Personal & Professional Development
Easter 2019 Flyer

NEW PROFESSIONAL SERVICES CAREER DEVELOPMENT PROGRAMME

NEW INCLUSIVE LEADERSHIP PROGRAMME

DEVELOPMENT FOR ADMINISTRATORS NOMINATIONS FOR ADP AND SDP

EQUALITY & DIVERSITY EVENTS + OTHER PROVIDERS

ppd@admin.cam.ac.uk
www.ppd.admin.cam.ac.uk
At this time of year we know that it can be hard to get a place on many of our courses.

Please do still book on to the waiting list if you would like to attend. You’ll be helping us to monitor demand and plan events for next year, as well as giving yourself a chance of being offered a place if one becomes available.

www.training.cam.ac.uk

Remember to only book if you can attend, and to cancel your place in good time if necessary. Non-attendance at a course is a missed opportunity for another colleague and a loss of time and resource.
New Professional Services Career Development Programme
booking now open

Who is it for?
• All professional services staff
• We particularly welcome women, BAME staff and other under-represented groups to take part

What's the format?
• A career development workshop
• A one-to-one coaching session

What will it cover?
• Strategies for identifying and achieving career goals
• Information on tools and networks to support further career conversations

How do I book?
• training.cam.ac.uk/cppd/course/ppd-incamcareer

Why are we doing this?
The monitoring and reporting of equalities data, such as the Gender Pay Gap Report and the results of the recent staff survey, highlight the ongoing need to support individuals with their career development and progression, ensure good management practice and actively promote an inclusive culture.

PPD is offering the above programme as well as an Inclusive Leadership Programme, in order to address these important issues.
Inclusive Leadership Programme
new from July

Each leader and manager has a key role to play in supporting progression, ensuring pay equality and shaping a positive working environment.

Decisions on recruitment, allocation of work or projects, access to training and development, promotion and approaches to flexible working and career progression have an impact on individuals and on University goals. It is critical that those with responsibility for others understand the impact of their decisions and know how to reduce the risk of explicit or implicit sex, race or other discrimination. In partnership with Pearn Kandola, experts in inclusive leadership development, the University is offering a targeted programme to support best practice and development of skills in these areas.

Launch event, Tuesday 2 July, for senior leaders and others to find out more about the programme, with Professor Eilís Ferran, Pro-Vice Chancellor, and Pearn Kandola. To book:
training.cam.ac.uk/cppd/course/ppd-incleap1

Further programme details and to book:
training.cam.ac.uk/cppd/course/ppd-incleapars

I fully endorse these programmes and encourage you to take the opportunity to participate and support others to do so as well. This is an exciting opportunity for us to take a frank look at how inclusive we currently are and, by working together, how we can make progress towards our goal of achieving equality of pay and opportunity at the University.

Professor Ferran, Pro-Vice Chancellor
An invitation to nominate individuals for a place on the Administrator Development Programme (ADP) and the Strategic Development Programme (SDP) will be sent in May to nominators, including:

- School Secretaries
- Heads of Division
- Non School Institutions
- The Registrary

Contact your line manager now if you are interested in being nominated for either programme.

**Administrator Development Programme**

**Target audience:** grades 7 – 9

**Starts:** November 2019

**Strategic Development Programme**

**Target audience:** grades 8 – 10, with a wide portfolio and strategic influence

**Starts:** February 2020

More info:

ppd.admin.cam.ac.uk/professional-development/administrator-development
Vocational training websites

The technician development website contains information on the University’s work on the Technician Commitment and includes case studies, professional registration details and more. www.technicians.admin.cam.ac.uk

Visit the apprenticeships website for information on all aspects of apprenticeships, including details for existing members of staff who are considering an apprenticeship and helpful hints for managers. www.apprenticeships.admin.cam.ac.uk
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 Induction - online

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
• Chemical Safety
• Departmental Responsible Person Training (TG1) 2-days
• Departmental Safety Officer Essentials
• Fire Safety Awareness and Use of Fire Extinguishers Training
• Fire Safety Managers
• Fire Warden and Use of Fire Extinguishers Training
• Laser Safety for Class 3B and 4 Laser Users and Research Supervisors
• Legionella Awareness Training
• Legionella Awareness Training (TG2)
• Lifting and Manual Handling
• 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
• Ultraviolet Radiation: Safe Use of Artificial Sources
• Using Containment Facilities and Microbiological Safety Cabinets
• Working at Height: Basic Ladder Safety
• X-Ray Generators and Other Equipment Generating Ionising Radiations
UPCOMING EVENTS
MAY–JULY 2019

For information and bookings
www.equality.admin.cam.ac.uk/events
TRANS AWARENESS

15 May | Department of Mathematics | 12.00 – 1.00pm
22 May | Milstein Room, University Library | 12.00 – 1.00pm
08 July | Clinical School, Seminar Rooms 11&12 | 12.30 – 1.30pm

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.

BAME STAFF NETWORKING DINNER

05 June | Selwyn College | 6.30pm

Join us for an informal networking dinner to connect with colleagues of diverse racial backgrounds and discuss racial equality issues. The Vice-Chancellor Professor Stephen Toope will open the event, and there will be contributions by University Race Equality and Inclusion Champions, Dr Mónica Moreno Figueroa and Dr Kamal Munir, along with Co-Chairs of the BAME Staff Network, Kusam Leal and Hawa Sydique. The dinner is open to all University staff, BAME and White alike. University members who self-identify as BAME and those of religious minority backgrounds are particularly welcome to attend.

ATHENA SWAN: RECRUITMENT AND INDUCTION

13 June | SG2 Ground Floor, Alison Richard Building | 12.30 – 2.00pm

This session will give an overview of recruitment best practice and how to attract a more diverse range of applicants. We will look at how to write an advert, further information documents, shortlisting and interview processes. There will be discussion around best practice in inclusive induction and probation processes.

FAMILY FRIENDLY POLICIES: MANAGERS’ RESPONSIBILITIES

17 June | Committee Room, Clinical School | 12.00 – 1.30pm

Flexible working gives employees flexibility on where and when they work, allowing them to balance home and career. A panel of managers from the Clinical School will provide insight into their experience of supporting staff who work flexibly and the benefits and challenges such arrangements can bring.

RACE AWARENESS

25 June | Lecture Room 5, 8 Mill Lane | 10.00 – 12noon

This will be an interactive workshop for those who would like to increase their understanding of race and racism. The aim of the session is not only to enhance participants’ confidence in speaking about race but also to provide them with tools to reflect on their role in the circulation of racism, and to build their capacity to challenge racism.
INVISIBLE DISABILITIES

01 July | Eastwood Room, 16 Mill Lane | 11.00am – 12.00noon
Join Dr Sara Booth to learn more about the different types of disabilities and illnesses that are not always so obvious to spot. There will be practical hints and tips for individuals, and also for managers to support staff with such conditions.

COLLABORATING WITH MEN TO BUILD AN INCLUSIVE WORKPLACE CULTURE

01 July | SG1, Alison Richard Building | 12.00 – 1.30pm
Dr Jill Armstrong will debate why it is important for men to partner women in building a more gender inclusive workplace culture, and will offer ideas about strategies and actions that work to sustain change.

SECURING THE FINANCIAL FUTURE OF WOMEN: 6 MOMENTS THAT MATTER

04 July | Main Lecture Theatre, Zoology | 1.30 – 2.30pm
Jane Portas, co-founder of Insuring Women’s Futures and PwC Partner, will share highlights of her research into the financial lives of women in the UK. Jane will identify the key risks facing women and the cumulative effect of these on women’s financial security. Jane will discuss the 6 Moments that Matter where positive interventions could improve women’s financial resilience.

Have You Done Your E&D Online Training?

UNDERSTANDING IMPLICIT BIAS
An introduction to implicit bias and the impact it can have. It will help you identify situations where your own biases 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.

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

WellCAM supports the University's goal to improve the health, safety and wellbeing of its staff and to prevent work associated ill health. This encompasses the physical, mental and social health of employees and recognises that employees' values and personal development within the University contribute to their overall wellbeing at work.

www.wellbeing.admin.cam.ac.uk

“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”.

The Equality Pledge
FESTIVAL OF WELLBEING

24 June – 5 July

As part of the University’s WellCAM events programme we are proud to host the popular Festival of Wellbeing.

“The Festival of Wellbeing is one of the highlights of our WellCAM initiative which commits the University to providing a healthy and fulfilling working environment where everyone feels included. There is something for everyone in the rich and varied Festival programme of events and activities. Please do take time out to participate.”

Professor Eilis Ferran, Pro-Vice-Chancellor for Institutional and International Relations

“A lot is being done across the University to promote health and wellbeing, and the Festival of Wellbeing showcases this excellent work. It is an extremely popular and much anticipated event in the annual staff calendar. I would encourage all to take time out to take care of yourself a bit.”

Dr Hisham Ziauddeen, University Wellbeing Champion

• Wellbeing and Inclusion, Pearn Kandola
• Professor Dame Carol Black Lecture
• Strengthen Relationships & Teams
• Race Awareness
• Addenbrooke’s Art
• Museums Tours and Activities
• Exploring your Wellbeing with Lego
• Where Do You Draw the Line?
• How to be an Active Bystander
• Moments that Matter
• Carefree Canines
• Collaborating with Men to Build an Inclusive Workspace Culture
• The Truth about Diets
• Invisible Disabilities
• Menopause Café
• Tours of College Gardens
• Super Sleep
• Great St Mary’s Church Tour
• Come and Sing
• Free Sports Sessions
• Dr Bike
• Meditation
• Cooking Sessions

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