2019/20 PROGRAMME LAUNCHED

APPROACHES TO LEARNING

NEW PREVENT REFRESHER MODULE

LEADERSHIP DEVELOPMENT UPDATE

EQUALITY & DIVERSITY EVENTS + OTHER PROVIDERS

ppd@admin.cam.ac.uk

www.ppd.admin.cam.ac.uk
PPD designs, delivers and advises on practical and relevant development for individuals and institutions in support of the University’s overall mission and priorities. We work strategically with others to support people and organisational development, particularly in the following areas:

› Leadership and management development
› Professional and personal development
› Career development

2019/20 programme launched

training.cam.ac.uk/cppd

› Features the Inclusive Leadership Programme developed in partnership with University colleagues and leadership experts Pearn Kandola

› Course full?
book on to the waiting list - this helps PPD monitor demand and you may still be offered a place

www.ppd.admin.cam.ac.uk
Approaches to learning

PPD’s aim is to create a culture of ongoing learning and to enable people to achieve their potential, collectively and individually, in a respectful and inclusive environment.

PPD recognises that learning and development comes in many forms. The 70:20:10 framework below shows that the majority of learning comes through experience, about 20% from social learning with colleagues and just a small amount comes through formal face-to-face or online courses.

When you are considering your own development planning, or when you are supporting the development of others, include a range of approaches that will best suit your/others’ strengths, the development objectives, the area you are working in and people who may be able to help.

- **Face to face or online courses**
  - Reading
  - Film
- **Role modelling**
  - Teamwork
  - Colleagues
- **Feedback**
  - Coaching
  - Mentoring
  - Networking
- **Putting learning in to practice**
  - Development in role
  - Problem solving
- **Secondment**
  - Projects
  - New role

10% 20% 70%

- **Formal learning**
- **Relationship based and social learning**
- **Experienced based learning**

www.ppd.admin.cam.ac.uk
As well as PPD’s face to face offerings, visit the PPD website for a range of information to support your development.

Examples include:

- **On demand resources**
  - Problem Solving
  - Giving Feedback
  - Delegating

- **Mentor/mentee support**
  - Mentoring guide
  - Types of mentoring
  - Mentoring agreement

- **Online modules**
  - Staff Review and Development
  - Managing Change

and much more!
PPD team update

Sue Pandey, Head of PPD, leads a team of consultants and administrators who contribute a range of diverse skills and experience to those who PPD works with across the University.

PPD has recently welcomed the following people to the team:

Vickie Hayton
Technician Commitment Coordinator

Katherine Lawrence
Administrator, returning after parental leave

Claudia Padovani
Administrator

Samantha Sinclair
Administration Team Leader, job share with Jeanette Almond

PPD also wishes our colleague Jane Leyshon a very happy retirement from December, with warmest thanks for everything she has contributed to the team.

See the who’s who page on the PPD website for information about others in the team

www.ppd.admin.cam.ac.uk
The University is required to have appropriate practices in place, collectively and as individuals, to support wellbeing and safeguard staff and students from radicalisation, in the same ways that good practice helps to safeguard people from any behaviour that may harm themselves or others.

In addition to introductory training for staff, a new refresher module has been developed to complete after three years. It takes up to 15 minutes to complete.

From Oct 2019 this new module will be available for the following groups of staff who have responsibility for one or more of the following areas:

- Teaching, supervisory or pastoral responsibilities for students
- Professional service staff in staff or student support roles
- Managing other staff
- Coordination of events with external speakers
- Approval of room bookings
- Security

**More information**

- Prevent training Moodle site - new module and details of all relevant training options
- Prevent website - University information
- When to Refer - a faculty and Department Guide to helping undergraduate and postgraduate students access the right pastoral support at the right time

Prevent duty
new online refresher training

www.ppd.admin.cam.ac.uk
Vickie Hayton, Senior Research Laboratory Technician at MRC Epidemiology, has recently taken up the seconded role of Technician Commitment Coordinator.

Vickie is a real advocate for technicians and the work that they do across the University, she is working within PPD two days a week for six months to drive initiatives that support the Technician Commitment.

More information
www.technicians.admin.cam.ac.uk – information on technician development and the Technician Commitment
Leadership development options updated

The Leadership development options have been updated and the latest version can be found on the PPD website.

More information: Leadership development options

Click to view short courses and online modules relevant to leaders, managers, team leaders, supervisors.

www.ppd.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
• Asbestos Awareness Training
• Chemical Safety
• Departmental Safety Officer Essentials
• Fire Safety Awareness and Use of Fire Extinguishers Training
• Fire Safety Managers
• Fire Warden and Use of Fire Extinguishers Training
• IOSH Managing Safely (3 days)
• Laser Safety for Class 3B and 4 Laser Users and Research Supervisors
• 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
### ANNUAL RACE EQUALITY LECTURE

**DAVID LAMMY MP IN CONVERSATION WITH GILLIAN JOSEPH**  
**14 October | 5.30-6.30pm | Palmerston Room, St John's College**  
To mark Black History Month, we are delighted to welcome David Lammy MP in conversation with Gillian Joseph, Sky News, about his personal journey and how race and racism have shaped his life. The conversation will touch on a variety of topics including manifestations of racism in organisations today, addressing the barriers to career opportunities faced by BAME staff, the lack of BAME role models in senior positions, and how to increase BAME representation in leading professions.

### SPACE NETWORK EVENT: LISTENING TO PARENTS AND CARERS

The University’s SPACE network (supporting staff who are parents and carers), is holding three open meetings. Come and meet new and current members, share experiences and map out future SPACE activities.

See E&D webpages for further details

### INSTITUTIONAL CHANGE: UPDATE ON THE UNIVERSITY’S WORK ON RACE AND RACISM

**5 November | 12-1pm | Lecture Room A, Student Services Centre**  
Come along to this event to find out about the approach and practical steps the University is taking to address racialised inequalities and the key priority areas to address. Learn about the University’s Race Equality Action Plan, and the impact of implemented initiatives.

### ATHENA SWAN SUPPORT SESSION

**7 November | 11-12.30pm | David Williams Building, Sidgwick Site**  
Supporting departments working towards Athena SWAN awards, this in-depth session will help with the different aspects of applying including data collection, analysis and action planning. E&D team members will help troubleshoot common problems and will share examples of best practice across the University.

### ATHENA SWAN SMART ACTION PLANNING

**12 November | 11-12.30pm | David Williams Building, Sidgwick Site**  
This session will help departments develop appropriate actions for the issues identified from the self-assessment process, and to make action plans SMART and effective tools for achieving gender equity.
RACE AWARENESS TRAINING

18 November | 10am-12noon | Alison Richard Building, Sidgwick Site
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.

FINANCIAL MOMENTS

During the ‘National Talk Money Week’ (12-18 November) the University’s Women’s Staff Network is holding three events to present a simple toolkit and conversation guide about the financial moments that matter in women’s lives. We will also seek feedback on WSN activities, events, topics etc.

CONVERSATIONS ON CAREER PROGRESSION AND RACE

5 December | 12-12.45pm | Seminar Room B, 17 Mill Lane
Our speakers will talk about their career experience in academia and beyond, the challenges faced and strategies for dealing with them. It will be an opportunity to discuss ideas that might help others in the similar situations, and talk about ways of addressing institutional obstacles.

MENOPAUSECAFÉS

10 December | 11am-12noon | Judge Business School
11 December | 11am-12noon | Alison Richard Building Café
12 December | 11am-12noon | Clinical School Café
Menopause Cafés exist to increase awareness of the impact of the menopause on those experiencing it, their friends, colleagues and families. Anybody interested in sharing stories, experiences and questions about menopause is welcome!

UNDERSTANDING IMPLICIT BIAS

12 December | 10am-12pm | Greenwich House
Implicit biases impact on the decisions we make and how we interact with colleagues and students, but what can we do to mitigate them? Building on the Implicit Bias online module, we will look at what practical steps can be taken to address implicit biases in the workplace.
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.”

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