

Supporting people through change

Legislative Training Staff and special interest 'communities' Specialist skills development

New Staff Induction Positive Working Environment initiatives Career Coaching and Counselling

Staff Review and Development Bespoke Consultancy

Tailored Faculty Support University Vision 2009 - 2016 Away Day Facilitation

IT Training Development linked to Academic Role Profiles

Organisational Development Management Development

Learning 'on the job' Apprenticeships

Teaching and Learning qualifications



Staff Development
2010/11 Programme

supporting
organisational,
team
and
individual
learning



The Development Landscape

This landscape is continually evolving, please visit the Staff Development website for the latest opportunities. www.bristol.ac.uk/staffdevelopment



Developing skills and knowledge so that all colleagues are ready to take on the challenges of the future is even more important in these testing times. Changing demands upon the organisation, teams and individuals mean that we all need to think about how we can maximise our contribution.

The job of Staff Development is to create and support learning opportunities that reflect, pursue and strengthen our ability to meet these demands. Implicit in this vision is the absolute belief that all staff have a crucial role to play in our success.

Staff Development Priorities

University success must be at the centre of people and skills development. Following an extensive consultation period and conversations with hundreds of staff throughout the organisation, six strategic development challenges have been identified.

1. Political and financial uncertainty
2. An ever increasing workload
3. A changing work environment
4. A need to build leadership capability
5. A need to engage staff more fully in University aims
6. The evolving role of the academic

The ability to be flexible and responsive to short term needs continues to be important, but our longer term effort will be placed around solutions to these six challenges through the development landscape detailed below.

Courses and workshops outlined in this programme are one of a number of ways in which your skills and knowledge can be improved. You can find out more about all of these on the Staff Development website, where additional courses will be added throughout the year.

www.bristol.ac.uk/staffdevelopment



Staff Development Course Programme 2010/11

ACADEMIC STAFF

We are now offering people management training for academic staff at all levels including one-day workshops and longer programmes. Please see the Staff Development website for more details.

For academic management courses please see the Leadership and Management Development section on page 3.

FINANCE

Courses will be added throughout the year, please visit the Staff Development website for details.

HEALTH AND SAFETY

Departmental Safety Advisors

- Getting started in your role as a Departmental Safety Advisor
- Accident and incident investigation skills
- Display Screen Equipment Assessors course

Radiation

- Basic radiation protection
- Transport of radioactive materials

Biological Safety

- Biological safety 1: Working safely with biological materials (contained use)
- Biological safety 2: Contained work with Genetically Modified Organisms

Chemical Safety

- Hazardous substances: The COSHH regulations and how to comply
- Hazardous (chemical) substances: Keeping safe by planning ahead

Fire Safety

- Fire Extinguisher training **New**
- Fire Extinguisher refresher training **New**
- Fire Warden training
- Fire Warden refresher training **New**

First Aid Training

- First aid annual skills update **New**

General Training

- Risk assessment
- Are you sitting comfortably? Setting up your computer and desk area safely*
- Managing events safely **New***
- Lone working training **New***
- Student Placement Organisers training **New**
- Manual handling training
- Practical Portable Appliance Testing (PAT)
- Understanding Portable Appliance Testing (PAT) for managers **New**

* Courses can also be arranged on demand for a large enough group, please contact Steve Hayward (bristol-safety@bristol.ac.uk 0117 92 88780)

Resources

- X-ray safety training (contact your Departmental Radiation Protection Supervisor)

INTERNATIONAL STAFF

Further courses will be added throughout the year, please visit the Staff Development website for details.

- Introducing the international staff wiki **New**

IT TRAINING

Email and Calendar

- Managing your email
- Oracle Calendar: Getting started

Databases

- Using and designing Access 2007 databases
- Access buttons and macros
- Access SQL
- Introduction to the DataHub

Microsoft Office 2007

- Converting to Microsoft Office 2007: Getting started
- Converting to Word, Excel or PowerPoint 2007
- Self-paced Learning: Word, Excel, PowerPoint, Mulberry email and Oracle Calendar
- Word 2007 level 1: Getting started
- Word 2007 level 2: Making more of Word
- Word 2007 level 3: Further Word

- Word 2007 level 3: Word for theses
- Word 2007: Forms
- Word 2007: Mail merge
- Excel 2007 level 1: Getting started
- Excel 2007 level 2: Making more of Excel
- Excel 2007 level 3: Making the most of Excel **New**
- Excel 2007: Working with charts **New**
- PowerPoint 2007 level 1: Getting started
- PowerPoint 2007 level 2: Making more of PowerPoint
- PowerPoint 2007: Creating academic posters
- Create your own leaflets in Publisher 2007 **New**

Research-Related Packages

- EndNote desktop: Getting started
- SPSS statistics package: Getting started

University Systems

- Proactis: Introduction for admin staff **New**
- Proactis: Ordering **New**
- Proactis: Buying from requisitions **New**
- Proactis: Requisitioning (demonstration) **New**
- Proactis: Expenses for claimants (demonstration) **New**
- Proactis: Expenses for administrators **New**
- Proactis: Invoice matching and troubleshooting **New**
- Proactis reports **New**
- PIMS for general enquirers
- PIMS for department managers and administrators
- PIMS: Staff snapshot
- PIMS for hourly paid teacher administrators **New**
- Getting more from PIMS Snapshot using Excel 2007
- PIMS for honorary staff inputters
- BORIS for departmental staff
- IRIS for departmental staff
- fEC project costing
- fEC for Teaching - Unit Costing Tool

Using Technology in Teaching and Learning

- Introduction to Blackboard
- Getting started with Blackboard 9 **NEW**
- Using digital video for learning and teaching **New**
- Using audio in learning and teaching
- e-Assessment - an introduction to different types of e-Assessments **New**
- Online Assessment: An introduction to Questionmark Perception

- Creating online learning and teaching materials using Wimba Create
- Blending e-Learning with your face-to-face teaching

Web and Digital Images

- Planning a departmental website
- Writing for the Web
- Web accessibility and why it matters
- Promoting your website
- Maintaining a departmental website within the CMS
- Creating webpages in standards-compliant XHTML
- Further Web design: Cascading Style Sheets (CSS)
- Social Web taster series **New**
- Scanning and optimising images
- Creative image manipulation

Student Information Systems

For more information, or to book a place on the following seven courses, please contact: Irene Baker, Student Systems Trainer, Tel: 0117 33 17531 Email: irene.baker@bristol.ac.uk

- Introduction to (Systems Intuition) SITS
- Further SITS
- Introduction to SITS for admissions tutors
- Unit registration training **New**
- Data maintenance **New**
- E:Vision marks entry **New**
- Postgraduate research student management **New**

LEADERSHIP AND MANAGEMENT DEVELOPMENT

- Delegating and motivating
- Essentials of management
- Managing a team
- Managing difficult conversations **New**
- Managing wellbeing at work **New**
- Negotiating skills
- Performance management
- Practical project management
- Presentation skills
- Managing change **New**
- Self-awareness using psychometric tools
- The manager as coach
- First Line Management Certificate (CMI Level 3)
- Introduction to Management and Leadership Award (CMI Level 5)
- South West Institutes Middle Management Programme (SWIMM)

- Emerging leaders' Leadership Development Programme (LDP)
- New HoD Induction
- Leadership and Management fora
- Academic Leadership and Management fora **New**
- Resource Managers Development Programme **New**
- People management for academics 1
- People management for academics 2 **New**
- Preparing to manage research groups
- Managing research groups **New**

Staff Review

- Staff Review and Development

Recruitment and Selection

- Successful recruitment and selection
- Working with students and staff under 18 years of age
- Writing clear job descriptions

NEW STAFF

- Getting to know your University
- Welcome to the University

PERSONAL AND CAREER DEVELOPMENT

Personal Development

- Building inner resilience in uncertain times **New**
- New beginnings 2011
- The 10-year countdown to retirement

Career Development

- Dealing with change, not chaos!
- Effective minute taking for meetings **New**

RESEARCH STAFF

We will be offering a series of workshops for research staff on topics such as networking, writing papers and grant writing. Please see the Research Staff website for a full list: www.bristol.ac.uk/researchstaff/yourcareer/training/

TEACHING AND LEARNING

Teaching and Learning in Higher Education Programme

The University's Teaching and Learning Programme aims to help all involved with teaching students become established and confident in their teaching.

The programme has four strands: for full and part-time academic staff, research staff, postgraduate teaching assistants and more experienced staff.

New Academic Staff

The programme for new academic teaching staff with teaching duties is mandatory and has two routes:

1. Core Progression
2. Accredited – can lead to a recognised qualification and membership of the Higher Education Academy (HEA)

Core modules

- Module 1: Small group teaching
- Module 2: Lecturing skills/supporting learners in large groups
- Module 3: Assessing students
- Module 4: Personal tutoring
- Module 5: Unit and programme design

Option modules

- e-Learning (2 x ½ days)
- Open units (supervised individual study) 10 and 20 credits

Workshops

- Lessons In Maturity: Learning from teaching adult students
- Research and Teaching: Connections and relationships
- Teaching in international Higher Education
- Understanding and Supporting PDP
- Why? and How? Skills development in the curriculum
- The University of Bristol and Diversity: Generating and supporting diversity
- The University of Bristol and Diversity: Diversity and teaching

Workshops for 2010-2011 are in the process of being planned and may vary from those offered above.

Further details including the programme and module overviews, timetable and booking information can be found at: www.bristol.ac.uk/esu/the

Research Staff

Requirement for admission to the programme is that you are engaged in teaching and/or assessment within the University. Places on the programme are limited. Further details including the programme

and module overviews, timetable and booking information can be found at:

www.bristol.ac.uk/esu/the

Postgraduate Teaching Assistants

This optional programme is offered to students currently registered for postgraduate study at the University and who are engaged in teaching and/or assessment.

Further details can be found at:

www.bristol.ac.uk/esu/the

For Experienced Teaching Staff

All TLHE programme workshops are open to active teaching staff. For more information contact either: Liz Hankinson, Tel: 0117 33 14307 Email: liz.hankinson@bristol.ac.uk or Sue Battin, Tel: 0117 33 14439 Email: sue.battin@bristol.ac.uk

Teaching and Learning for Health Professionals

This programme provides training in teaching skills for health professionals, with modular units that build up into a Postgraduate Certificate, Postgraduate Diploma or MSc.

This enables both the novice and the experienced teacher to build substantially on their level of expertise. Emphasis is on the practical application of educational methods and theory, and the development of reflective, evidence-based practice. Please see our website www.thp.bris.ac.uk for further details.

WORK AND FAMILY

- Emergency aid for babies and children
- Managing maternity and paternity
- Navigating the maternity maze

Further details can be found at: www.bristol.ac.uk/equalityanddiversity/workandfamily

Further details including the programme and module overviews, timetable and booking information can be found at: www.bristol.ac.uk/esu/the

Research Staff

Requirement for admission to the programme is that you are engaged in teaching and/or assessment within the University. Places on the programme are limited. Further details including the programme

WHO TO CONTACT

Beckie Garland

Staff Development Adviser

Beckie can help you with queries about:

- IT Training
- New Staff
- Personal and Career Development
- Staff Development website
- Technical staff community

Tel: 0117 92 87964

Email: beckie.garland@bristol.ac.uk

Lisa Hutchinson

Staff Development Adviser

Lisa can help you with queries about:

- Leadership and Management Development
- L&M Fora programme
- New HoD Induction
- HoD Coaching
- Staff Review and Development (SR&D) Scheme
- Leaders and managers staff community
- Professional and administrative staff community

Tel: 0117 33 16752

Email: lisa.hutchinson@bristol.ac.uk

Mark Lees

Staff Development Adviser

Mark can help you with queries about:

- Finance
- Health and Safety
- International Staff
- Work and Family
- Operational staff community

Tel: 0117 92 87801

Email: mark.a.lees@bristol.ac.uk

Marjie Jackson and Natalie Smith

Staff Development Administrators (job share)

Marjie and Natalie can help you with queries about:

- Career Coaching - Email: career-coaching@bristol.ac.uk
- Research
- Academic staff community

Tel: 0117 33 17422

Email: Marjie.Jackson@bristol.ac.uk

Natalie.Smith@bristol.ac.uk

