Personal & Professional Development
Michaelmas 2018 Flyer

PPD PROGRAMME 18/19 AVAILABLE TO BOOK

PROMOTING GENDER EQUALITY

NEW APPRENTICESHIP COHORTS

TECHNICIAN DEVELOPMENT

EQUALITY & DIVERSITY EVENTS + OTHER PROVIDERS

ppd@admin.cam.ac.uk
www.ppd.admin.cam.ac.uk
WHAT WE DO

PPD delivers practical and relevant development opportunities to staff of the University of Cambridge.

We offer training and development to meet generic skills needs, and support those with more specific responsibilities and experience.

FOLLOW PPD ON TWITTER

@cam_ppd

For development resources, links to new bitesize online learning, information on last minute course places and more!

www.ppd.admin.cam.ac.uk
Available: One-to-One Coaching to Improve Presentation Skills with Paula Rosen

In addition to the one-to-one coaching offered on the PPD open programme, this is also available to run in-house within departments, schools or institutions. These opportunities align with broader initiatives to support skills development and career progression, particularly for women and other protected groups.

If there is interest to run up to six one-to-one sessions in your institution with experienced public speaking coach, Paula Rosen, please contact PPD.

“Superb. Paula was warm, welcoming, engaging and extremely knowledgeable. The hour flew by as she analyzed my needs, current presentation style and then offered incredibly helpful suggestions!”
Supporting an inclusive Cambridge where all staff can thrive and enhance their careers is imperative for the future success of the University. Creating a well-developed, coherent approach to career choices and progression will assist in providing a level playing field and a fair foundation for all.

In line with the actions identified in the University’s People Strategy and at Inclusive Cambridge, PPD are developing a number of initiatives to support all staff, in particular women and those in other protected groups, to help close the known pay and progression gaps at Cambridge.

Initiatives under development include:

**Professional career pathways** - a clear set of career pathways tools (skills, attributes, typical roles) to help individuals plan their career steps

**Professional career development programme** - for professional staff, especially women, to develop their careers and pathways for progression, including a workshop and individual coaching

**Team leadership programme** - this programme will take a wide-reaching approach to building skills for inclusive leadership across the broad range of professional and research team leader responsibilities, including best practice for supporting staff career development
PPD continues to encourage schools, departments and institutions to use apprenticeships as a way to recruit and develop talented people, and provide focused professional development for staff. As a result, the University now has over 50 apprentices, either new to the University, or existing staff. As part of the development of apprenticeships for existing staff at the University, apprenticeship cohorts were established in May 2018 in the following areas:

- Leadership and Management Level 5
- Business Administration Level 3

We will be starting further apprenticeship cohorts in September/October, in the following areas:

- Leadership and Management Level 5
- Project Management Level 4
- Data Analyst Level 3

If you’re interested in joining the cohorts, email apprenticeships@admin.cam.ac.uk.

We will continue to develop further cohorts where sufficient interest is expressed.

Next Apprenticeship Engagement event: 30th October 2018.

More info:
www.apprenticeships.admin.cam.ac.uk
Technician development
across the University

PPD is committed to supporting the personal and professional development of technicians across the University.

As part of that commitment, we are coordinating the University’s initiatives and activities around the four key areas of the Technician Commitment, a sector-wide initiative, sponsored by the Gatsby Foundation and the Science Council, to help address key challenges facing technical staff working in teaching and research.

The Commitment includes four key areas:

1. **Visibility** - ensure that all technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution

2. **Recognition** - support technicians to gain recognition through professional registration

3. **Career development** - enable career progression opportunities for technicians through the provision of clear, documented career pathways

4. **Sustainability** - ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised

More info, including the Technician Commitment Action Plan:

www.technicians.admin.cam.ac.uk
New online module
leading your team through change

Aims of the module:

• To understand the line manager’s role in leading and managing change
• To consider the skills needed to lead and manage change successfully

PPD offers a range of online learning options:

• **PPD on demand** - short high impact videos, quick tips guides and interactive bitesize modules

• **Online courses** – covering a range of topics

• **PPD on twitter** - links to articles and learning resources

More info:

www.training.cam.ac.uk/cppd/course/cppd-leadchange
www.ppd.admin.cam.ac.uk/learn-online/ppd-demand
www.ppd.admin.cam.ac.uk/learn-online
www.twitter.com/cam_ppd

Welcome to Cambridge
Other training providers
training opportunities

Equality and Diversity
www.equality.admin.cam.ac.uk/events
equality@admin.cam.ac.uk

Click on the image to view the Equality and Diversity flyer in full

Environment and Energy
www.environment.admin.cam.ac.uk
environment@admin.cam.ac.uk

• Environmental Sustainability - Webinar
• Environmental Sustainability Training - Face to Face

A wide range of training is provided by other departments e.g. Finance and University Information Services.

Visit the University Training Booking System to see full details of what’s available.

www.training.cam.ac.uk
Other training providers

training opportunities

Health and Safety
www.training.cam.ac.uk/ohss/event-timetable
safety.training@admin.cam.ac.uk

- An Introduction to Display Screen Equipment (DSE) Assessment
- Asbestos Awareness Training
- Chemical Safety
- Fire Safety Awareness and Use of Fire Extinguishers Training
- Fire Safety Managers
- Fire Warden and Use of Fire Extinguishers Training
- Legionella Awareness Training
- Lifting and Manual Handling
- Nanoparticle Safety
- Pressurised Gas and Cryogens
- Principal Investigators, Do You Know How to Fulfil Your Health and Safety Responsibilities?
- Radioactive Substances: An Introduction to Suitable and Safe Use
- Risk Assessment
- Risk Assessment of Genetically Modified Organisms
- Sealed Source Users Course
- Transport and Movement of Radioactive Materials
- Ultraviolet Radiation: Safe Use of Artificial Sources
- Using Containment Facilities and Microbiological Safety Cabinets
- Using Hydrofluoric Acid Safely
- Using, Maintaining and Testing Portable Radiation Monitors (Contamination and Dose-rate Monitors)
- Working at Height: Basic Ladder Safety
- X-Ray Generators and Other Equipment Generating Ionising Radiations
UPCOMING EVENTS OCT–DEC 2018

CHANGING MINDSET

16 October | 12.00 – 12.45pm | Eastwood Room, 16 Mill Lane
Based on the book Learn to Love Stress by Sara Hansen, this session will allow you to identify your mindset and use it to overcome stress, make personal changes, and improve your life at work and home.

LET’S TALK ABOUT RACE

17 October | 12.30 – 1.30pm | McCrum Lecture Theatre, Bene’t Street
During this event we will share what we know about the racial composition of the University and what staff and students have told us about their experiences. We will present the institutional action plan to improve racial equality at Cambridge and will seek your feedback. The Vice-Chancellor will also reflect on the University’s aspirations and the way forward towards a more inclusive University.

ANNUAL RACE EQUALITY LECTURE
RACE AND MERIT: DISMANTLING MYTHS

22 October | 5.30 – 7.00pm | Palmerston Room, St John’s College
As a world-leading university, we often take for granted that we recruit and promote on the basis of “merit”. But what do we mean by “merit”? Does our definition of merit contribute to sustaining racial inequalities? The keynote speaker Baroness Valerie Amos, Director of SOAS University of London will explore these topics looking at how our perceptions of merit influence and impact our understanding of discrimination and prejudice.

Full details of all events are listed on the E&D website: www.equality.admin.cam.ac.uk/events
**LGBT+ WELCOME!**

31 October | 6.00 – 8.30pm | McGrath Centre, St Catharine’s College  
The University is committed to being an open, diverse and inclusive place to work and study – but what is life really like for its LGBT+ staff? Join us as we hear from staff about the realities of being LGBT+ at Cambridge.

**CONVERSATIONS ON CAREER PROGRESSION AND RACE**

7 November | 12.00 – 12.45pm | Eastwood Room, 16 Mill Lane  
Our speakers Kusam Leal, Deputy School Secretary in the School of Physical Sciences, and Ricardo Rocha, early career conservation scientist, will talk about their career experience in academia and beyond, the challenges faced and strategies of dealing with them. It will be an opportunity to discuss ideas and suggestions that might help others in the same situation.

**TRANS AWARENESS**

21 November | 12.30 – 1.30pm | Seminar Room B, 17 Mill Lane  
This session will set the wider context for Trans identities, provide greater understanding of the experience of Trans people and explore uses of language and key terms such as cisgender, non-binary and transgender, all in a safe supportive environment.

**INTERNATIONAL DAY FOR THE ELIMINATION OF VIOLENCE AGAINST WOMEN**

27 November | 12.30 – 1.30pm | Runcie Room, Faculty of Divinity, Sidgwick Site  
Join Rachel Krys, Co-Director, End Violence Against Women to discuss current issues around sexual harassment and the challenges that wider cultural attitudes bring to issues of tackling abuse against women and girls.

**UNIVERSITY STAFF CAROL SERVICE**

11 December | 3.30pm | Great St Mary’s Church  
The annual Carol Service for University staff led by the Lucy Cavendish Singers.  
All staff are welcome.

**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.

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“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.”