Calendar
April-July 2018
(including Equality and Diversity events)
ppd.admin.cam.ac.uk
Follow us: @cam_ppd
### Achieving Results

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Staff Review and Development: Online</td>
<td>Online</td>
</tr>
<tr>
<td>Email Management: Online</td>
<td>Online</td>
</tr>
<tr>
<td>Giving Effective Feedback: Online</td>
<td>Online</td>
</tr>
<tr>
<td>Immigration and Recruitment: Helping You Get it Right</td>
<td>07-Jun</td>
</tr>
<tr>
<td>MBTI: Understanding Personality</td>
<td>04-Apr and 31-May</td>
</tr>
<tr>
<td>Project Management: Online</td>
<td>Online</td>
</tr>
<tr>
<td>Project Management: Online and Workshop</td>
<td>14-Jun</td>
</tr>
<tr>
<td>Recruitment and Selection Skills</td>
<td>05-Apr and 10-Jul</td>
</tr>
<tr>
<td>Staff Review and Development for Reviewees</td>
<td>22-May</td>
</tr>
<tr>
<td>Staff Review and Development for Reviewers</td>
<td>26-Apr</td>
</tr>
<tr>
<td>Time Management: Online</td>
<td>Online</td>
</tr>
</tbody>
</table>

### 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: [cctl.cam.ac.uk](http://cctl.cam.ac.uk)

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Education Academy: Briefing</td>
<td>14-May</td>
</tr>
<tr>
<td>Lecturing Performance</td>
<td>20-Apr and 05-Jun</td>
</tr>
<tr>
<td>Specific Learning Difficulties: What Administrators Need to Know (Briefing)</td>
<td>25-Apr</td>
</tr>
<tr>
<td>Student Immigration</td>
<td>01-May</td>
</tr>
<tr>
<td>Student Support Documents in Practice</td>
<td>26-Apr</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (Arts, Humanities and Social Sciences)</td>
<td>04-May and 06-Jul</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (Sciences and Technology)</td>
<td>24-Apr, 22-May and 02-Jul</td>
</tr>
<tr>
<td>Supporting Postgraduate Students with Mental Health Difficulties</td>
<td>29-May</td>
</tr>
<tr>
<td>Supporting Students in Distress: Boundaries &amp; Boomerangs</td>
<td>12-Apr and 24-May</td>
</tr>
<tr>
<td>Voice and Pronunciation for Non-native English Speakers</td>
<td>08-May, 15-May, 18-Jun, 09-Jul</td>
</tr>
<tr>
<td>Voice Projection: An Introduction</td>
<td>19-Apr</td>
</tr>
</tbody>
</table>

### Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assertiveness in Management</td>
<td>25-Jun and 12-Jul</td>
</tr>
<tr>
<td>Coaching to Improve Presentation Skills (One-to-One)</td>
<td>10-May, 14-May, 21-May, 29-May</td>
</tr>
<tr>
<td>Communicating Assertively Online</td>
<td>Online</td>
</tr>
<tr>
<td>Communication Essentials: Online</td>
<td>Online</td>
</tr>
<tr>
<td>Communication Skills Advanced: “Was it something I said?”</td>
<td>20-Apr and 27-Jun</td>
</tr>
<tr>
<td>Communication Skills Introduction: “Are you receiving me?”</td>
<td>04-Jun and 18-Jul</td>
</tr>
<tr>
<td>Giving Effective Feedback: Online</td>
<td>Online</td>
</tr>
<tr>
<td>Managing Challenging Conversations: Online</td>
<td>Online</td>
</tr>
<tr>
<td>Minute Taking</td>
<td>19-Apr and 28-Jun</td>
</tr>
<tr>
<td>Minute Taking: An Introduction: Online</td>
<td>Online</td>
</tr>
<tr>
<td>Presentation Skills: An Introduction</td>
<td>05-Jun</td>
</tr>
<tr>
<td>Presentation Skills: Online</td>
<td>Online</td>
</tr>
</tbody>
</table>
### Voice and Pronunciation for Non-native English Speakers
- 08-May, 15-May, 18-Jun, 09-Jul

### Voice Projection: An Introduction
- 19-Apr

### Innovation and Change

#### Leading your Team Through Change (2 x ½ days)
- 10-Apr and 11-Jul

### Leadership

#### Leadership Advanced (2 x ½ days)
- 19-Jun

#### Leadership Essentials
- 07-Jun

#### Level 3 Award (ILM) in Leadership and Management (5 x 1 day)
- Programme starts on 25-Apr

#### Managing Challenging Conversations: Online
- Online

#### Staff Review and Development for Reviewers
- 26-Apr

### Negotiating and Influencing

#### Conflict Resolution
- 25-May

### People Development

#### Building Resilience to Manage Stress
- 24-May

#### Data Protection and FOI: An Introduction
- 15-May

#### Data Protection Training: Online
- Online

#### Developing Relaxation Skills
- 19-Jul

#### Develop your Career: Interview Techniques (2 x ½ days)
- Starts on 22-Jun

#### Develop your Career: Job search, CV writing and Job Applications
- 11-Jun

#### Effective Staff Review and Development: Online
- Online

#### Email Management: Online
- Online

#### Giving Effective Feedback: Online
- Online

#### Induction: Online
- Online

#### Managing and Developing Effective Teams
- 16-Apr and 04-May

#### Managing Staff Performance: Disciplinary & Capability Procedures
- 03-May

#### Managing Staff Performance: Introduction
- 15-Jun

#### Retirement: Pre-retirement (2 x ½ days)
- Starts on 21-Jun

#### Stress: A Manager’s Responsibility
- 12-Jun

#### Stress Management Tools
- 21-Jun

#### Time Management: Online
- Online

#### Welcome to Cambridge
- 04-Jul

### Relationship Building

#### Managing and Developing Effective Teams
- 16-Apr and 04-May

#### Managing Challenging Conversations: Online
- Online

### Strategic Focus

#### Project Management: Online
- Online

#### Project Management: Online and Workshop
- 14-Jun

#### Risk Management (Seminar)
- 13-Jul

---

Full details of all courses are listed on the University Training Booking System at training.cam.ac.uk/cppd/event-timetable
Valuing Diversity

Dignity at Work: A Guide for All Staff 17-May
Libraries: Making them Accessible to Disabled People 01-May
Prevent Module 1 – An Introduction to the Prevent Duty: Online
Prevent Module 5 – A Student and Staff Wellbeing Issue: Online
Specific Learning Difficulties: What Administrators Need to Know (Briefing) 25-Apr

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 and courses.

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

Full details of all courses are listed on the University Training Booking System: training.cam.ac.uk/cppd/event-timetable

If you would like the calendar emailed to you directly please visit:
lists.cam.ac.uk/mailman/listinfo/ucam-ppd-flyer
Are you a current or aspiring manager who would like to gain a nationally recognised qualification in leadership and management? If so the ILM Level 3 Award in Leadership and Management may be for you.

This highly participative programme offers an introduction to management skills and is externally accredited by the Institute of Leadership & Management (ILM). There is a strong emphasis on applying new learning to your work situation for the benefit of your team and your department.

The course is primarily aimed at those who currently have management responsibilities for others (including managers, team leaders or supervisors) or equivalent responsibilities (e.g. for managing services, projects, resources). To gain the qualification participants must pass the three assignments focussing on leadership, problem solving and managing conflict in the workplace.

Please visit training.cam.ac.uk/cppd/course/cppd-mgt4 to read the full programme details and complete an application form to register your interest in the programme.

“Definitely go on this programme – you will take so much from it”

“It not only gets us to think about how we work, but also gets us to think how we work with our colleagues, and how we can manage and motivate those in our teams the best way possible”

“It is a very well put together and presented programme. I feel anyone in a management role would benefit from the skills taught and the subjects covered”
New tools to support professional and career development

There are two key self-assessment tools that you can use to support professional development and career progression. They were previously linked together under the name 'Career Pathways'.

- **Behavioural attributes** describe a range of characteristics that can be used to support expected behaviour across all grades and staff groups in the University.

- **Role-specific skills** have been identified for a number of job families: administrators, HR focused roles, library staff and technicians.

Either or both of these resources can be used by individuals and their managers as a guide to identify strengths and potential areas of development.

[ppd.admin.cam.ac.uk/career-development/tools-support-development](http://ppd.admin.cam.ac.uk/career-development/tools-support-development)
Courses offered by other training providers

Environment and Energy

New Environment and Energy courses are now available in-person, online and via webinar. In these courses participants will learn of the environmental impacts of University operations, what the University is doing to reduce those impacts and what staff can do to play their part.

You can book a place on these courses at by emailing environment@admin.cam.ac.uk or telephoning 01223 (3)30882.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Sustainability Induction module</td>
<td>Online</td>
</tr>
<tr>
<td>Sustainability at the University of Cambridge</td>
<td>04-Apr and 26-Jun</td>
</tr>
<tr>
<td>Sustainability at the University of Cambridge – webinar</td>
<td>18-May and 24-Jul</td>
</tr>
</tbody>
</table>

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 01223 (3)39510.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Introduction to Display Screen Equipment (DSE) Assessment</td>
<td>27-Apr and 28-Jun</td>
</tr>
<tr>
<td>Chemical Safety</td>
<td>11-Apr, 26-Apr, 18-May, 22-Jun</td>
</tr>
<tr>
<td>Fire Safety Managers</td>
<td>02-May and 06-Jun, 04-Jul</td>
</tr>
<tr>
<td>IOSH Managing Safely (3-day course)</td>
<td>Starts on 16-Apr and 15-May</td>
</tr>
<tr>
<td>Laser Safety for Class 3B and 4 Laser Users and Research Supervisors</td>
<td>25-Jun</td>
</tr>
<tr>
<td>Legionella Awareness Training</td>
<td>10-May</td>
</tr>
<tr>
<td>Pressurised Gas and Cryogens</td>
<td>20-Apr and 07-Jun</td>
</tr>
<tr>
<td>Principal Investigators, Do you know how to fulfil your health and safety responsibilities?</td>
<td>23-May</td>
</tr>
<tr>
<td>Radioactive Substances: An Introduction to Suitable and Safe Use</td>
<td>09-May and 16-May</td>
</tr>
<tr>
<td>Risk Assessment</td>
<td>15-May</td>
</tr>
<tr>
<td>Ultraviolet Radiation: Safe Use of Artificial Sources</td>
<td>22-May</td>
</tr>
<tr>
<td>Using Containment Facilities and Microbiological Safety Cabinets</td>
<td>03-May</td>
</tr>
<tr>
<td>Using Hydrofluoric Acid Safely</td>
<td>10-May</td>
</tr>
<tr>
<td>Using, maintaining and testing portable radiation monitors (contamination and dose-rate monitors)</td>
<td>19-Jun</td>
</tr>
<tr>
<td>Working at Height: Basic Ladder Safety</td>
<td>03-May</td>
</tr>
<tr>
<td>X-Ray Generators and other Equipment Generating Ionising Radiations</td>
<td>25-Apr</td>
</tr>
</tbody>
</table>

WellICAM

As part of the Wellbeing initiatives free lunchtime briefings open to all staff covering the topics of mental health awareness and managing work demands are being scheduled throughout the 2017/18 year, at various University locations.

To book a space please visit: wellbeing.admin.cam.ac.uk or search on training.cam.ac.uk

Sessions for Easter term are being scheduled; the following keynote briefing is available.

WellCam: Master Time and Focus 25-Apr
PPD supports you with...

Behavioural attributes framework
Career planning
Leadership attributes framework
Role skills templates

Apprenticeships
Job shadowing
Mentoring
Secondments

Development tools

Professional development options

Bespoke events
Multi day programmes
Short courses

On Demand resources
Online modules
PPD Twitter feed

Face to face training

Online learning

For details: ppd.admin.cam.ac.uk
Learn • Develop • Achieve

Personal & Professional Development

ppd.admin.cam.ac.uk
Follow us on Twitter @cam_ppd
email: ppd@admin.cam.ac.uk
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.

Follow us on Twitter @cam_ppd

ppd.admin.cam.ac.uk  email: ppd@admin.cam.ac.uk
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.
UPCOMING EVENTS APR-JUL 2018

HOW TO SURVIVE AND PROSPER ON SOCIAL MEDIA

10 April | 12.30-1.15 pm | Lecture Room 4, 8 Mill Lane

Paul Holland from the University communications office discusses the benefits and pitfalls of using social media. He explores how debate and diversity gets drowned out and how you can keep your ideas afloat.

TRANS AWARENESS

23 April | 12.15-1pm | Room 4, 8 Mill Lane

This session will provide a greater understanding of the experience of trans people, unpick language and terms such as cisgender, non-binary and transgender in a safe and supportive way, and offer resources for post awareness session support.

ATHENA SWAN NETWORK EVENT: FOCUS ON RECRUITMENT AND SELECTION

Focusing on sector best recruitment and selection practices, the event will provide an update on recruitment policy for academic and non-academic roles, and guidance for attracting under-represented groups. Selection strategies will also be covered.

See website for details.

WOMEN’S STAFF NETWORK: CAREER CONVERSATIONS

15 May | 12.15-1pm

Join us for the second event 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 and the opportunities and challenges they have faced along the way. Please join us for coffee and cake!

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

“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.”

WHERE DO YOU DRAW THE LINE?

5 June | 2-4pm | Seminar Room E, 17 Mill Lane
Delivered in a safe and supportive environment, this sexual harassment prevention training offers individuals the opportunity to learn about the different factors that might create and perpetuate a work environment in which harassment and bullying occur, and strategies for how to address this.

FESTIVAL OF WELLBEING
25 JUNE – 6 JULY
The University hosts its popular annual programme of health and wellbeing events for two weeks during June and July. This year the theme is Work-Life Balance. This is a fantastic chance to take some time out to attend a wide range of lectures, workshops, tours and sporting activities which are being held across all University sites. There will also be the opportunity to learn about the range of University benefits and support services available.

EVENTS INCLUDE:
- Festival of Wellbeing Lecture
- Tours of College Art and Gardens
- Professor Dame Carol Black Lecture
- Mindfulness Sessions
- Stress: A Manager’s Responsibility
- Relaxation Workshops
- Walking Group
- Introduction to Display Screen Equipment
- Museum Tours
- Cycling Events
- Senior Academic Promotions (SAP) Forum
- Tour of Great St Mary’s Church
- CAMBens
- Yoga
- Free Sports Sessions

For more information visit wellfest.admin.cam.ac.uk

WHY RACIAL AND ETHNIC DIVERSITY AT THE TOP REMAINS A CHALLENGE: EXPLORING CAREER PROGRESSION AND INCLUSION AT THE UNIVERSITY

18 May | 12.30-1.30pm | Hicks Room, University Centre
Join Professor Franklin Aigbirhio and the University Race Equality Champions to discuss why racial diversity at the top still remains a challenge. We will also discuss if the University needs a network to advance race equality, reflecting the voices of staff of diverse racial and ethnic backgrounds, nationalities, religions, heritages and cultures.

18 May | 12.30-1.30pm | Hicks Room, University Centre
Join Professor Franklin Aigbirhio and the University Race Equality Champions to discuss why racial diversity at the top still remains a challenge. We will also discuss if the University needs a network to advance race equality, reflecting the voices of staff of diverse racial and ethnic backgrounds, nationalities, religions, heritages and cultures.