

Annual Staff Development Programme 2012 - 2013

Creative Minds Inspiring Futures

University College
FALMOUTH
 Incorporating Dartington College of Arts



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Welcome

Dear Colleagues

Welcome to the University College Falmouth's Staff Development Programme for the Academic Year 2012-2013. We have tried to bring together all of the training available to staff in one place so this year's programme is much fuller including Health and Safety, Equality and Diversity, Researcher Development, Learning and Teaching, Information Technology and Professional Development.

These are exciting times with many new opportunities opening for all of us. Now is the time to equip ourselves to make the most of these possibilities and the workshops listed in this booklet will help to do just that.

The Management Board totally supports full engagement with this programme and encourages you to attend any relevant courses. The full value of taking time away from your busy schedules to learn with fellow colleagues cannot be over stated. May I commend it to you.

K Coombs
Director of Human Resources

Cover design Michael Gill – BA Graphic Design

Introduction

This is our fourth Annual Staff Development programme but our first attempting to place all the training provided for staff at University College Falmouth into one programme. Any feedback would be most gratefully received.

We will ensure that support for learning is given to any participant who requires it (eg dyslexia/hearing/mobility issues). If you require specific facilities or support please contact the Staff Development Officer on ext 3668 in advance of the event.

To support the workshops on offer we have invested in a range of 'Pocket Guides' which are available to all members of UCF staff via the following link: <https://sp.falmouth.ac.uk/sites/hr/Staff%20Development/Forms/AllItems.aspx>

We would like to draw your attention to the Development Event Agreement at the back of the programme. This outlines the facilitators' and participants' commitment when engaged in development sessions. Please read it before booking a place on a course.

We look forward to receiving your bookings via iTrent http://people.falmouth.ac.uk/tlive_selfservice/. In the meantime, if you have any queries, please contact Clare Manser, the Staff Development Officer on 01326 253668 or clare.manser@falmouth.ac.uk

Introduction to Adobe Illustrator

This course has been devised for anyone who needs to learn how to use the creative industry vector drawing application Adobe Illustrator skills.

Who should attend?

Graphic designers or people transitioning into a design job or taking on design responsibilities, who need to use Adobe Illustrator to create illustrations, logos, advertisements or other graphic documents. You may have little or no experience with Illustrator.

Aims / Objectives:

This program will cover:

- Understanding what Vector technology is. In comparison with raster application i.e. Photoshop.
- Learning the basics of creating vector shapes
- The many ways to access and change colour
- Learn to master the all important pen tool.
- Create vectors from RASTER JPEG drawings
- How to make 3D objects
- Understand why Illustrator CS6 has improved to make it more powerful than ever in the creative industry.
- Have a good all round knowledge of illustrator.

Learning outcomes:

By the end of the training day, you will:

- Have a foundation knowledge of Adobe Illustrator.
- Have a good understanding of what Illustrator can be used for.
- Have a complete understanding of Vector graphics and why it's important in these applications.
- Know if you want or need to increase your knowledge in a more advanced course.

Further information:

There is a more advanced course available if you wish to increase your illustrator skills to the next level.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Delivered by

Software Training Team

“ A great application for creating logos to designs for laser cutters. ”

Adobe Certified Associate in Communication in Photoshop

Visual Communication in Photoshop (ACA) is accepted as the standard entry level qualification in image manipulation throughout the digital and media industries.

Who should attend?

The course will be attractive to any individual looking for an entry level qualification in Photoshop, to industries that regularly manipulate digital images such as design professionals, photographers and e-publishers, as well as freelance creative professionals. The course is suitable for the complete beginner as no prior knowledge is assumed but will also be useful to more seasoned users who may wish to refresh their skills or eliminate bad habits.

Aims / Objectives:

The course will begin with looking at an overview of the ACA qualification. We will then begin to look at the fundamentals of digital imagery: Resolution, pixel distribution & re-sampling, File formats, Colour Gamut - RGB & CMYK, Channels, Soft proofing and bit-depth.

We will then move on to learn how to use the Camera Raw and the more advanced functions of Photoshop including the new content aware tools and how to use layers, masks and blending modes more dynamically.

Learning outcomes:

By the end of the course you will have a thorough knowledge of Photoshop to an advanced level after following an industry recognised curriculum. You will also have the ability to use Photoshop to its full functionality using time saving work-flows and tools. All attendees will also have the option to take the Adobe Certified Associate Qualification exam.

Further information:

You will need to attend all days of the course to successfully achieve the ACA qualification. There are small fees attached to this course.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Delivered by

Software Training Team

“ Excellent way to improve your Photoshop skills plus attain a recognised qualification ”

Introduction to digital manipulation using Photoshop

This course has been devised for anyone who works with digital imagery and would like to have more control over their images.

Who should attend?

This course is a useful introduction on how to use digital imagery and understand how it's constructed. This will enable you to have the power to have absolute control over your images.

Aims / Objectives:

Look at what is resolution, how a digital image is constructed.

- How to reconstruct and de-construct a digital image properly
- Understand file formats
- Preparing images for the web
- Colour modes and channels
- How to improve your images with adjustments

Learning outcomes:

By the end of the training day, you will:

- Have important skills that will support your work with digital images.
- Be able to protect your images
- Have a good foundational knowledge of Photoshop

Further information:

The workshop is suitable for anyone working with images from persons within photography to optimizing images for web content.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Delivered by

Software Training Team

“ An invaluable course for anyone working with digital images ”

Adobe InDesign - two day course

Adobe InDesign is the leading industrial layout application used across the design and print industry. Our Adobe InDesign course starts with an introduction to Adobe InDesign CS6 and its use as a tool for developing magazines, posters, leaflets, and web design.

Who should attend?

The course will be useful for anyone looking to work with layout design; photographers, publishers, graphic designers, writers, journalists and other creative professionals. It is also appropriate for anyone who wishes to acquire new skills, and to seasoned users who may wish to refresh their skills or eliminate bad habits.

Aims / Objectives:

The first day will focus upon what InDesign is and why it's the industry leading layout application. We will begin with the basics of working with basic layout and text. Spend time understanding how to save. Over the next two days we will look at using colour efficiently, creating swatches, using Adobe online facilities and fill & stroke, effects & text wrap - styles, creating tables, in-line graphics, master pages, aligning, rotating & duplicating objects.

Learning outcomes:

You will attain a good knowledge of the Industry leading layout application used by graphic designers. It will enable you to create layouts from scratch or tweak ready made publications.

Further information:

The workshop is suitable for anyone working with images from persons within photography to optimizing images for web-content.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Delivered by

Software Training Team

“ For anyone who needs to professionally layout their work. ”

Adobe InDesign - Digital Publishing Suite

The New Digital Publishing Suite (DPS) works alongside Adobe InDesign to create interactive publications for iPad and Android devices and eBooks for Kindle and other eBook readers.

Who should attend?

Those wanting to add rich interactive features to their content for conversion through the Adobe DPS system for global distribution onto the iPad (iOS) and other tablet devices (Android). Alternatively, those wanting to create visuals/presentations into the Adobe Content Viewer integrated with the free Adobe cloud onto iPad and Android tablets.

Whilst we will have limited iPad devices available, we encourage delegates to bring along their iPad and/or Android devices to the training to test their output.

Aims / Objectives:

Adobe Digital Publishing Suite, creating interactive documents (PDF, preparing layouts for itablets), continue with itablets, creating basic animation, preparing animation for i-tablets, flash to html 5 via Wallably, creating e-books. Overview of Adobe Muse

Learning outcomes:

You will be able to publish document to dynamic formats: Interactive PDFs, e:books and how to publish to Newsstand.

Further information:

You will need to have a good knowledge of Adobe InDesign to attend this course.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Delivered by

Software Training Team

“ Learn a great way to publish your documents to digital devices ”

Adobe Certified Associate in web communication Dreamweaver - five day course

Adobe® Dreamweaver® software is the industry standard for designing, developing, and maintaining websites and Web applications. Anyone seeking to enter the field of Web communication can prove their entry-level skills and gain a competitive edge with the Web Communication using Adobe® Dreamweaver® certification

Who should attend?

This course is for people new to web design and development, and who want to use Dreamweaver to build intuitive, attractive and accessible websites. This course will also lead to the Adobe Certified Associate (ACA) credentials should you pass the exam on the final day.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Aims / Objectives:

- Adobe Dreamweaver interface basics
- Creating a website
- Controlling document structure
- Intro to Cascading Style Sheets
- Adding graphics
- Building successful site navigation
- Designing pages with CSS
- Fireworks/Dreamweaver integration
- Creating templates and site maintenance

Delivered by

Software Training Team

Learning outcomes:

By the end of the course you will have a good foundation knowledge in the main two web languages: CSS & HTML and a thorough knowledge of Dreamweaver.

Further information:

To gain the most from this class, students should be familiar with the web and its terminology.

“As businesses rely more and more on the Internet, web designers and application developers are projected to be among the fastest growing occupations over the next decade.”

Adobe Illustrator Advanced.

Understanding how to use Illustrator's advanced features will revolutionise the way you work. This course will build upon the knowledge from the Illustrator Introduction course by moving from simple illustrations to more complex ones. You'll go beyond the basics with features like filters and effects, explore more in-depth typographical adjustments and the printing process of your layouts.

Who should attend?

Graphic designers or people switching into a design job or taking on design responsibilities. You will have some previous experience with Adobe Illustrator.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Aims / Objectives:

Further adjust Bézier curves by creating Compound paths
Create Custom Brushes and various graphic styles
Work with transparency and other raster effects like drop shadows. Working with the Mash functions. New functions in CS6.

Enhance the workflow. Integration of Illustrator with the rest of the Creative Suite. Over view of Adobe Ideas on i-tablets which works a long side illustrator.

Delivered by

Software Training Team

Learning outcomes:

Increase Illustrator skills to have a greater knowledge of Illustrator .

Further information:

You should already have taken the Adobe Illustrator Introduction training course or have solid knowledge of the topics covered in that course.

**“ Adobe® Illustrator®
CS6 software is powered
by the new Adobe
Mercury Performance
System so you can work
with speed and stability
on large, complex files.”**

Ipad + Iphones for beginners

iPads are becoming a common element of our day to day lives and our work. There are so many apps available. This course will teach you the handy functions hidden in the interface and the apps that will make your work life run a lot easier.

Who should attend?

This new course has been developed to help people get to grips with Apple devices and applications

Aims / Objectives:

It will cover setup, configuration, standard applications and other useful applications that will help you get the most from your device. Additional hints and tips regarding best practice will be covered along with using additional hardware to add extra functionality and increase your enjoyment. We will also look at handy apps that will aid your work and study.

Learning outcomes:

Will have a good understanding of Apple devices and useful apps to support work and studies.

Further information:

You will need to have your own Apple device to attend.

Date

TBC 2013

Time

9:30- 12:00

Location

TBC

Delivered by

Software Training Team

“ Learn the hidden handy features and learn about the useful apps available, that will make your work life easier.”

Microsoft Word - Intermediate to advanced (MOS)

This intensive hands-on one-day training course has been designed to provide delegates with a solid understanding of advanced Word 2010 tools and concepts in order to increase their knowledge and productivity. It also supports studies towards the Microsoft Office Specialist Qualification (MOS).

Who should attend?

Users with a good understanding of Microsoft Word 2010 who want to expand on their capabilities in a short space of time. Delegates should have a good working knowledge of Word 2010.

Aims / Objectives:

Managing and Reviewing Documents
Working with Reference Tools
Using Time Saving Tools
Working with Advanced Graphics and Objects
Creating Equations and Charts
Mail Merge
We will also look at the areas that the MOS qualification focuses on.

Learning outcomes:

A good understanding of the advanced functions of Microsoft Word.

Further information:

To gain the maximum benefit from this course, an attendee should have a basic knowledge of Word.

Qualification

This course covers material from the Microsoft Office Specialist Core Word syllabus.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Delivered by

Software Training Team

“ Learn the hidden functions of MS Word to improve your productivity when using Microsoft Office.”

Microsoft PowerPoint - Intermediate to Advanced (MOS)

This intensive hands-on one-day training course has been designed to provide delegates with a solid understanding of advanced PowerPoint tools and concepts in order to bring their ability to create powerful presentations to an expert level.

Who should attend?

Users with a good understanding of Microsoft PowerPoint 2007 or 2010 who want to expand on their capabilities in a short space of time. Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction course

Date

TBC 2013

Time

9:30- 16:00

Location

TBC

Aims / Objectives:

- Managing PowerPoint Files
- Working with Pictures
- Adding Multimedia to a Presentation
- Adding Tables, Charts and Diagrams
- Setting up Slide Masters
- Reviewing Presentations
- Creating Advanced Types of Shows

Delivered by

Software Training Team

Learning outcomes:

A good understanding of the advanced functions of Microsoft Powerpoint.

Further information:

Prerequisites:

To gain the maximum benefit from this course, an attendee should have a basic knowledge of Powerpoint.

Qualification:

This course covers material from the Microsoft Office Specialist Core Powerpoint syllabus.

“ Create impressive Powerpoint presentations using the more advanced features of MS Powerpoint.”

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Microsoft Sharepoint - Intermediate to Advanced (MOS)

Understanding how to use Illustrator's advanced features will revolutionise the way you work. This course will build upon the knowledge from the Illustrator Introduction course by moving from simple illustrations to more complex ones. You'll go beyond the basics with features like filters and effects, explore more in-depth typographical adjustments and the printing process of your layouts.

Who should attend?

This course is for end-users who are required to use SharePoint as part of their daily work processes. The course has been set up for candidates wishing to take the MOS sharepoint qualification and will only follow the MOS curriculum. If you are needing bespoke training for your team site please contact IT services.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Aims / Objectives:

- Overview of 2010,
- Sites and Site Collections
- Web parts
- Using the Ribbon
- Lists
- Libraries
- Meta-data
- Recycle Bin
- Surveys

Delivered by

Software Training Team

Learning outcomes:

A foundational knowledge of Sharepoint.

Further information:

Prerequisites:

Delegates should have a good depth of knowledge of Internet Explorer 7.0 or later, and be familiar with basic Microsoft Office 2010 functionality.

“ Attain a basic working knowledge of Sharepoint to promote productivity within the Office 2010 suite.”

Microsoft Outlook- Intermediate to Advanced (MOS)

Microsoft Outlook can help you to manage your time and information more effectively, while making it easier to share information with others. This intensive, hands-on one day training course is designed to teach delegates how to customise their Outlook environment, calendar, mail, folders, and also track, share, assign, and quickly locate items within Outlook.

Who should attend?

Existing users of Outlook 2007 who wish to further develop their understanding of the software and improve their performance at work.

Date

TBC 2013

Time

9:30- 16:30

Aims / Objectives:

- Setting Calendar Options
- Customizing Message Options
- Tracking Work Activities Using the Journal
- Managing Tasks
- Sharing Folder Information
- Customizing the Outlook Environment

Location

TBC

Delivered by

Software Training Team

Learning outcomes:

Improve productivity within the use of Outlook emails and calendars.

Further information:

Prerequisites:

To gain the maximum benefit from this course, an attendee should have a basic knowledge of Outlook.

Qualification

This course covers material from the Microsoft Office Specialist Core Outlook syllabus.

“ Learn how MS Outlook can help you to manage your time and information more effectively, while making it easier to share information with others.”

Microsoft Excel - Intermediate to Advanced (MOS)

For many people, Microsoft Excel is the technology upon which they rely on a daily basis, covering a multitude of workplace applications. You can use Excel to access, process, analyse, share, and display the information with which you work. Applications for Microsoft Excel have expanded far beyond the accounting and finance departments, to include users in virtually every aspect of business operations.

Who should attend?

Users with a basic understanding of Microsoft Excel 2010 who want to consolidate and expand on their knowledge of the basic features in a short space of time.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Aims / Objectives:

- Advanced File Tasks
- Working with Functions and Formulas
- Managing Tables
- Research Tools
- Further content TBC.

Delivered by

Software Training Team

Learning outcomes:

To expand current Excel knowledge to promote better use of Excel.

Further information:

Prerequisites:

To gain the maximum benefit from this course, an attendee should have a basic knowledge of Excel and be able to use the mouse.

Qualification

This course covers material from the Microsoft Office Specialist Core Excel syllabus.

“ Use Excel to access, process, analyse, share, and display the information with which you work”

Wordpress

If you want to create a website or blog for free, WordPress is the ideal solution. But if you haven't got any experience with web design this can be a bit daunting, so where do you start? Learn how to use WordPress to set up and maintain your website or blog in our one day course. Even if you are completely new to web design, we will guide you through the process in a step by step, logical way.

Who should attend?

Anyone wanting to create a professional looking website/blog without wanting to learn code from scratch.

Aims / Objectives:

- WordPress Hosting and installation options
- WordPress Templates
- Configuring WordPress Setup Options
- Administering WordPress
- Adding Content
- Managing Media in WordPress

Learning outcomes:

Creation of a wordpress site and the knowledge to create your own.

Further information:

You will need to have your own web domain and host to create your own after the course. A temporary domain and host is available for the day of the course. You can also bring your own instead.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC

Delivered by

Software Training Team

“ WordPress allows users with little or no knowledge of web design and programming to build professional, standards-compliant sites.”

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Intro to Macs

If you are completely new to Macs this course is for you. We will look at how the basic Apple operating system works from spotlight to iphoto.

Who should attend?

The ideal course for Apple Mac users with little or no previous experience. Discover how an Apple computer works, the common functions and their application. Through simple, step-by-step instructions, this course offers you the chance to get to know and understand how the Apple Mac operating system works and how to use it.

Aims / Objectives:

- Parts of the computer and how they function together.
- The Apple Mac desktop, menu bar, dock and icons.
- The Finder and Finder Windows.
- Folders, Documents (Files) and folder structure.
- Creating and saving folders.
- Settings and customising the computer.
- Using applications and programs.
- iphoto
- Basic tasks such as copying, pasting and saving documents.
- Understanding the Apple Mac.
- Working with icons, menus, disks and drives.
- Working with a document.
- Different applications and common functions.
-

Learning outcomes:

Use the mouse - clicking, double clicking, clicking and dragging. Navigate the computer using the finder desktop, menu bar and dock. Locate, open, move, create, save and delete files and folders. Use the internet as a resource. Create and save a basic word processing document.

Further information:

Prerequisites:

This course is for complete beginners - no previous experience or knowledge is necessary.

Date

TBC 2013

Time

9:30- 12:00

Location

TBC

Delivered by

Software Training Team

“ Discover how a Mac computer works, the common functions and their application. For Apple Mac users with little or no previous experience.”

Adobe Muse (TBC)

Create websites as easily as you create layouts for print. You can design and publish original HTML pages to the latest web standards without writing code. Muse makes it a snap to produce unique, professional websites.

Who should attend?

This course is for people wanting to build websites from scratch who don't want to learn about XHTML, CSS and other coding technologies. Adobe MUSE is perfect for those who might feel larger web building products such as Adobe Dreamweaver are too big for their requirements.

Aims / Objectives:

- Setting up a website at a planning stage
- Creating master pages for repeating content
- Creating navigation
- Background images and page colours
- Inserting images
- Inserting text
- Inserting galleries
- Inserting accordion and tabbed panels
- Preview and Publish

Learning outcomes:

Be able to create a professional looking website with InDesign skills

Further information:

Prerequisites:

A good IT knowledge, InDesign skills would be desirable.

Date

TBC 2013

Time

9:30- 16:30

Location

TBC




Delivered by

Software Training Team

“ Adobe MUSE is a new product that enables graphic designers to design and publish websites without writing any code.”

Falmouth Health and Safety Training Matrix

	All Staff inc Temporary	Senior management	Health and Safety Cor	Academic Staff	Managers, Supervisors (e.g Award Leaders)	Technical Manager (Resource Centre)	Technican Staff	Managers /Professionals	IT Professional Services	Caretakers	Cleaners	H & S Monitor(inc media reception)	Student Ambassadors	Refresher
UCF Induction Checklist														
UCF Induction session														
Fire Training (On Line)														Yearly
DSE Information (On Line)														2 Yearly
Safety Committee Directing Safety session														Yearly
NEBOSH														NA
IOSH Managing Safety														NA
H and S Responsibilities and Emergency Information _ (IOSH session 1)														NA
Risk Assessment - IOSH session2)														NA
COSHH - (IOSH session 3)														NA
DSE Assessor Course														5 Years
Full Fire Wardens Course														3 years
Fire Warden Lunch Update														Yearly
Fire Panel Training														Yearly
3 Day First Aider Course														NA
3 day First aider Statutory refresher														3 yearly
Emergency First aider One day														3 yearly
On site First aid refresher														yearly
Evacu Chair Trainer														3 yearly
Evacu-Chair/ personal assistance Marshall training														6 monthly
Field Trip /Off Site Safety														3 yearly
PAT														3 yearly
Electrical Safety														3 yearly
IOSH Update session														3 yearly
Machinery safety														NA
Work at height/ Ladder Safety														3 yearly
Practical Manual Handling														3 yearly

-  Essential
-  Recommended according to risk assessment
-  Optional

COSHH

This course covers chemical hazards in the workplace, the control of Substances Hazardous to Health Regulations and how to use the FU COSHH system

Who should attend?*

Anyone who is asked to do a COSHH assessment for UCF

*Check your job role against the Safety Training Matrix

Aims / Objectives:

To ensure that those handling or using chemicals can recognise and follow the UCF COSHH procedure

The course will cover:

- An introduction to the COSHH regulations
- Key terminology and identification of hazards
- Procedure and paperwork
- Responsibility to staff and students
- Maintenances and monitoring of controls

Learning outcomes:

By the end of the training day, you will have:

- An awareness of current legislation
- A practical ability to carry out a COSHH assessment using the UCF system
- An understanding of factors that influence risk
- Guidance notes and information

Further information:

This session is designed to introduce chemical safety and the requirements of the Regulations. Please bring examples and questions from your own workplace to make the course relevant for you.

Date

Woodlane 23rd January 2013

Woodlane 22nd May 2013

Tremough 28th February 2013

Tremough 27th March 2013

Tremouth 24th April 2013

Time

1.30 - 4.30pm

Location

Woodlane Boardroom

Woodlane Kath D

Tremough Peter Lanyon 8

Tremough Peter Lanyon 8

Tremough Peter Lanyon 6

Institute of Safety and Health (IOSH) Managing Safely Certificate

This course provides an internationally recognised qualification in Safety

Who should attend?

This course is a minimum standard for Technical Instructors/Managers and Supervisors in a technical workshop environment. It will support any manager or supervisor in the organisation who has to make safety decisions. *Check your job role against the Safety Training Matrix

Aims / Objectives:

This course will cover:

- Health and Safety Law
- A range of relevant regulations and guidance
- Health and safety responsibilities
- UCF safety documentation and procedure
- Safety management requirements
- Accident reporting causation and investigation
- Risk assessment

Learning outcomes:

- An understanding of health and safety responsibilities
An understanding of UCF safety documentation
- The ability to carry out risk assessment for a variety of tasks and environments
- An understanding of Health and Safety regulation and enforcement
What to expect from a formal Health and Safety inspection
- An understanding of different types of safety documentation
- A qualification gained through written exam and project submission

Further information:

This course is supplemented by a workshop session for individual work on risk assessments

Project work and writing safe systems of work - run by line manager request

Date

24th June - 27th June 2013

Time

9.00 - 5.00

Location

24th June Woodlane Lib C

25th - 27th June Woodlane Lib A

Evac Chair Course

This course provides training in evacuation for Disabled Persons in line with Regulatory Reform Fire Safety Order

Who should attend?*

All persons tasked with evacuating disabled persons as part of a fire risk assessment, personal evacuation plan or site fire.
*Check your job role against the Safety Training Matrix

Aims / Objectives:

This course will cover:

- Reminder of Fire Safety Law
- Government guidance on evacuating disabled persons from the building
- The use and function of the Evac Chair
- Practical use of the chair
- The Fire Plan for the site and refuge call point system

Learning outcomes:

By the end of the training day, you will have:

- An awareness of current evacuation procedures
- Practical ability to use the chair in an emergency situation

Further information:

This is a 2 hour session based in different parts of site depending on the location of those attending. This course needs to be completed every 6 months to keep your skills up to date. You do need to be fit enough to wheel a wheel chair to join in. Wear stout flat covered in shoes or trainers

Dates

Woodlane 4th February 2013
Woodlane 4th March 2013

Time

9:30 - 11.30

Location

Woodlane Refectory

Fire Warden Course

This course provides training in line with Regulatory Reform Fire Safety Order

Who should attend?*

Those who have been delegated fire warden duties by their line manager. It is taught over a half day session *Check your role against the Safety Training Matrix

Aims / Objectives:

This course will cover:

- Fire Safety Law
- What is fire and how does it spread?
- Responsibilities of the fire warden
- Site fire plans and procedure
- Fire alarm system and evacuation procedure
- Types of fire, fire extinguishers and their use

Learning outcomes:

By the end of the training day, you will have:

- An understanding of how to carry out an evacuation procedure
- Understanding of dealing with fire hazards and reporting them
- An awareness of the site fire plan as it applies to the warden and different categories of people on site
- The practical skill of when and how to use an extinguisher and fire blanket

Further information:

This course needs to be completed every three years by the fire warden. The course includes a practical session where you will be asked to put out a fire. Wear stout covered in shoes or trainers and outdoor gear, it may be raining. Plastic coats and contact lenses should not be worn.

If you are unable to lift heavy weights e.g. a 13 kg extinguisher please let the tutor know prior to the course. This should not stop you joining in the fun as we can show you how to use an extinguisher safely within your abilities.

Date

Woodlane 23rd March 2013
Woodlane 18th July 2013

Time

1.30pm - 4.30pm
9.30am - 4.30pm

Location

Woodlane Library A
Woodlane Kath D

Fire Warden's Lunch

This course provides training in line with Regulatory Reform Fire Safety Order

Who should attend?

All Fire Wardens should attend this once a year

Aims / Objectives:

This course will cover:

- Reminder of Fire Safety Law
- Update on statistics
- Update on site fire plans and procedure
- Guest speaker when available

Learning outcomes:

- Awareness of current evacuation procedures
- Sharing of good practice and hazard awareness in an informal workshop.

Date

Course 1
Woodlane 22nd January 2013
Course 2
Woodlane 26th April 2013
Course 3
Woodlane 21st May 2013

Time

12.30 - 13.30

Location

Course 1 Woodlane Boardroom
Course 2 Woodlane Boardroom
Course 3 Woodlane Lib C

Machinery Safety

This course introduces the Provision and Use of Work Equipment Regulations

Who should attend?*

Anyone who is asked to maintain or risk assess the use of machinery *Check your job role against the Safety Training Matrix

Aims / Objectives:

To ensure that those handling or using machinery understand the requirements of the regulations

The course will cover:

- An introduction to PUWER
- Key terminology and identification of hazards
- Procedure and paperwork
- Key factors in risk assessment

Learning outcomes:

By the end of the training day, you will have:

- An awareness of current legislation
- Practical ability to carry out risk assessment for machinery
- An understanding of factors that influence risk
- Guidance notes and information

Date

Woodlane 30th January 2013
Woodlane 30th April 2013
Woodlane 15th May 2013
Tremough 30th May 2013

Time

1.30 - 4.30 pm

Location

Woodlane Kath D
Woodlane Kath D
Woodlane Lib C
Tremough Peter Lanyon 4

Practical Manual Handling

This course introduces safe handling techniques and the regulations that apply to Manual Handling

Who should attend?

Anyone who is asked to carry out manual handling as part of their job or carry out manual handling risk assessments

Aims / Objectives:

To ensure that those carrying out manual handling or are involved in supervising manual handling tasks understand how to carry out tasks safely

The course will cover:

- The types of injury that can occur
- The Manual Handling Operations Regulations
- Methods of lifting
- Procedure and paperwork
- Team lifting

Learning outcomes:

By the end of the training day, you will have:

- An awareness of current legislation
- Practical ability to carry out lifting
- An ability to carry out manual handling risk assessments
- Guidance notes and information

Date

Woodlane 31st May 2013
Tremough 24th July 2013

Time

1.30 - 4.30

Location

Woodlane Library A
Tremough House Seminar Z

Health and Safety Law and Emergency Procedures

This course outlines the responsibilities under Health and Safety Law for managers, individual students, visitors and contractors.

Who should attend?*

All line managers or supervisors who work for UCF *Check your job role against the Safety Training Matrix

Aims / Objectives:

To make line managers aware of the Health and Safety policy, changes in law and emergency procedures for the sites
The course will cover

- Reminder of Health and Safety law and UCF policy
- Managerial and supervisory responsibilities
- Civil Law and liability
- Powers of the enforcing authorities
- Recent examples of notices and prosecutions against universities
- The emergency procedures for the site
- Emergency actions

Learning outcomes:

By the end of the training day, you will have:

- An awareness of current legislation
- Practical ability to take appropriate action following an enforcement authority visit
- An understanding of how to implement safety in areas of your responsibility
- The ability to act appropriately in an emergency and ensure the safety of others

Further information:

This session is designed to bring you up to date with all the policy and procedural changes in the past 2 years. It is an informal session with workshops and opportunity for questions and discussion about relevant topics. It should also help you source any further advice and documentation you need and will guide you through the wide range of applicable legislation.

Date

Woodlane 16th January 2012
Tremough 6th March 2013
Woodlane 6th February 2013
Tremough 4th April 2013
Tremough 1st Mat 2013
Woodlane 5th June 2013
Woodlane 3rd July 2013

Time

1.30 - 4.30pm

Location

Woodlane Boardroom
Tremough Peter Lanyon 7
Tremough Peter Lanyon 7
Tremough Boardroom
Tremough Peter Lanyon 9
Woodlane Kath D
Woodlane Kath D

Risk Assessment and Safe Systems of Work

This course shows you how to write a risk assessment and safe system of work

Who should attend?*

Anyone who is asked to do or sign risk assessment for UCF
*Check your job role against the Safety Training Matrix

Aims / Objectives:

To ensure that those responsible for line managing and supervising others have an understanding of risk assessment and can carry this out. It provides an opportunity to practice risk assessment with guidance and supervision and demonstrates the procedures for this. Examples of safe systems of work will be covered and how they are to be used. The course introduces the idea of the permit to work.

The course will cover:

- An introduction to the management of Health and Safety at Work regulations
- Key terminology
- Procedure and paperwork
- Different types of risk assessment
- Practical risk assessment
- Safe systems of work
- Permits to work

Learning outcomes:

By the end of the training day, you will have:

- An awareness of current legislation
- Practical ability to carry out risk assessment
- An understanding of factors that influence risk
- Guidance notes and information
- Knowledge of laying out and using a safe system of work
- Understanding of a permit to work

Further information:

This session is designed to introduce risk assessment and practice your skills. It introduces other kinds of safety paper work and shows how UCF uses them.

Dates

Woodlane 20th February 2013
Woodlane 12th June 2013
Tremough 20th March 2013
Tremough 28th March 2013
Tremough 8th May 2013
Tremough 19th June 2013
Tremough 10th July 2013

Time

1.30 - 4.30

Location

TBC
Woodlane Kath D
Tremough Peter Lanyon 8
Tremough Peter Lanyon 8
Tremough Peter Lanyon 9
Tremough Peter Lanyon 2
Tremough House Seminar Z

Agresso - Budget Holders

Who should attend?

Budget holders with access to Agresso. This should be a useful refresher session for those who already use Agresso. It will be helpful to those who have picked up bad habits, as well as staff who are new budget holders.

Aims / Objectives:

This program will cover:

- A full step by step guide on how to raise requisitions
- When and how to authorise tasks
- How to view workflows
- When and how to authorise invoices
- Setting delegates
- How and where to check Purchase Order balances
- Home Page
- Full overview of reports available
- How to read reports
- How to drill down to details
- How to view invoices
- How and when items appear on the reports
- Downloading reports

There will be an opportunity to ask questions and request specific report styles etc at the end.

Date

14 Feb 2013

23 May 2013

Time

9:30 - 12:30

Location

Tremough

IT Training Suite

Delivered by:

Maxine Ackford - Assistant
Management Accountant
(Courses)

Agresso - Non Budget Holders

Who should attend?

Non budget holders who use Agresso. This should be a useful refresher session for those who already use Agresso. It will be helpful to those who have picked up bad habits, as well as staff who are new to Agresso.

Aims / Objectives:

This program will cover:

- A full step by step guide on how to raise requisitions
- How to view workflows
- How to authorise invoices
- How and where to check Purchase Order balances
- Home Page
- Setting delegates

There will be an opportunity to ask questions at the end

Date

14 Feb 2013
23 May 2013

Time

1.30 - 3.30

Location

Tremough
IT Training Suite

Delivered by:

Maxine Ackford - Assistant
Management Accountant
(Courses)

Assertiveness

This workshop will help you to develop and practise practical assertiveness techniques, designed to help you stay calm, feel in control and make your point with confidence. The style will be informal, practical and fun. It will include plenty of practical tips that can easily be applied to every-day situations, both inside and outside the workplace.

Who should attend?

The workshop is suitable for anyone interested in developing their assertiveness techniques.

Aims / Objectives:

This workshop will enable participants to:

- Identify situations and triggers which may make you feel less assertive/less confident
- Share ideas and tips on assertiveness - including some 'quick fixes'
- Focus on a range of practical techniques which may be used in the above situations
- Identify ways to put your point across clearly and confidently, whilst still respecting the other person's viewpoint
- Put the techniques into practise and develop a more assertive style
- Focus on how to maintain and use a more assertive approach in the long term

Date

4th July 2013

Time

9:30 - 16:30

Location

Tremough House Boardroom

Delivered by

Jan Shankar

Business Writing

We aim to provide the knowledge and skills you need to continue improving your emails, papers, bids, reports and other official documents.

Who should attend?

Anyone interested in improving their business writing.

Aims / Objectives:

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

- Explain the value of effective written communication to the University
- Grab readers' attention
- Structure an argument
- Make your documents look attractive
- Communicate using few words and compress your communication into a single A4 page
- Apply these skills in a range of different contexts

Learning outcomes:

By the end of the training day, you will have:

- Established the opportunities for good communication
- Skill 1: How to grab attention
- Skill 2: How to structure an argument
- Skill 3: Conciseness: appropriate words used sparingly
- Skill 4: Format and appearance
- Skill 5: Miniaturise - the one-page rule

Date

30th January 2013

Time

9:00 - 16:30

Location

Tremough House Boardroom

Delivered by

John Mitchell

Communication Skills

This workshop is a fun and stimulating way to reflect on one of our key interpersonal skills.

Who should attend?

The workshop is for anyone interested in learning more about various communication styles and how to make the most of their own style.

Aims / Objectives:

This workshop focuses on:

- Exploring and learning more about your own communication style/approach
- Completing and reviewing a "Communication Styles" profile to take away with you as a reference tool
- Reviewing and discussing different types of communication styles
- Sharing ideas on the strengths and pitfalls of various communication styles
- Discussing how to identify the communication styles of others around you and how to interact effectively with those who have different styles
- Sharing practical communication tips to apply in the workplace

Date

4th February 2013

Time

9:30 - 16:30

Location

Tremough
Peter Lanyon Seminar 3

Delivered by

Jan Shankar

Communicate Even Better

This dynamic and practical workshop is a follow-up to the Communication Styles workshop.

Who should attend?

The workshop is suitable for anyone who has attended the Communication styles workshop and wants to develop their Communication skills further.

Aims / Objectives:

This program will cover:

- Building upon what you learned in the first workshop/sharing ideas on the strengths of each communication style
- Advanced listening and questioning techniques for everyday use
- Tips on making an impact on others
- Tips on how to quickly recognise the various styles and how to quickly adapt your style to suit each situation
- Advanced tips on how to adapt your written and verbal communication, according to the other person's style
- Tips on how to get the very best from each conversation
- Developing more effective communication strategies for challenging situations

Learning outcomes:

Throughout the workshop you will:

- Have a chance to look at specific examples of each of the communication styles in action
- Focus on tangible ways to adapt your style to more challenging situations
- Receive advanced tips that can be used to develop your day-to-day communication style

Date

21st March 2013

Time

9:30 - 16:30

Location

Tremough House Seminar X

Delivered by

Jan Shanakar

Conflict Resolution and Communication Challenges

This dynamic and practical workshop will be delivered in a positive and interactive style, including the opportunity to work in small groups and to share ideas and challenges. It will be a discussion based event, based around tangible examples and practical tips that can be used on a day-to-day basis.

Who should attend?

Anyone who wants to develop their ability to communicate effectively with others especially in challenging situations/ situations which may lead to conflict. The workshop will include a range of communication tips and techniques which can be used inside and outside the workplace.

Aims / Objectives:

This workshop will enable participants to:

- Recognise the range of situations that may trigger communication challenges and/or conflict
- Understand more about the way our own behaviour and habits can impact on our communications with others
- Recognise the blocks/walls we can put up to avoid tackling challenging/potentially difficult situations
- Discuss the benefits of different approaches when seeking to deal with conflict/challenge
- Understand the different communication styles people use and how to best adapt our own style according to who we are communicating with

Learning outcomes:

By the end of this session you will have:

- A range of ideas to enhance/develop your communication with others
- Techniques to deal pro actively with potential conflict and challenges and to resolve such situations positively
- Tips that can be used to develop better working relationships/ reduce misunderstandings

Date

19th March 2013

Time

9:30 - 16:30

Location

Tremough
Peter Lanyon, Seminar 4

Delivered by

Jan Shankar

Creative Problem Solving

This workshop focuses on creative ways to generate solutions and tackle challenges. It will highlight creative, novel, fun, unusual and effective ways to resolve problems/challenges. In addition, it will look at how we can use our creative side to good effect at work.

Who should attend?

Anyone. Creative problem-solving approaches have been proven to be motivational, interesting, engaging and to be particularly useful during times of organisational change. They have also been proven to reduce stress in individuals, as they encourage the use of humour and positive thinking.

In teams, creative problem-solving helps to develop strong team relationships/communication, since it encourages a fresh, new approach to traditional methods of holding meetings. Plus, it can make meetings more productive and fun.

Aims / Objectives:

This workshop aims to enable you to:

- Share and discuss ideas/ways of creative thinking/problem-solving
- Try out these different creative approaches and explore the benefits of these
- Develop confidence in using creative thinking/problem solving after the workshop

Date

2 May 2013

Time

9:30 - 16:30

Location

Tremough House Boardroom

Delivered by

Jan Shankar

Data Protection

The Data Protection Act 1998 came into force on 1st March 2000. It sets rules for processing personal information and applies to some paper records as well as those held on computers. Falmouth University is duty bound by the principles of the Data Protection Act governing how we process the information given to us.

Who should attend?

Any member of staff employed by FU must ensure that they understand the basic principles of the Data Protection Act and are aware of their responsibilities and comply with the institution's Data Protection policy at all times.

Aims / Objectives:

This dynamic and practical workshop will enable participants to:

- Understand the institution's obligations under the Data Protection Act
- Understand the aims of the Data Protection Act
- Understand your responsibilities
- Know the 8 Principles of the Data Protection Act
- Understand the definitions of the Data Protection Act
- Understand how to process personal data under the Data Protection Act

Learning outcomes:

By the end of the training session you will have:

- A better understanding of the Data Protection Act; how it applies to FU and your own responsibilities
- Key information on accessing your personal data held by FU
- Key information regarding access to personal data by other data subjects
- Key information regarding access to personal data by third parties
- Key information regarding responding to requests for information under the Data Protection Act

Date

26th February 2013

Time

9:30 - 12:30

Location

Tremough
Peter Lanyon, Seminar 3

Delivered by

Christine Hall, Information
Security Audit Officer

Dealing With Change

This workshop will be a discussion based event, built on practical tips that can be used on a day-to-day basis. The workshop will be delivered in a positive and interactive style, including the opportunity to work in small groups and to share ideas.

Who should attend?

Anyone who wants to develop a more effective approach to dealing with change and feeling more in control of it.

Aims / Objectives:

This dynamic and practical workshop will enable participants to:

- Recognise your typical approach/responses to change
- Focus on the elements of change you can control
- Identify which aspects of change you feel most positive about/those which challenge you
- Learn more about how to 'harness' change and get it working for you
- Identify your strengths and options in times of change
- Develop more effective strategies for dealing with change

Learning outcomes:

By the end of the training day, you will have:

- A range of ideas to enhance/develop your ability to deal with change
- Tips that can be used to develop your day-to-day approach to change
- Techniques to promote a longer term approach to dealing with change

Date

24th April 2013

Time

9:30 - 16:30

Location

Tremough
DuMaurier Seminar D

Delivered by

Jan Shankar

Delegation, Influencing, Negotiating

This workshop will be broken into 3 sections. Delegation to discover how you could delegate 20% of your work, Influencing Skills to enable you to influence other people without violating their rights and Negotiating to provide essential negotiation skills for a range of different situations at the University.

Who should attend?

Anyone wanting to develop their delegating, influencing and negotiating skills.

Aims / Objectives:

This program will cover:

Delegation - Defining delegation; common misunderstandings

- Its place as an essential management tool
- The key issues and importance of your beliefs
- Your vision for delegating 20% of your work
- The five stages of delegation
- Situational leadership
- Assessing and managing the risks

Influencing - Definitions of influencing and assertiveness

- Their importance to you
- The alternatives and their uses
- The techniques that enable you to influence
- Your rights and responsibilities
- Ten techniques

Negotiating - When you can/cannot

- The stages of negotiation
- How to prepare; strategy and tactics
- Helpful negotiating behaviours
- What to watch out for
- Reaching a settlement

Learning outcomes:

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

- Explain and define delegation, influencing and negotiation
- Select and use techniques that will maximise your influence on others
- Be able to choose whether to communicate, consult, negotiate or problem solve
- Assess and manage risks

Date

26th March 2013

Time

9:00 - 16:30

Location

Tremough
Peter Lanyon, Seminar 7

Delivered by

John Mitchell

'Footnotes' - A Practical Session

Oliver West is a successful artist, print-maker, university lecturer and visual thinking specialist based in Cornwall. Over the last ten years, Oliver has created Footnotes, a unique portfolio of visual thinking techniques for learning and personal development, which he teaches throughout the UK. These techniques enable learners who think predominantly in visual terms to develop their own personalised strategies for learning, and are particularly beneficial for learners and practitioners who have dyslexic tendencies.

Who should attend?

Any member of staff who is interested in exploring how using Footnotes visual thinking techniques might help them.

Aims / Objectives:

Footnotes visual thinking techniques offer visual and holistic thinkers a way of processing and expressing information that naturally fits their learning and thinking style. Instead of struggling with sequencing letters, words and sentences in order to communicate, the techniques allow learners to express their thoughts visually, before translating into words when necessary. This relieves the pressure of having to think in words. Many visual thinkers speak of pictures being their 'first language' and words being their second; Footnotes techniques give these learners tools to express themselves in their first language. The techniques are simple to use, and often facilitate dramatic learning breakthroughs for students who have consistently struggled with traditional classroom teaching and learning methods.

Date

12th March 2013

Time

1.30 - 4.30

Location

Tremough
Peter Lanyon, Seminar 6

Delivered by

Oliver West

Freedom of Information

The Freedom of Information Act came into force in January 2005. The Act is designed to help increase confidence in public authorities through a greater transparency and openness about procedures and decision-making. As a higher education institution FU is seen as a public authority and therefore also subject to the Freedom of Information Act.

Who should attend?

Any member of staff employed by FU must ensure that they understand the basic principles of the Freedom of Information Act and are aware of their responsibilities and comply with the institution's Freedom of Information policy at all times.

Aims / Objectives:

This dynamic and practical workshop will enable participants to:

- Understand the institution's obligations under the Freedom of Information Act
- Understand the aims of the Freedom of Information Act
- Understand your responsibilities
- Understand the relationship and differences between the Data Protection & Freedom of Information Acts
- Understand how to process requests for information under the freedom of Information Act

Learning outcomes:

By the end of the training session, you will have:

- A better understanding of the Freedom of Information Act and how it applies to FU and your own responsibilities
- A better understanding of your own responsibilities
- The purpose of maintaining a publication scheme and retention policies
- Key information for establishing document management best practise
- Key information regarding responding to requests for information under the Freedom of Information Act.

Date

14th February 2013

Time

9:30 - 12:30

Location

Tremough House Boardroom

Delivered by

Christine Hall, Information Security Audit Officer

How Universities and Students are funded

Who should attend?

Any member of FU staff.

Aims / Objectives:

This session will cover:

- Tuition fees and funding - how much, and where the money comes from
- How the student pays for their tuition
- The strategic context of student funding, including our Access Agreement and the National Scholarship Programme
- Other sources of student-related funding - and their future from 2013-14

Learning outcomes:

By the end of the session, you will have:

- Received up-to-date information on how Falmouth is funded by tuition fees and what has changed since the introduction of higher tuition fees
- Gained insight into the fast-changing political and strategic context of funding
- Developed awareness of the specific student recruitment challenges and opportunities for Falmouth, in relation to student number controls and funding competitions

Date

24th January 2013

13th March 2013

Time

9:30 - 11:00

Location

Tremough

Peter Lanyon, Seminar 2

Woodlane Rosehill Boardroom

Introduction to NLP - Neuro-Linguistic Programming

Have you ever wondered what it is that leads each of us to achieve the results we achieve? Have you ever thought about how you could find out what it is that leaders in a particular field are doing, and how do they achieve their success? Have you wanted to discover the thinking; strategies; feelings and communication skills that they use and whether you can adopt those for your own success?

Who should attend?

That is what NLP is about, it is the study of how our thinking impacts on our results and how you can model excellence and bring about change in yourselves and others. It is used highly effectively in all aspects of people's lives including business; managing yourself and others; sales; sports; relationships; coaching; training; and presentations.

Aims / Objectives:

This one day introduction to NLP will demonstrate how NLP can help you to:

- Build and maintain rapport with anyone you choose
- Influence others by recognising the most effective way to communicate with each person
- Use people's motivation patterns to harness their full potential
- Lead others by your ideas, attitudes and actions
- Set and achieve compelling and challenging goals
- Find a powerful way to put yourself in the right frame of mind for a future event

Date

14th November 2012

Time

9:30 - 16:30

Location

Tremough House Boardroom

Delivered by

Jane Stubberfield

Communicating Even Better with NLP

This programme is for those who have attended the one day Introduction to NLP workshop. How have you used the NLP that you learned? How useful would it be to take it further so that you could change the way you communicate to get even better results? Have you ever thought about how those who have the biggest impact use language? Have you considered how you can manage your state so that you can be at your best and get more of what you want?

Who should attend?

Anyone who has attended the Introduction to NLP workshop and wants to learn more.

Aims / Objectives:

This one day programme will cover:

- Using language in a way to help resolve conflict
- Using language to help yourself and others move forward in more positive ways
- Asking empowering questions that will help others take responsibility and progress
- Addressing people in a way that inspires and helps people find their own solutions
- Using a technique to help people (including yourself) to be in the most resourceful state more often

Date

27th March 2013

Time

9:30 - 16:30

Location

Tremough
Peter Lanyon, Seminar 7

Delivered by

Jane Stubberfield

Using more of your potential with NLP

You give the best to others when you are at your best. Would you be intrigued to find out how you could use NLP to be at your best more often? Would you like to find ways of using more of the potential that is you? Would you like to discover more ways of being more of all that you are?

Who should attend?

This programme is for those who have attended the one day 'Introduction to NLP' workshop.

Aims / Objectives:

This one day programme will demonstrate how NLP can help you to:

- Discover ways to overcome blocks to progress
- Find more effective strategies for dealing with problem solutions
- Help you and others find easier ways to bring about change in your work and life
- Gain more from the experiences that you have every day
- Use techniques to help people achieve more with their potential

Date

15th May 2013

Time

9:30 - 16:30

Location

Tremough
Peter Lanyon, Seminar 4

Delivered by

Jane Stubberfield

Positive Thinking

This will be a discussion based event, based around practical tips that can be used on a day-to-day basis. The workshop will be delivered in a positive and interactive style, including the opportunity to work in small groups and to share ideas.

Who should attend?

Anyone who wants to develop a stronger positive thinking habit which can be applied and developed both inside and outside the workplace.

Aims / Objectives:

This dynamic and practical workshop will enable participants to:

- Recognise the situations which may impact on our ability to think positively
- Identify ways to encourage a stronger positive thinking habit
- Identify ways to turn potential 'negatives' into 'positives'
- Encourage others to respond more positively to you.
- Feel more in control of situations
- Challenge some of your 'automatic' responses to situations
- Feel less stressed
- Identify small changes which can make a significant difference to the way we feel

Learning outcomes:

By the end of the workshop you will have:

- A range of ideas to enhance/develop your ability to think more positively
- Tips that can be used to develop more positive communications and relationships
- Techniques to promote a longer term ability to translate any negatives into positives

Date

25th April 2013

Time

9:30 - 16:30

Location

Tremough House Boardroom

Delivered by

Jan Shankar

Purchase Ordering and Supplier Selection

This workshop aims to increase participants' awareness in effective procurement and increasing compliance to the strict public procurement rules and regulations. Procurement is at the heart of providing value for money to the University through the effective management and control of third party suppliers. The workshop is aimed at encouraging the promotion of the highest standards of professional procurement.

Who should attend?

This course is for anyone involved in raising requisitions; approving and/or involved with the selection of suppliers.

Aims / Objectives:

This course is aimed at helping you to:

- Increase appreciation and understanding of UK and EC procurement legislation selection
- Increase your ability to deliver sustainable value for money through good procurement practice
- Increase awareness of bribery and corruption, fraud, race and equality, health and safety legislation and late payment rules in line with Falmouth's finance policy
- Increase understanding of HE procurement
- Understand potential pitfalls

Learning outcomes:

By the end of the session, you will have:

- An awareness of legal considerations when raising requisitions
- An understanding approach to supplier selection and have an awareness of the various rules, regulations and policies when selecting suppliers

Date

29th March 2012

Time

9:00 - 16:30

Location

Tremough
Peter Lanyon, Seminar 4

Delivered by

Jenny Hannam, Head of
Procurement, FXPlus

The Effective Leader

This workshop has been devised to develop leadership awareness and skills.

Who should attend?

The workshop is suitable for managers who are going to be moving to a position of greater responsibility, or those who are new to a management role. It will particularly benefit those who have attended 'The Effective Manager' workshop.

Aims / Objectives:

This program will cover:

- The distinctions between management and leadership
- Action centred leadership (environment, task, team and individual)
- Situational leadership
- Distributed leadership
- Leadership traits and skills
- Six leadership styles
- Inspiring and motivating others
- The characteristics of teams and leading a team
- Leading people through times of change

Learning outcomes:

By the end of the training day, you will have:

- An awareness of when to manage and when to lead
- An understanding of the foundational elements of leadership
- Some techniques for getting the most out of other people
- An awareness of the characteristics of team and team working
- Techniques for managing people through times of change

Date

20th May 2013

Time

9:00 - 16:30

Location

Tremough
Peter Lanyon, Seminar 6

Delivered by

John Mitchell

The Effective Manager

This workshop has been devised to create managers who are aware of themselves, how they contribute to the University and how they get the best out of themselves and others.

Who should attend?

The workshop is an essential tool for new and aspiring managers, or experienced managers who have received little or no management training. The emphasis is on practical tools and techniques, and giving managers the confidence to start using these tools as soon as they return to the work place.

Aims / Objectives:

This program will cover the following areas:

- Managing in an HE context; role of manager in HE, understanding the culture, great performance = quality, quantity and innovation
- Managing people; managing downwards-performance management techniques, high performance working, managing your boss and your colleagues
- Developing relationships; communication, influencing and assertiveness
- Managing self; management styles, getting things done, emotional intelligence

Learning outcomes:

By the end of the session, you will have:

- An understanding of your role as a manager in HE and the elements of excellent performance
- The basic techniques for managing performance and that of others around you
- Ways to assess people's management styles (including your own)
- The key techniques for getting the most out of your time

Date

12th February 2013

Time

9:00 - 16:30

Location

Tremough
Peter Lanyon, Seminar 6

Delivered by

John Mitchell

Time Management

Who should attend?

This workshop is open to all members of staff.

Aims / Objectives:

This workshop will cover:

- Doing things right
- Value of routines
 - Universal Workflow System/one-touch
 - The efficient workplace and computer
 - Email as boon and scourge
 - Avoiding time wasters
 - Making best use of meetings
 - Assertiveness

- Doing the right things
- Prioritising
 - Delegation
 - Your key performance indicators
 - Your Big Idea

- Controlling yourself
- Developing mental toughness
 - Limiting beliefs
 - Developing 'flow'

Learning outcomes:

By the end of the session all delegates should be able to:

- Organise their work so that it is done in the most efficient manner
- Prioritise
- Explain how to control their own tendencies so that they use their limited time most effectively and economically in support of organisational objectives

Date

17th April 2013

Time

9:00 - 16:30

Location

Tremough
Peter Lanyon Seminar 10

Delivered by

John Mitchell

Understanding Stress

Stress is your body and mind's natural way of trying to deal with the demands of the situations in which you find yourself. It is crucially different to pressure. This course will help you identify the cause(s) of the adverse reaction we call 'stress' and how to deal with it.

Who should attend?

Anyone whose brain is saying 'no way' as the mouth says 'of course I will' and experiences the mind and body's adverse response to the resultant pressure.

Aims / Objectives:

This program will cover:

- What is stress and current myths about it.
- Stress is something you can do something about
- Signs and its effects on your body, mind and behaviour
- The key difference between stress and pressure
- Strategy 1: Emotion focussed coping - looking at situations differently
- Strategy 2: Problem focussed coping - making practical changes

Learning outcomes:

By the end of the session, you will have:

- An understanding of stress and how it may affect you and others around you
- An awareness of the government and college's response to employment related stress
- A variety of ways to prevent or address stress

Date

16th April 2013

Time

9:00 - 16:30

Location

Tremough
Peter Lanyon, Seminar 4

Delivered by

John Mitchell

Good Practice Seminars for Research Student Supervisors

A facilitated group of current and experienced supervisors meeting three times per year. Each session will have a key theme, then an open discussion on topical issues which any participant can introduce. These will generally be tied into the research student symposia within UCF's Research Student Development Programme. A buffet lunch will be included in these seminars.

Who should attend?

Any current or aspiring research student supervisor. This is a complementary session to the Research Student Supervisor Workshop.

Date

27th September 2012
tbc
tbc

Aims / Objectives:

Via discussion and the sharing of good practice in relation to:

- Induction and training needs
- Preparing for upgrade
- Managing the student/supervisor relationship
- Encouraging Personal Development
- Submission and Viva
- Completion and beyond
- Supporting students as they write up
- Exploring researchers' expectations in supervision

Time

12.00 - 14.00

Location

Tremough
Peter Lanyon, Seminar 7
tbc
tbc

Delivered by

Professor Mike Wilson, Dean of
Research and Graduate Studies

How to make an application for funding

This practical session is designed to help build confidence in making funding applications to external organisations. Participants will analyse a successful application and an unsuccessful application, then they will begin to write an application of their own. We will also provide an overview of the UK research funding systems, internal support and governance. An experienced academic colleague will be invited to give a personal view on winning funds.

Who should attend?

The course is open to anyone who is interested in making an application for funding or has done so in the past. This is not restricted to research activities and projects. Potential participants who have had an active application are invited to bring that application to the session and they will be assisted to write the application. Those who do not have a current application will assist participants who do. This session will also be of interest to academics and research students who wish to know more about how research is funded in general terms.

Aims / Objectives:

This course aims to provide the participant with the following:

- to understand the process and main elements of a funding application
- to learn helpful techniques
- to participate in preparing a bid
- understand how the UK research funding system works

Learning outcomes:

By the end of the session, you will have:

- a better insight into what a funder is looking for in an application
- evaluated success factors
- gained comparative insight

Date

tbc

Time

10.00 - 4:30

Location

tbc

Delivered by

Gillian Burnett and Ian McCormick, Research and Innovation Office

Managing Externally Funded Projects

An interactive and practical workshop on managing an externally funded project, with a particular focus on research and innovation. Planning and management of the outputs will be considered alongside financial management, marrying funder requirements with the University's. An academic colleague will be invited to present a live case study to illustrate the issues.

Who should attend?

Anyone who has applied for, or won, external funding for a project (or wants to know more about this before they do).

Aims / Objectives:

- understand the project life-cycle and support available
- meeting internal and external requirements
- effective project management tools and techniques
- outputs management and reporting
- financial management and reporting

Learning outcomes:

By the end of the session, you will:

- be better prepared to manage a project at Falmouth
- understand the regulatory framework and how professional services support project managers within this

Date

tbc

Time

9:15 - 12:30

Location

tbc

Delivered by

Ian McCormick/Tom Richardson, Jo Cooper, Kamran Rashid, Jo Smith and an academic colleague

Research Student Supervisor Workshop

This interactive workshop provides a practical grounding for new and returning research student supervisors. This is a complementary session to the Good Practice Seminars for Research Student Supervisors which are designed to support current and more experienced supervisors.

Who should attend?

Any member of staff prior to starting research supervision or anyone who has had a long break from supervision. It may be of interest to anyone considering becoming a supervisor for the first time at a future date.

Aims / Objectives:

This workshop aims to cover the following:

- setting and managing expectations of supervisors and research students
- key stages in the research degree
- planning and reporting/record keeping
- case studies and good practice
- key administrative processes relating to postgraduate research students
- overview of other University services relevant to postgraduate research students

Learning outcomes:

This workshop will inform new research supervisors of their responsibilities with regard to supervision and to equip supervisors with the knowledge and basics of good practice to supervise research students as part of a supervisory team.

Date

tbc

Time

9:15 - 12.00

Location

AIR Building

Delivered by

Professor Mike Wilson, Dean of Research and Graduate Studies,
Jemma Julian, Research Student Officer (RIO)

Booking instructions

To book a place on any one of the sessions advertised in this programme, please do so via Trent http://people.falmouth.ac.uk/tlive_selfservice/.

Line Managers are requested to discuss the relevance of the training with individuals as well as agree the individual training aims and objectives before also approving on Trent.

If you experience any difficulties with this process, please contact Clare Manser (clare.manser@falmouth.ac.uk) or on Ext 3668.

Development Event Agreement

University College Falmouth has an Equal Opportunities Policy and aims to create a positive and supportive learning environment free of discrimination and bias. In order to ensure that learning experiences are beneficial and enjoyable for all participants, please read the following agreement and commit to making it work.

The Facilitator(s) and Delegates commit to:

Confidentiality:

- Keep appropriate confidentiality
- Avoid naming specific individuals

Pre-Event

- Read Supportive material supplied before the event
- Discuss with line managers their objectives for the training and how they relate to the Strategic Plan
- Prepare for the session as requested

During the event

- To work together to achieve the learning aims and objectives of the session
- To be on time for sessions
- To take a pro-active approach to learning
- To make positive contributions and give honest and constructive feedback
- To challenge/question discriminatory behaviour or language
- To avoid dominating discussions with personal or workload issues that are not relevant or cannot be resolved within the session
- To respect all contributions
- To create/support an environment of trust and understanding within which everyone can contribute

Post Event:

- To disseminate your learning to your colleagues as appropriate
- To provide open feedback regarding the event
- To discuss your learning with you Line Manager to agree how to carry it forward

Learning Support:

We will ensure that support for learning is given to any participant who requires it (eg dyslexia/hearing/mobility issues). If you require specific facilities or support please contact the Staff Development Officer on ext 3668 in advance of the event.

Diversity:

Facilitators are expected to:

- Exhibit in all contacts, behaviour that respects each individual, preserves human dignity, honours personal privacy, and values individual differences as well as common characteristics
- Create a learning environment that is respectful, fair and supportive of people's diversity