

Professional Services Development Programme Level 1



Learning and Development
Human Resources

Overview

The **Professional Services Development Programme Level 1 (PSDP1)** is a professional development programme aimed at professional services staff from across the University. The purpose of the programme is to support participants' career progression within the University, as well as provide key skills to support further development in the Higher Education Sector.

Each session draws on the expertise of senior colleagues in the University. Participants are encouraged to input and take part in discussions.

Alongside the facilitated sessions, participants are required to undertake individual work between sessions. It is estimated that this will take around two hours per session.

A career development conversation between the participant and their line manager is also required between sessions 1 and 2.

Duration

Six sessions across five months.

Delivery format

Live in-person and online.

Who this is for

- Professional services staff.
- Grades 3 to 6.

What you will learn

By the end of the programme you will be able to:

- Understand key areas and issues in University strategy and operation.
- Apply insights into areas you may not cover in your everyday work.
- Improve your key transferable skills.
- Network with colleagues from across the University.
- Reflect on your career intentions.
- Plan how to achieve your career aspirations.

How you will learn



Action planning



Discussion activities



Group work



Guest speakers



Online resources



Presentation assignment



Presentations



Reflection



Self-directed learning

Programme content

Briefing: Introduction

Day 1: University Structure and Career Development

Day 2: Role Understanding and Career Development Tools

Day 3: Communication and Presentation Skills

Day 4: Continuous Improvement and Change Management

Day 5: Inclusive Practices and Key Policies

Your feedback matters

Before the programme, we will ask you to complete a brief self-evaluation.

At the end of the programme and six months after completion, we will ask for your feedback as part of the overall programme evaluation.

Your feedback and comments are welcomed at all stages of the programme and will be used to inform future programmes.



Contact us

Learning and Development

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