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| **Staff Development** **Summer Term 2024** (Monday 29th April – Thursday 22nd August) | Below are examples of what is currently on offer, more development is added all the time so keep an eye on the [Learning and development | Learning and Development | University of Exeter](https://www.exeter.ac.uk/staff/learning-and-development/) pages for more information. |
| **Course Title and Booking Link** | **Date and Time** | **Additional Information** |
| [PDR Reviewer Training for Academic Colleagues](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10811) | 1.05.24 - 10:00am until 11:30am |  |
| [Health and Safety – Event Management (Exeter)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10463) | 1.05.24 – 9:30am until 12:30pm |  |
| [Bitesize Learning: Managing Musculoskeletal Issues at Work](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10879) | 1.05.24 – 10:00am until 11:00am |  |
| [Bitesize Learning: Interview Skills and Techniques](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10672) | 2.05.24 – 13:00pm until 14:30pm |  |
| [Attending and Managing Meetings](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10602) | 2.05.24 – 10:00am until 12:00 noon |  |
| [Handling Difficult Conversations](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10804) | 7.05.24 – 13:30pm until 15:00pm |  |
| [Me as Manager – My Communication (C4L)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10851) | 9.05.24 – 13:30pm until 16:30pm |  |
| [Mental Health and Suicide Safety: Supporting Students (Level 2)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10838) | 9.05.24 – 9:15am until 13:00pm | Level 1 should be completed first, staff can find this on LearnUpon: [Mental Health and Suicide Awareness (Level 1)](https://exeter.learnupon.com/catalog/courses/3154498) |
| [Empower@Exeter Day 1](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10863) | 9.05.24 – 9:30am until 12:30pm |  |
| [Advanced Information Governance](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10865) | 10.05.24 – 13:00pm until 15:30pm |  |
| [Health and Safety: Fire Marshal and Evacuation Officer](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10801) | 13.05.24 – 10:00am until 11:30am |  |
| [Developing Teams (C4L)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10849) | 14.05.24 – 13:30pm until 16:30pm |  |
| [Health and Safety: COSHH for Laboratory Users](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=60047) | 14.05.24 – 9:30am until 12:30pm |  |
| [Note-Taking During HR Procedures](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10426) | 15.05.24 – 11:00am until 12:30pm |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 1](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 15.05.24 – 9:00am until 17:00pm |  |
| [Bitesize Learning: Neurodiversity](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10881) | 15.05.24 – 11:00am until 12:00 noon |  |
| [Taking Control of Your Career](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10432) | 15.05.24 – 10:00am until 12:30pm |  |
| [Leading and Managing Change](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10742) | 16.05.24 – 13:00pm until 16:00pm |  |
| [An Introduction to the MI Hub](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10810) | 16.05.24 – 10:30am until 11:30am |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 2](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 16.05.24 – 9:00am until 17:00pm |  |
| [Empower@Exeter Day 2](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10863) | 16.05.24 – 9:30am until 12:30pm |  |
| [PDR Training for Reviewers (Professional Services)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10252) | 17.05.24 – 10:00am until 12:30pm |  |
| [Health and Safety: Fire Marshal and Evacuation Officer](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10801) | 20.05.24 – 10:00am until 11:30am |  |
| [Mentoring Skills and Techniques](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10389) | 20.05.24 – 13:00pm until 15:00pm |  |
| [Getting the Most out of Your PDR](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10499) | 21.05.24 – 10:00am until 12:00 noon |  |
| [Health and Safety: COSHH for Laboratory Users](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=60047) | 21.05.24 – 9:30am until 12:30pm |  |
| [Difficult Conversations (C4L)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10864) | 21.05.24 – 13:00pm until 16:30pm |  |
| [Managing Difficult Situations: Conflict, Influencing and Assertiveness](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10486) | 22.05.24 – 9:30am until 16:30pm |  |
| [Emergency Response and Business Continuity (Introduction)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=30144) | 22.05.24 – 14:30pm until 16:30pm |  |
| [Bitesize Learning – CV and Application Forms](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10671) | 22.05.24 – 10:00am until 11:30am |  |
| [Health and Safety: Fire Warden Training Face to Face (Penryn Campus)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10822) | 23.05.24 - 9:30am until 13:00pm | Penryn Campus |
| [Coaching and Mentoring – Quality Conversations](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10496) | 23.05.24 – 9:30am until 12:30pm |  |
| [Me as Manager: My Role](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10852) | 23.05.24 – 13:30pm until 16:30pm |  |
| [Empower@Exeter Day 3](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10863) | 23.05.24 – 9:30am until 12:30pm |  |
| [Bitesize Learning: Supporting the Mental Wellbeing of your Team – A Bite-Size Practical Guide for Leaders and Managers](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10857) | 29.05.24 – 11:00am until 12:00 noon |  |
| [Mental Health and Suicide Safety: Supporting Students (Level 2)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10838) | 29.05.24 – 9:15am until 13:00pm | Level 1 should be completed first, staff can find this on LearnUpon: [Mental Health and Suicide Awareness (Level 1)](https://exeter.learnupon.com/catalog/courses/3154498) |
| [Health and Safety: Person in Charge (PiC) and Deputy Person in Charge (DPiC) (Fire Safety)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10802) | 3.06.24 – 10:00am until 12:00 noon |  |
| [PDR Training for Reviewers (Professional Services)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10252) | 3.06.24 – 13:00pm until 15:30pm |  |
| [Giving and Receiving Feedback](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=11022) | 4.06.24 – 13:00pm until 15:00pm |  |
| [Health and Safety: Biological COSHH for Laboratory Users](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10839) | 4.06.24 – 9:30am until 12:30pm |  |
| [Planning for Performance (C4L)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10855) | 5.06.24 – 9:30am until 12:30pm |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 1](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 5.06.24 – 9:00am until 17:00pm |  |
| [Emergency Response and Business Continuity (Introduction)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=30144) | 5.06.24 – 10:30am until 12:30pm | Penryn Campus |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 2](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 6.06.24 – 9:00am until 17:00pm |  |
| [Health and Safety: Fire Marshal and Evacuation Officer](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10801) | 10.06.24 – 10:00am until 11:30am |  |
| [Welcome to the University (Virtual Event)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10726) | 10.06.24 – 11:30am until 12:30pm |  |
| [Health and Safety: Biological COSHH for Laboratory Users](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10839) | 11.06.24 – 9:30am until 12:30pm |  |
| [Mental Health and Suicide Safety: Supporting Students (Level 2)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10838) | 11.06.24 – 9:15am until 13:00pm | Level 1 should be completed first, staff can find this on LearnUpon: [Mental Health and Suicide Awareness (Level 1)](https://exeter.learnupon.com/catalog/courses/3154498) |
| [Accepting and Embracing Change](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10709) | 12.06.24 – 9:30am until 12:30pm |  |
| [Advanced Information Governance](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10865) | 12.06.24 – 13:30pm until 16:00pm |  |
| [Personal Presence and Impact](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10452) | 13.06.24 – 9:00am until 12:30pm |  |
| [Impact at Meetings](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10803) | 13.06.24 – 13:30pm until 16:30pm |  |
| [Difficult Conversations (C4L)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10864) | 13.06.24 – 13:30pm until 16:30pm |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 1](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 13.06.24 – 9:00am until 17:00pm | Penryn Campus |
| [Difficult Conversations (C4L)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10864) | 13.06.24 – 13:30pm until 16:30pm |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 2](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 14.06.24 – 9:00am until 17:00pm | Penryn Campus |
| [Health and Safety: Fire Warden Training Face to Face (Penryn Campus)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10822) | 19.06.24 – 13:00pm until 16:30pm | Penryn Campus |
| [The Productivity Ninja’s Guide to Hybrid Working](https://www.exeter.ac.uk/staff/learning-and-development/developing/productivity-ninja/) | 20.06.24 – 10:00am until 12:00noon |  |
| [Managing Difficult Situations: Conflict, Influencing and Assertiveness](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10486) | 21.06.24 – 9:30am until 16:30pm |  |
| [Bitesize Learning: Interview Skills and Techniques](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10672) | 21.06.24 – 10:30am until 12:00noon |  |
| [Coaching and Mentoring – Quality Conversations](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10496) | 24.06.24 – 13:00pm until 16:00pm |  |
| [PDR Training for Reviewers (Professional Services)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10252) | 26.06.24 – 10:00am until 12:30pm |  |
| [Mental Health First Aid (Student Support) Level 3 Refresher](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10885) | 26.06.24 – 9:00am until 13:00pm |  |
| [Health and Safety: Person in Charge (PiC) and Deputy Person in Charge (DPiC) (Fire Safety)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10802) | 1.07.24 – 10:00am until 11:30am |  |
| [Bitesize Learning: CV and Application Forms](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10671) | 1.07.24 – 13:00pm until 14:30pm |  |
| [Managing Performance (C4L)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10850) | 3.07.24 – 9:30am until 12:30pm |  |
| [Getting the Most out of Your PDR](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10499) | 3.07.24 – 10:00am until 12:00noon |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 1](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 4.07.24 – 9:00am until 17:00pm |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 2](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 5.07.24 – 9:00am until 17:00pm |  |
| [Health and Safety: Fire Marshal and Evacuation Officer](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10801) | 8.07.24 – 10:00am until 11:30am |  |
| [Mentoring Skills and Techniques](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10389) | 10.07.24 – 13:00pm until 15:00pm |  |
| [Mental Health and Suicide Safety: Supporting Students (Level 2)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10838) | 11.07.24 – 13:00pm until 16:45pm | Level 1 should be completed first, staff can find this on LearnUpon: [Mental Health and Suicide Awareness (Level 1)](https://exeter.learnupon.com/catalog/courses/3154498)Penryn Campus |
| [Taking Control of Your Career](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10432) | 11.07.24 – 13:00pm until 15:30pm |  |
| [Mental Health and Suicide Safety: Supporting Students (Level 2)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10838) | 12.07.24 – 13:00pm until 16:45pm | Level 1 should be completed first, staff can find this on LearnUpon: [Mental Health and Suicide Awareness (Level 1)](https://exeter.learnupon.com/catalog/courses/3154498)Penryn Campus |
| [Health and Safety: Fire Warden Training Face to Face (Penryn)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10822) | 16.07.24 – 9:30am until 13:00pm | Penryn Campus |
| [Mental Health and Suicide Safety: Supporting Students (Level 2)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10838) | 17.07.24 – 9:15am until 13:00pm | Level 1 should be completed first, staff can find this on LearnUpon: [Mental Health and Suicide Awareness (Level 1)](https://exeter.learnupon.com/catalog/courses/3154498) |
| [Attending and Managing Meetings](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10602) | 17.07.24 – 10:00am until 12:00noon |  |
| [PDR Training for Reviewers (Professional Services)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10252) | 18.07.24 – 13:00pm until 15:30pm |  |
| [Health and Safety: Person in Charge (PiC) and Deputy Person in Charge (DPiC) (Fire Safety)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10802) | 5.08.24 – 10:00am until 11:30am |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 1](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 6.08.24 – 9:00am until 17:00pm |  |
| [Mental Health First Aid (MHFA) England 2 Day Course – Level 3 Mental Health and Suicide Awareness (Supporting Students) Day 2](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10848) | 7.08.24 – 9:00am until 17:00pm |  |
| [Health and Safety: Fire Marshal and Evacuation Officer](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10801) | 12.08.24 – 10:00am until 11:30am |  |
| [Advanced Information Governance](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10865) | 16.08.24 – 10:30am until 13:00pm |  |
| [Mental Health and Suicide Safety: Supporting Students (Level 2)](https://www.exeter.ac.uk/staff/learning-and-development/courses/coursedetail/index.php?code=10838) | 22.08.24 – 9:15am until 13:00pm | Level 1 should be completed first, staff can find this on LearnUpon: [Mental Health and Suicide Awareness (Level 1)](https://exeter.learnupon.com/catalog/courses/3154498) |