10-Feb
Voice Projection: An Introduction	02-Feb

## Researcher Development Programme

For personal and professional development courses and programmes for doctoral students and postdoctoral staff, please see our website: [www.rdp.cam.ac.uk](http://www.rdp.cam.ac.uk)

## Leadership and Management Development

A wide range of programmes and sessions are offered to leaders and managers within the University, from heads of departments through to team leaders and others with responsibility for people, projects and/or resources, as well as those aspiring to these roles.

Conflict Resolution	23-Feb
Level 3 Award (ILM) in Leadership and Management (5 x 1 day)	24-Jan
Managing Staff Performance: Introduction	13-Mar
Project Management: Online	Online
Strategic Development Programme for Senior Administrators (5 x 1 day)	20-Mar

Stress: A Manager's Responsibility	06-Mar
Train the Trainer: Designing and Evaluating Effective Learning Interventions	02-Feb
Train the Trainer: Effective Facilitation	16-Feb

## Personal Development

Explore the different ways the University supports your personal development.

Develop your Career: Interview Techniques	08-Mar
Develop your Career: Job Search, CV writing and Job Applications	22-Feb
Email Management: Online	Online
MBTI: Understanding Personality	05-Apr
Retirement: Pre-Retirement (2 x ½ day)	11-Jan and 18-Jan
Springboard: A Women's Development Programme (4 x 1 day)	23-Feb
Stress, Relaxation and Coping	20-Mar
Time Management: Online	Online
Understanding Implicit or Unconscious Bias	22-Mar

## Policies, Procedures and Legislation

This section includes briefings and workshops covering aspects on policy, procedure and legislation that provide an essential foundation for our work in the University.

Data Protection and FOI: An Introduction	17-Jan and 28-Feb
Data Protection Training for Academic Staff: Online	Online
Data Protection Training for Administrators: Online	Online
Dignity at Work: Preventing and Managing Bullying and Harassment Complaints	17-Feb
Immigration and Recruitment: Helping You Get it Right	26-Jan
Recruitment and Selection Skills	06-Apr
Understanding Specific Learning Difficulties: Identification and Diagnosis (Briefing)	06-Feb

## Presentation and Communication

In the workplace, these are key skills with many different facets. We offer a range of short courses enabling you to develop and practice these skills in a variety of one-to-one and group situations.

Communicating Assertively Online	Online
Communication Essentials: Online	Online
Communication Skills Introduction: "Are you receiving me?"	01-Mar and 31-Mar
Disabled People: Offering a Good Face-to-Face Service	19-Jan
Introduction to Sign Language	08-Mar
Minute Taking	19-Jan
Presentation Skills: Online	Online
Train the Trainer: Designing and Evaluating Effective Learning Interventions	02-Feb
Train the Trainer: Effective Facilitation	16-Feb
Voice and Presentation (One-to-One)	23-Jan, 27-Jan, 02-Feb, 10-Feb, 20-Feb and 21-Mar
Voice and Pronunciation for Non-native English speakers	23-Jan and 10-Feb
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## Staff Review and Development

The Staff Review and Development process provides the opportunity for supervisors, managers and academics to engage in constructive discussion with their staff or academic colleagues about current and future work and their personal and career development.

Effective Staff Review and Development: Online	Online
Effective Staff Review and Development: Practical for Reviewers	27-Feb

### Contact PPD

If you want further information on any of the above activities, or you have feedback and suggestions to make, please contact us. We look forward to meeting you on our programmes.

Please note:

- where appropriate, please get clearance to attend from your department or manager.
- if you need to cancel, please do this with as much notice as possible so that we can offer the place to the next person on the waiting list.

Personal and Professional Development, University of Cambridge, Greenwich House, Madingley Road, Cambridge, CB3 0TX  
Phone: 01223 (3)32343, Email: [ppd@admin.cam.ac.uk](mailto:ppd@admin.cam.ac.uk)  
Web site: [www.ppd.admin.cam.ac.uk](http://www.ppd.admin.cam.ac.uk)

## Health and Safety

We offer a wide range of training to enable people to contribute to keeping the University a safe and healthy place to work, study, visit and enjoy.

You can book a place on these Safety Office courses at [www.admin.cam.ac.uk/offices/safety/training](http://www.admin.cam.ac.uk/offices/safety/training), by emailing [safety.training@admin.cam.ac.uk](mailto:safety.training@admin.cam.ac.uk) or telephoning 39510.

Chemical Safety	20-Jan, 10-Feb and 16-Mar
CIEH Level 2 Award in Health and Safety in the Workplace (2 x ½ days)	09-Mar and 10-Mar
Fire Safety Awareness and Use of Fire Extinguishers Training	10-Jan, 07-Feb, 07-Mar and 03-Apr
Fire Safety Managers	04-Jan, 01-Feb, 01-Mar and 05-Apr
Fire Warden and Use of Fire Extinguishers Training	10-Jan, 07-Feb and 07-Mar
Inspecting Your Workplace	23-Mar
Laser Safety for Class 3B and 4 Laser Users and Research Supervisors	16-Jan and 27-Mar
Legionella Awareness Training	19-Jan
Lifting and Manual Handling	12-Jan, 07-Feb, 23-Feb, 16-Mar and 04-Apr
Nanoparticle Safety	08-Mar
Pressurised Gas and Cryogenics	27-Jan, 01-Mar and 07-Apr
Principal Investigators, Do you know how to fulfil your health and safety responsibilities?	31-Jan and 08-Mar
Radioactive Substances: An Introduction to Suitable and Safe Use	04-Jan and 18-Jan
Risk Assessment of Genetically Modified Organisms	30-Mar
Sealed Source Users Course	16-Feb
Ultraviolet Radiation: Safe Use of Artificial Sources	15-Feb
Using Containment Facilities and Microbiological Safety Cabinets	09-Feb
Using Hydrofluoric Acid Safely	02-Feb and 22-Mar
Working at Height: Basic Ladder Safety	02-Mar