Personal & Professional Development
Lent 2019 Flyer

PPD PROGRAMME 18/19
AVAILABLE TO BOOK

APPRENTICESHIPS:
DEVELOPMENT
FOR ALL

INCLUSIVE
CAMBRIDGE

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.

www.ppd.admin.cam.ac.uk
Apprenticeships
development for all

Did you know apprenticeships are now offered from Level 2 to Level 7 (Masters Level)?

University staff are able to undertake a fully funded Apprenticeship with a choice of over 300 apprenticeship programmes. 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.

Apprenticeships being completed by University staff currently include:

- HR Consultant Level 5
- Leadership and Management Level 5
- Project Management Level 4
- Mechanical Engineering Level 3
- Laboratory Technician Level 3
- Software Development Technician Level 3

Find out how you could use apprenticeships to grow your own or your team’s talent at the dedicated apprenticeships website.

More info:
www.apprenticeships.admin.cam.ac.uk
Inclusive Cambridge
promoting pay equality

The University has identified a number of actions to reduce the pay gap between men and women.

New for 2019 and beyond
PPD is developing new programmes and resources to support individuals and leaders/managers to enhance opportunities for progression, including:

For individuals, particularly women in professional service roles:

**PROFESSIONAL SERVICES CAREER DEVELOPMENT PROGRAMME**

- **Career development workshops** to explore aspirations and address potential barriers
- **One-to-one career coaching sessions** to consider strategies for identifying and achieving career goals
- **Online career pathways toolkit** to assess skills and attributes to identify strengths and development areas and facilitate career progression

The Academic Career Pathways (ACP) scheme is in development under the University's People Strategy. Further support and guidance for academic career development is provided by the Careers Service, RDP, CCTL and OPdA.

continues
Excellent Practice in Inclusive Leadership

Senior Research Leaders Programme & Professional Service Leaders Programme

Targeted workshops to support best practice and skills development across key decision-making areas including recruitment, allocation of work/projects, effective talent management, flexible working and promotion.

These new opportunities will be in addition to PPD’s range of existing programmes for managers and leaders. They will also align with the ‘ourcambridge’ programme, the University’s People Strategy and other initiatives related to pay and progression.
The University remains committed to developing the skills and potential of all technicians throughout their careers, and is a signatory of the Technician Commitment, a sector-wide initiative helping to address key challenges facing technical staff working in higher education institutions.

PPD are supporting the Technician Commitment Working Group, made up of 16 colleagues from a range of technical areas, to identify key issues, challenges and opportunities facing technicians, and progress actions to support technicians' development and recognition. Professor David Cardwell, Pro-Vice Chancellor for Strategy and Planning, has agreed to act as 'Technician Champion', reinforcing the vital work being done to support technicians.

A new Technician Development website has been created to provide information and resources to support technicians' career development and professional recognition.

PPD will continue to promote the work of the Technician Commitment Working Group and raise the awareness of the important work done by technicians across the University.

More info:

www.technicians.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 and face to face
• 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
• 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
• 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
• Ultraviolet Radiation: Safe Use of Artificial Sources
• Using Containment Facilities and Microbiological Safety Cabinets
• Using Hydrofluoric Acid Safely
• Working at Height: Basic Ladder Safety
UPCOMING EVENTS
JANUARY–MARCH 2019
For information and bookings www.equality.admin.cam.ac.uk/events
INTRODUCTION TO TRANSFORMATIONAL LIFE COACHING

17 January | 12.00 – 1.00pm | Norwich Auditorium, Roger Needham Building

Nest Coaching will outline the differences between therapy, counselling and coaching, demonstrating how coaching can be used purposefully and positively in people's lives. Attendees will have the opportunity to experience some of the techniques used in coaching practice.

WHERE DO YOU DRAW THE LINE?

24 January | 12.00 – 2.00pm | Lecture Room 5, 8 Mill Lane

Delivered in a safe and supportive environment, this open session gives 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.

HOLOCAUST MEMORIAL DAY LECTURE: TORN FROM HOME

28 January | 12.00 – 1.00pm | Hicks Room, The University Centre

Rabbi Mordechai Zeller will explore the complex issues of identity, faith, and belonging in these somewhat turbulent times. The lecture will provide space to discuss how to progress towards a more inclusive environment where people of different faiths, races, ethnicities and nationalities feel they truly belong.

WOMEN’S STAFF NETWORK: CAREER CONVERSATIONS

29 January | 12.00 – 1.00pm | Clinical School

Join us for another WSN event profiling the careers and progression of Cambridge women. Dr Litsa Biggs (Secretary to the Faculty of Clinical Medicine) and Caroline Newman (HR Business Manager for Clinical School) will describe their career pathways and the opportunities and challenges they have faced along the way.

MAKING CHANGES – DEVELOPING AN ENTREPRENEURIAL MIND SET

5 February | 12.00 – 1.00pm | Lecture Room 1, 8 Mill Lane

How we view ourselves and the world around us impacts our ability to dream and achieve. This session thinks about how an entrepreneurial mind set can help you identify new opportunities, solve problems and make change in your working and personal life.

ANNUAL BAME NETWORKING DINNER

Date TBA | 7.00pm | Selwyn College

Come to celebrate the ethnic diversity of the University community and connect with the University BAME Staff Network. Meet with colleagues of diverse ethnic backgrounds over an informal networking dinner in Selwyn College, hosted by the Master of Selwyn Roger Mosey.

STRESS IN THE WORKPLACE

12 February | 12.30 – 1.30pm | Seminar Room 3, Clinical School
28 March | 12.45 – 1.45pm | Counselling Service

What happens in the body when we are stressed and what are the common symptoms that can occur? Attendees will learn how to differentiate between helpful and unhelpful forms of stress and how to identify their own personal work-based sources of stress.
TRANS AWARENESS

13 February | 12.30 – 1.30pm | Lecture Theatre 6, Department of Engineering

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.

REPORTING RACISM AT CAMBRIDGE

19 February | 12.00 – 1.00pm | Seminar Room B, 17 Mill Lane

Talking about racism can be difficult, and you might not always know how to report it. Come along to find out about attitudes around racism, case studies about reporting, as well as the Collegiate and University systems in place to support and investigate racial discrimination and harassment.

ANNUAL LGBT LECTURE:
TRANS PEOPLE: FLASHBACK AND BACKLASH

21 February | 5.30 – 6.30pm | McGrath Centre, St Catharine’s College

Christine Burns MBE campaigned for a quarter of a century for the civil rights of transgender people and has been involved with the community for more than 40 years. She is the editor of the recently published book ‘Trans Britain: Our Journey from the Shadows’ – a comprehensive account of the landmark events which shaped the transgender community over the last five decades.

POSITIVE THINKING AND MEDITATION

26 February | 12.00 – 12.45pm | TBC West Cambridge

A session by InnerSpace introducing meditation and how to access the deep reservoir of positive qualities that are in all of us. Meditation can support general wellbeing and develop thinking to its full potential. The session will include short meditations and a chance for discussion and questions.

FINDING YOUR FEET: RETURNING TO WORK AFTER FAMILY LEAVE

28 February | 12.00 – 1.00pm | Eastwood Room, PostDoc Centre, 16 Mill Lane

Coming back into the workplace after a few months off is hard at the best of times, but combined with new caring responsibilities and sleep deprivation, it can feel like a huge step. In partnership with My Family Care, this session will signpost tools and tactics for getting back to work, building confidence and balancing career and family.

GOOD MOOD FOOD: EATING FOR OPTIMUM MENTAL HEALTH

5 March | 12.00 – 1.00pm | Lecture Theatre 2, Clinical School

Scientists have now a proven link between what we eat and how we feel. Rachel Kelly, journalist, author and mental health campaigner, will share research findings on what to eat for optimum mental health; recipes to boost your mood, keep you calm and help you sleep; and easy, practical ideas to take home to fit into a busy modern lifestyle.
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*

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**WellCAM**
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.

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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."*