



Learn • Develop • Achieve

Personal & Professional Development

ppd.admin.cam.ac.uk

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UNIVERSITY OF
CAMBRIDGE

PPD supports leadership, professional skills and career development for all staff at the University of Cambridge.

Here's a brief introduction to what we offer – see our website for more details and follow us on Twitter @cam_ppd.

Professional development

Whether you are new to the University or an experienced member of staff, we offer a broad range of short courses and learning resources – online and classroom based - designed to help you develop your professional and personal skills and knowledge.

Key areas include Communication and Presentation skills, Project Management, Conflict Resolution, Assertiveness, Negotiation and Influencing, plus many more.

Join our Secondment pool to hear about secondment opportunities in the University.

Why not explore our guidance and advice web pages on mentoring?

Leadership development

Leaders, managers and supervisors – we offer short courses, in-depth programmes, masterclasses and seminars to suit all levels.

Senior Leadership Programmes levels 1, 2 & 3 explore the complex aspects of leading at this level, offering opportunities for development that are focused, contextualised to the University environment and time-sensitive.

New to management? You can gain an accredited qualification via the Institute of Leadership and Management.

We offer two in-depth programmes for administrators and others in professional services roles, the Strategic Development Programme for senior administrators, and the Administrator Development Programme – offering a mix of skills development and knowledge transfer in key areas of responsibility, interwoven with project work and networking opportunities.

Bespoke training

Do you or your department need training in a specific area? We can help you set up bespoke training provision on a broad range of topics, tailored to meet your specific training and development requirements.

Benefits of this bespoke approach mean that training can be delivered to meet your specific needs, in a local venue, where colleagues from the same area can work together to create solutions and build better relationships.

Apprenticeships

Apprenticeships offer a fantastic opportunity for you to develop your professional skills and gain a nationally-recognised qualification. They include technical knowledge, practical experience and the wider skills needed for your immediate job and future career.

There are a wide range of apprenticeships available at the University across different levels and job roles, including Degree and Masters Level qualifications.

Career Development

There are many ways that we can support you to develop and progress your career.

Self-assess your behavioural skills and identify development needs using the Behavioural Attributes Framework.

Get some training in CV and application writing, networking and interview technique, or access our online resources to plan your next career move.

We also offer one-to-one, time-limited career coaching and advice sessions to meet your specific career development needs.



Learn online

If attending a classroom-based course isn't for you, or you are simply pushed for time, why not take a more flexible approach to developing your skills and knowledge with PPD online and on demand?

Our short, high impact, web-based resources including videos, quick tips guides and interactive bitesize modules on a range of topics, can be accessed from your computer or mobile device quickly, easily and at the time you need them.

Follow us on Twitter to access a wide variety of interesting personal and professional development resources, including links to articles, podcasts, radio programmes, quizzes and more, to give you even more opportunities to learn and develop.



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