



Calendar

January- March 2018

(including Equality and Diversity events)

ppd.admin.cam.ac.uk

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UNIVERSITY OF
CAMBRIDGE

Personal & Professional
Development

Achieving Results

Effective Problem Solving and Decision Making	15-Mar
Effective Staff Review and Development: Online	Online
Immigration and Recruitment: Helping You Get It Right	08-Feb
Staff Review and Development for Reviewees	13-Mar
Staff Review and Development for Reviewers	28-Mar

Cambridge Centre for Teaching and Learning

For details of our targeted professional development opportunities, including Researcher Development, PHEP and Researchers' activities and resources, please see the relevant links at **Cambridge Centre for Teaching and Learning: ctl.cam.ac.uk/**
Researcher Development: rdp.cam.ac.uk/

Higher Education Academy: Briefing	26-Feb
Lecturing Performance	12-Jan
Pathways in Higher Education Practice (PHEP): Core Seminar (2.5 days)	Seminar Starts 19-Mar
Supervising Graduate Students: Workshops for Supervisors (Arts, Humanities and Social Sciences)	17-Jan, 13-Feb
Supervising Graduate Students: Workshops for Supervisors (Sciences and Technology)	23-Jan, 16-Feb
Supervising Undergraduates: An Introduction	18-Jan
Supervising Undergraduates More Effectively	15-Jan
Supporting Postgraduate Students with Mental Health Difficulties	06-Feb
Supporting Students in Distress: Boundaries & Boomerangs	01-Mar
Teaching Disabled Students (Briefing)	12-Feb
Teaching Students with Autistic Spectrum Disorders (Such as Asperger's Syndrome): Briefing	20-Feb
Teaching Students with Specific Learning Difficulties (Briefing)	08-Mar
Understanding Specific Learning Difficulties: Identification and Diagnosis (Briefing)	29-Jan
Voice and Presentation (One-to-One)	11-Jan, 12-Jan, 22-Jan, 09-Feb, 13-Feb and 19-Feb
Voice and Pronunciation for Non-native English Speakers	22-Jan and 09-Feb
Voice Projection: An Introduction	11-Jan

Communication

Assertiveness in Management	30-Jan
Coaching to Improve Presentation Skills (One-to-One)	31-Jan and 07-Mar
Communicating Assertively Online	Online
Communication Essentials: Online	Online
Communication Skills Introduction: "Are you receiving me?"	28-Feb and 27-Mar
Introduction to Sign Language	07-Mar
Managing Challenging Conversations: Online	Online
Minute Taking	18-Jan
Presentation Skills: Online	Online
Presentation Skills: An Introduction	22-Jan
Train the Trainer: Designing and Evaluating Effective Learning Interventions	01-Feb
Train the Trainer: Effective Facilitation	26-Feb
Voice and Presentation (One-to-One)	11-Jan, 12-Jan, 22-Jan, 9-Feb, 13-Feb and 19-Feb
Voice and Pronunciation for Non-native English Speakers	22-Jan and 9-Feb
Voice Projection: An Introduction	11-Jan

Leadership

Leadership Essentials	19-Feb
Level 3 Award (ILM) in Leadership and Management (5 x 1 day)	Programme starts 24-Jan
Staff Review and Development for Reviewers	28-Mar
Project Management: Online	Online

Negotiating and Influencing

Conflict Resolution	20-Feb
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People Development

Building Resilience to Manage Stress	01-Mar
Data Protection and FOI: An Introduction	16-Jan and 27-Feb
Data Protection Training for Academic Staff: Online	Online
Data Protection Training for Administrators: Online	Online
Developing Relaxation Skills	17-Jan
Develop your Career: Interview Techniques (2x1/2 days)	Starting on 05-Feb
Develop your Career: Job search, CV writing and Job Applications	29-Jan
Effective Staff Review and Development: Online	Online
Email Management: Online	Online
Giving Effective Feedback: Online	Online
Induction: Online	Online
Managing Staff Performance: Introduction	12-Mar
Retirement: Pre-retirement (2 x ½ days)	Starts on 16-Jan
Stress: A Manager's Responsibility	23-Jan
Stress Management Tools	07-Feb
The Effective Coach: An Introduction to Coaching for Managers	06-Mar
Time Management: Online	Online
Welcome to Cambridge	8-Feb

Relationship Building

Disabled People: Offering a Good Face-to-Face Service	18-Jan
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Valuing Diversity

Dignity at Work: A Guide for All Staff	25-Jan and 16-Feb
Libraries: Making them Accessible to Disabled People	14-Feb
The Prevent Duty: A Briefing for All Staff	30-Jan
Prevent Module 1 - An Introduction to the Prevent Duty: Online	Online
Prevent Module 5 - A Student and Staff Wellbeing Issue: Online	Online
Understanding Implicit or Unconscious Bias	21-Mar
Understanding Specific Learning Difficulties: Identification and Diagnosis (Briefing)	29-Jan

If courses are full, or you cannot make a course date, you can join the waiting list or register your interest in future courses.

Contact us

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**

Web site: **ppd.admin.cam.ac.uk**

Follow us: **@cam_ppd**

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 training.cam.ac.uk/ohss/event-timetable, by emailing safety.training@admin.cam.ac.uk or telephoning 39510.

An Introduction to Display Screen Equipment (DSE) Assessment	23 Feb
Chemical Safety	19 Jan, 9 Feb, 23 Feb, 13 Mar
IOSH Managing Safely (3-day course)	13, 14 & 16 Feb,
Laser Safety for Class 3B and 4 Laser Users and Research Supervisors	22 Jan, 19 Mar
Legionella Awareness Training	18 Jan
Lifting and Manual Handling	11 Jan, 23 Jan, 7 Feb, 22 Feb, 13 Mar, 29 Mar
Nanoparticle Safety	8 Mar
Pressurised Gas and Cryogenics	26 Jan, 2 Mar
Principal Investigators, Do you know how to fulfil your health and safety responsibilities?	30 Jan, 8 Mar
Radioactive Substances: An Introduction to Suitable and Safe Use	10 Jan, 17 Jan
Risk Assessment	8 Feb
Risk Assessment for Fieldwork	12 Jan, 9 Feb, 16 Mar
Sealed Source Users Course	21 Feb
Ultraviolet Radiation: Safe Use of Artificial Sources	14 Feb
Using Containment Facilities and Microbiological Safety Cabinets	8 Feb
Using Hydrofluoric Acid Safely	1 Feb, 21 Mar
Working at Height: Basic Ladder Safety	31 Jan, 1 Mar, 14 Mar

Dedicate 5 minutes to developing yourself today

Check out the new PPD On Demand online resources.

These short, high impact resources have been designed to help you develop your skills and knowledge quickly, easily and when you need to.

Includes videos, quick tips, guides and interactive bitesize modules.

ppd.admin.cam.ac.uk/learn-online/ppd-demand



NEW

Leadership Essentials for Academics: Managing your team

This new short programme is aimed at academics with responsibility for the work, behaviour and development of others, including their research colleagues, group, or support staff. It is also suitable for those who are aspiring to these positions.

As well as clarifying key responsibilities and supportive leadership styles, the session focuses on critical areas such as embedding good feedback strategies and handling challenging situations. Using these skills effectively is known to enhance wellbeing, with positive effects on engagement, productivity and enjoyment at work. Further details are at ppd.admin.cam.ac.uk/files/leac.pdf

Leadership Essentials for Academics is available on request to run in any Department or institution. Please use the web form at ppd.admin.cam.ac.uk/home/bespoke-training to express your interest.

NEW

Career Development Tools

New tools to support career development are now available at: ppd.admin.cam.ac.uk/career-development/tools-support-development

These include self-assessment templates, ideally to be used with manager input, for individuals to review their behaviours and role-specific skills and identify areas for development. The behavioural attributes self-assessment templates are suitable for all employees. The role-specific skills templates are relevant to 4 job-families (administrators, HR focused roles, library staff and workshop technicians). The two tools can be used separately or together (formerly known as 'Career Pathways').

NEW

Improve your Presentation Skills

Would you like to build your confidence in this area? And learn techniques to improve your vocal range, variety and clarity to gain and hold the attention of an audience? There are now additional opportunities, with Paula Rosen and Stewart Theobald, for voice and presentation one-to-one coaching for all employees, including those involved in teaching. During the one to one session, coaching will provide you with active practice, honest and constructive feedback, and practical tips to make you a more confident and effective communicator. Book online:

- Coaching to Improve Presentation Skills (One-to-One) – all staff
training.cam.ac.uk/cppd/course/cppd-comm14
- Voice and Presentation (One-to-One) – teaching staff
training.cam.ac.uk/cppd/course/cppd-comm9

There may also be opportunities to run these sessions within Departments or for other groups. Please use the web form at ppd.admin.cam.ac.uk/home/bespoke-training to make a request.

Have you visited our
website recently?

ppd.admin.cam.ac.uk



New Career Development Tools section
New PPD On Demand section
New page for templates and forms
Updated Leadership Attributes Framework
And much more

Apprenticeships Website

The Apprenticeships website is now live and can be accessed at:
apprenticeships.admin.cam.ac.uk

Here you will find guides and other resources to support managers and apprentices. If you require any further information please contact the Apprenticeships Team at
apprenticeships@admin.cam.ac.uk

Counselling & RDP: Supporting Survivors of Rape and Sexual Violence

Target Audience: All staff

This course is aimed to increase your understanding of the issues surrounding disclosures of sexual assault and harassment of students, the support available locally and the new University Harassment and Sexual Misconduct Procedures.

Norah Al-Ani, Director of Cambridge Rape Crisis Centre will deliver a presentation on:

- Prevalence, definitions and the Legal Framework
- Attitudes to rape and sexual violence
- Effects and impacts of sexual violence
- Barriers to disclosure, barriers to reporting
- Working with and supporting survivors
- Sources of support

Sarah d'Ambrumenil will report on:

- The university's new Harassment and Sexual Misconduct Procedures

Links to Booking Pages:

Thursday, 18 January 2018 **training.cam.ac.uk/gdp/event/2293203**

Friday, 9 February 2018 **training.cam.ac.uk/gdp/event/2293207**

Thursday, 1 March 2018 **training.cam.ac.uk/gdp/event/2293211**

Follow us!

PPD on Twitter: **[@cam_ppd](https://twitter.com/cam_ppd)**

PPD is now on Twitter #Exciting! PPD will be tweeting a wide variety of interesting personal and professional development resources from our own suite of learning resources, as well as links to podcasts, radio programmes, quizzes and more, to give you even more opportunities to learn and develop your skills and knowledge. So, Follow us now and 'Like' any material you find particularly interesting or helpful so others can benefit from it too.



**UNIVERSITY OF
CAMBRIDGE**

**Professional Services
Graduate Programme**

**Building a leadership career in
Higher Education**

Professional Services Graduate Programme 2018

The Professional Services Graduate Programme at the University of Cambridge provides motivated and outstanding graduates a foundation for a career in the demanding and inspiring world of university leadership. You will have the opportunity to develop a range of skills necessary for a career within the Higher Education sector.



The Programme:

- **24 months duration**
- **Four placements across the University**
- **Professional development programme**
- **Starting salary: £28,098**



You will have graduated from the University of Cambridge as an undergraduate or postgraduate in any discipline, within five years of your application. If applying as an undergraduate you must have achieved at least a 2:1 in your degree. If you are in your final year of undergraduate study, any offer of employment would be conditional on you obtaining at least a 2:1 degree classification.

If you meet these requirements and are eligible to work in the UK for the duration of the programme, apply online at www.jobs.cam.ac.uk

Applications open: 15 January 2018

Applications close: 23 February 2018

Assessment day: 19 April 2018

Can't make the course date?

Register interest

Register your interest - if you cannot make any of the currently scheduled dates and would be interested in additional dates being scheduled.

- Use this option on the UTBS course page if you can't attend any of the scheduled dates but would be interested in additional dates being scheduled.
 - If you do this, you'll automatically be informed of any extra events and be given an option to book on.
 - This helps PPD to understand the demand for courses and informs decisions regarding running additional events.
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Need to book on behalf of someone else?

If you are asked to make a booking on behalf of someone in your department, please contact PPD and we will make the booking for them, using their CRSid. Please do not book using your own login. This will maintain the integrity of your own training record.

Welcome to Cambridge

This event will now be taking place each term. Lent and Easter term events will be on the following dates:

Thursday 8 February 2018

Wednesday 4 July 2018

PPD Electronic Flyer

For details of upcoming courses and programmes, sign up to receive the PPD Termly Flyer by email: lists.cam.ac.uk/mailman/listinfo/ucam-ppd-flyer



Join the mailing list



UPCOMING EVENTS JAN-MAR 2018

HOLOCAUST MEMORIAL DAY ANNUAL LECTURE

THE POWER OF WORDS: PUBLIC SPEECH IN THE CONTEXT OF HUMAN RIGHTS AND FREEDOM OF EXPRESSION

25 January | 12.30 – 1.30pm | The Old Library, Pembroke College

Words can be divisive; they can also be a force of social good. **Dr Brian Klug** will explore the power and duality of words in the context of human rights, the principle of human dignity and the freedom of expression.



PRACTICAL STEPS TO ADDRESSING UNCONSCIOUS / IMPLICIT BIAS

8 February | 12.30 – 1.15pm | Lecture Room 4, 8 Mill Lane

Implicit bias can impact on the decisions we make and how we interact with colleagues and students, but what can we do to mitigate them? This session builds on the Implicit Bias online module and will look at what practical steps can be taken to address implicit bias in the workplace.



WOMEN'S STAFF NETWORK: CAREER CONVERSATIONS

19 February | 12.30 – 1.15pm | Hicks Room, University Centre

Join us for the first in a series of events profiling the careers and career progression of women at Cambridge. Each term a panel of female staff from across the University will describe their career pathways, opportunities and challenges.



ATHENA SWAN NETWORK EVENT: CHANGING CULTURE

27 February | 12.30 – 1.15pm | Lecture Room 4, 8 Mill Lane

We are all working hard on our action plans but are we actually making a difference? Join us to learn about a number of initiatives undertaken in Departments that have made a real difference to the culture of the workplace.



INTERNATIONAL WOMEN'S DAY ANNUAL LECTURE

PRESS FOR PROGRESS BY BEING AN ACTIVE BYSTANDER

8 March | 12.00 – 1.00pm | McGrath Centre, St Catharine's College

This year's Lecture will be a discussion about how bystander interventions can make an impact on reducing harassment.

Please see the E&D website for further information.



**BREAK/ING
THE SILENCE**
CAMBRIDGE SPEAKS OUT AGAINST
SEXUAL MISCONDUCT

CARERS AND CAREERS: THE IMPACT OF CARING ON ACADEMIC CAREERS

9 March 2018 | 12.30 – 1.15pm | Lecture Room 1, 8 Mill Lane

Come along to hear **Dr Marie-Pierre Moreau**, from the University of Roehampton, share her latest research on how caring impacts on academic career development and access to leadership positions for those with caring responsibilities.



ANNUAL WISETI LECTURE

GOING TO THE ENDS OF THE EARTH AS A WOMAN IN SCIENCE

14 March | 5.30 – 6.30pm | Wolfson Hall, Churchill College

Professor Dame Jane Francis, the first woman Director of the British Antarctic Survey, is this year's speaker. A geologist by training, her research has led to many adventures in the polar landscapes of the Arctic and Antarctica. Jane will talk about her life and work as a woman in science, both the triumphs and the challenges.



LGBT HISTORY MONTH ANNUAL LECTURE

THE THEATRICAL TYPE: ONE HUNDRED YEARS OF QUEER THEATRE

Actor **Simon Callow** will present this year's lecture charting the history of queer theatre and performance in Britain.

Please see the E&D Webpages for more information. (Subject to speaker availability)



ANNUAL DISABILITY LECTURE: DISABLED ACADEMICS IN THE 21ST CENTURY



22 March | 5.30 – 6.30pm | Fisher Building, St John's College

A panel of disabled academics, including **Professor Nigel Lockett** and **Dr Hamied Haroon** will describe their career highlights and strategies for success in their chosen field. They will discuss what they wish they had known early in their careers, and what support or information has been effective in helping them push forward.

Have You Done Your E&D Online Training?

To access the modules, please visit www.equality.admin.cam.ac.uk/training

UNDERSTANDING UNCONSCIOUS BIAS

This module introduces implicit bias and the impact it can have. It will give you the opportunity to think about situations where your own unconscious bias might affect your decisions or judgements.

E&D ESSENTIALS

Improve your knowledge of E&D at the University. This short, interactive module is an essential requirement for many University roles.



The
**Equality
Pledge**

"We believe in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our community. Our aspiration is for Cambridge and the wider region to be safe, welcoming and inclusive."