

StaffUpdate

Exclusively for staff at The University of Manchester

INVESTING IN OUR FUTURE

Dear colleagues

There's no denying that 2011 has been a tough year for the higher education sector as a whole – with cuts in Government funding and the introduction of higher fees for undergraduate students.

As a University, we've been working hard to meet our financial targets and I'm pleased to say that all of that hard work is now paying off – we are in a strong position and are at the point where we can now invest in staff and students.

So we're launching four new initiatives which we believe will shape the future of our University.

These will see significant investment in new academic posts; support for existing staff in their professional development; awards to the very best

new researchers and a major investment in the student experience. You can read more about all of these below.

I believe they will help to make Manchester one of the most exciting universities in the world. A great place to work, learn and carry out research.



Professor Dame Nancy Rothwell
President and Vice-Chancellor



INVESTING IN SUCCESS

'Investing in Success – Developing Staff Potential' is here to help you develop new skills or projects.

It's open to any member of staff and you can apply for funding of up to £15,000.

You can use the money to take part in a new project, or area of activity, which you believe will accelerate your personal development and benefit the University.

You can use the money on personal development activities like undertaking a

secondment to a different part of the University or another organisation.

Any member of staff can submit a proposal via their line manager and the deadline for making applications is Friday 20 January 2012.

Further details and the application form are available at:
www.staffnet.manchester.ac.uk/news/display/?id=7621

GLOBAL SEARCH FOR BEST ACADEMICS

More than 100 new academic members of staff are being recruited as part of a £20 million investment in the future of our University.

All of the new staff will be expected to contribute to teaching and research, covering a wide range of disciplines.

An international advertising campaign is already underway to attract the very highest calibre of academic from across the globe.

To find out more visit:
www.manchester.ac.uk/worldleadingminds

IMPROVING THE STUDENT EXPERIENCE

Investment is being made in people and facilities – all aimed at improving the experience of our students.

£10 million is being spent on learning space improvements, alongside the opening of the £24 million Alan Gilbert Learning Commons in 2012 and a complete refurbishment of the John Rylands University Library.

We have advertised £1 million in new permanent appointments to meet our stated commitment

to provide students with a personalised learning experience and high quality support in their studies.

Additional priorities include developing the Manchester Learning Environment, to improve student employability and work experience opportunities, and to support the continued development of the University College.

SUPPORTING PhD STUDENTS

The President's Doctoral Scholarship Awards have been launched with the aim of supporting 100 new PhD scholarships in any discipline.

The scheme aims to attract the very best PhD students and will be supported by £2.5 million of investment over the next four years.

For more information visit:
www.mdc.manchester.ac.uk/funding/pdsaward

PRESIDENT'S UPDATE

.....

Each month in Staff Update we publish a summary of the President's weekly message, for staff who don't have access to email or the internet at work.



This month, two videos featuring the President are also available to staff. They are:

- A filmed question and answer session based on questions submitted by University staff
- A recording of the open meeting for staff held in October

Both can be found at: www.staffnet.manchester.ac.uk/president-and-vc/videos/

3 November 2011

The President outlined a new initiative to recruit over 100 new academic positions across the University at lecturer, senior lecturer and professorial levels.

She also launched a programme to support existing staff called "Investing in Success - Developing Staff Potential" which will be open to all of our staff to apply for funding of up to £15,000 each.

The first 'flagship activities' under our social responsibility goal were also revealed.

10 November 2011

This week's message talked about the academic promotion process which is taking place.

The annual cycle of visits to Schools by the President has also just started. She encouraged staff and students to attend so they can let her know what they like and dislike, what is working and what isn't.

17 November

This week's message focused on students. The President talked about a meeting she had held with the Students' Union executive which focused on how we can work together to improve the student experience.

GIVE US A RING

Just a reminder that the main University switchboard number for external callers is 0161 306 6000.

If you want to contact the switchboard and you're calling from inside the University, you should dial 100.



DIVERSITY CALENDAR

A calendar celebrating the diverse nature of our staff and student community has been put together by the Equality and Diversity team.

The Diversity Calendar includes details of all the main religious festivals which staff and students need to be aware of.

The calendar will be made available online to all staff and students from the end of December and a limited number of hard copies will be sent out.

You can request a hard copy by sending an email to equalityanddiversity@manchester.ac.uk

BUTTON BOUQUET FOR BLUSHING BRIDE

"A unique wedding to reflect our personalities," was what Alex Shaw wanted when she and husband David married at the Royal Exchange Theatre in September.

Alex, Arts Administration Officer in The Martin Harris Centre for Music and Drama, launched a 'button amnesty' asking colleagues to donate buttons to help her create bouquets with an antique look.

She was overwhelmed by the response, as colleagues took the time to dig out old buttons or suggested novel places to buy them.

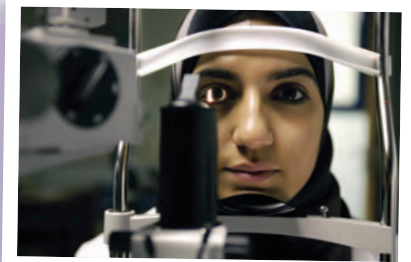
Alex (nee Toye) spent "hours and hours" separating and sorting buttons, before turning them into beautiful bouquets and buttonholes.

"I'd like to thank everyone so much for their generosity and support.

"I still have hundreds of left-over buttons of all colours, shapes and sizes. If anybody else would like to have a go at creating their own bouquets, I'd be happy to pass them on."



ALEX AND DAVID



FREE EYE EXAMINATION

Staff, students and members of the public can make an appointment for a free eye test at the University's Teaching Clinic. You're also entitled to a 20% discount in the student-led glasses dispensary.

Final year Optometry students perform the eye examination under supervision by fully qualified staff. You should allow two hours for your appointment.

The Teaching Clinic can be found just off Dover Street in the Carys Bannister Building. Call 306 3860 to make an appointment.

PERKZ OF THE JOB

With Christmas just around the corner, the University is introducing Perkz. This offers you exclusive discounts at at some of the UK's biggest and best known retailers like Sainsbury's, Boots, Argos and Marks and Spencer.

Perfect for all that Christmas shopping you've still got to do!

The discounts on offer are significantly better than you'd normally get direct from the retailer's own websites and because this is an online service, you can shop from home or using your smartphone.

The discounts are changed regularly, so keep checking on the Perkz website for all the latest updates of what's on offer and where.

Here's the different ways you can use Perkz:

- You can shop online via Perkz for instant discounts on stores like Apple, Superbreak and UK Tickets
- You can buy discounted, pre-loadable gift cards for household shopping at places like Sainsbury's, Marks and Spencer and Asda – saving you money every time you buy
- There's also an additional range of cards for high street shopping at the likes of Topshop, Boots, Argos, Toys R Us and many more

Vanessa Cowan from the Directorate of Human Resources has been working with Perkz to set up this great offer and said: "We realise that times are getting tougher for people and with Christmas not far away we felt this was a really good time to introduce Perkz.

"This is just the latest addition to our existing discounts package for staff which can be seen on StaffNet. We've already negotiated a whole range of discounts with companies like Hoseasons, Orange and Alton Towers. The deal with Perkz expands the variety of offers available to our staff and their families.

"We're committed to offering you a package of discounts and benefits which are really useful and relevant, but if you have any ideas about other discounts or benefits we could offer please let me know."

You can contact Vanessa at: staffbenefits@manchester.ac.uk

FIND OUT MORE ABOUT DISCOUNTS AND BENEFITS AT:

www.staffnet.manchester.ac.uk/employment/staff-benefits

www.staffnet.manchester.ac.uk/employment/staff-benefits/discounts

twitter.com/#!/uom_benefits

www.facebook.com/#!/pages/University-of-Manchester-Benefits/200796233282055

HOW TO REGISTER

It's easy – all you have to do is visit www.perkz.com

- As with most websites you have to create your own login details
- Underneath employee login details click on 'If you are a first time user click here'
- Use the company code when asked – this is UNIMAN
- Then just follow the instructions – enter your personal email address and your chosen password.

You can use your work email address if you do not have an alternate one - but do not use your work email address in combination with your work password. You must create a new password when creating your login details with Perkz.

REGISTER NOW TO BE IN WITH THE CHANCE OF WINNING AN IPOD TOUCH

As if the prospect of saving money wasn't enough, staff who register with Perkz in December will be entered into a draw to win an iPod Touch.

All you have to do is register during December and the lucky winner will be chosen in the first week of January. So get registering and we'll announce the winner in the February issue of Staff Update.



WHAT IF I'VE NOT GOT INTERNET ACCESS AT WORK?

We know that there are some members of staff who don't have access to a PC and the internet at work.

If you've got a PC at home you can register for Perkz on this.

If you don't have internet access at home, then you can use one of the many PC clusters around the University during your breaks.

If you don't know where your nearest PC cluster is you can ask your line manager to check for you, or phone the IT Service Desk on 65544.

All members of staff have a University username to use when logging into a University PC, but if you don't know what this is you should visit:

<https://iam.manchester.ac.uk/welcome/menu>

You'll need to enter your date of birth and your University ID number which can be found on your staff ID card. If you have any problems just phone the IT Service Desk on 65544.

CHINESE LESSONS FOR SELFRIDGES STAFF

One of Manchester's most prestigious department stores has turned to University experts to help it communicate better with its Chinese customers.

The Confucius Institute has been working with Selfridges to give staff lessons in Mandarin and Chinese culture.

Katie Popperwell, the Institute's Marketing and Events Officer, found out that staff at the luxury store were experiencing problems communicating effectively with their Chinese shoppers.

A bespoke training package was put together which combined basic Mandarin language skills with elements of Chinese culture.

Jane Sharrocks, General Manager at Selfridges, said: "We are so fortunate to have such experts based here in Manchester.

The training was developed and delivered by Chinese language tutor Lucy Wang and academics from Manchester Business School.



LUCY WANG WITH SELFRIDGES STAFF

Karen Wang, Deputy Director of the Confucius Institute said: "We hope more businesses will follow

suit as China and Chinese consumers offer new business opportunities to the UK."

SCORING HIGH ON LOWERING CARBON CONSUMPTION

The University is one of the top performers in the first national league table to measure the commitment of large organisations to reducing their carbon emissions.

The CRC (Carbon Reduction Commitment) was set up by the Department for Energy and

Climate Change, to improve energy efficiency and cut emissions.

2,104 organisations took part in the CRC, and the University was placed 193rd out of 1,301. This puts us in the top 15% of the league table, and 2nd out of the 20 Russell Group universities.

Lee Barlow, Senior Budget Administrator in the Directorate of Estates and Facilities, said: "When you consider the number of high-profile private sector companies below us in the league table, this is a great achievement."

BEAT THE TRAVEL PRICE RISE

With train ticket prices set to increase at the beginning of January 2012, why not take advantage of the University's interest free loan scheme and buy your annual season ticket now at 2011 prices?

If you use the train, bus or tram to get to work on a regular basis then you could save hundreds of pounds a year.

And if you request your ticket to start before 31 December 2011, you'll be beating the annual price rise which usually takes place on 1 or 2 January.

The interest free loan system also helps staff think about using public transport instead of commuting to work by car, helping to reduce the University's carbon footprint.

Linda Callaghan, Internal Communications Officer, uses the scheme to buy a train season ticket. She said: "It offers a big cost saving – if the interest-free travel loan wasn't available, I'd have to buy monthly season tickets, which would cost me an additional £220 a year. And the ordering process is very fast – my latest ticket arrived less than 48 hours after I handed in the application form to HR."

Andy Lea, from IT Services, used a loan to buy an annual bus pass to travel to work from Fallowfield.

Not only did he save money – an annual Stagecoach ticket bought through the scheme works out at £80 cheaper than buying it weekly – but he finds it more convenient. "It saves me having to scuffle around for change and with the pass I can hop on and off the bus as often as I like," he said.

If you want to renew your ticket, or buy one for the first time, contact your local HR team before Tuesday 13 December.

To find out more visit:

www.staffnet.manchester.ac.uk/employment/staff-benefits/travel/travel-loans



MAKE A GREEN IMPACT

More teams are needed to take part in Green Impact, the nationwide environmental accreditation scheme.

Teams can be of any size and can be based upon a department, a building or a group of colleagues (members of academic staff can also engage students to help).

Each team receives a workbook to help it create a more sustainable workplace, access to resources and examples of good practice from the university sector.

The Green Impact team will provide teams with full support.

Any member of staff can lead on the project – they need to sign up the team and meet as many criteria as possible.

For more information or to arrange a chat about Green Impact:

- Contact Lucy Millard on 55563 or lucy.millard@manchester.ac.uk

or

- Visit www.manchester.ac.uk/sustainability/enthusiasts/greenimpact

Our staff have been busily raising funds for charity – here’s a round up of what they’ve been doing – from swapping clothes to growing moustaches!

CAKES AND COFFEE

Coffee mornings and bake sales took place across campus during September and October to raise funds for Macmillan Cancer Support.

Staff from the Faculty of Engineering and Physical Sciences raised £227 with events taking place in the Faculty Office and the School of Maths.

And the Faculty of Medical and Human Sciences raised £220 with a cake sale organised by Dorothy Prato from the Graduate Office in the Faculty.

Macmillan runs ‘The World’s Biggest Coffee Morning’ campaign each year to raise money to help people living with cancer.

PUDSEY PROFITS FROM HAIR RAISING EVENTS

University staff dug deep to support this year’s Children In Need appeal.

Staff from the Directorate of Estates and Facilities set up ‘Pudsey’s Patisserie’ and raised £450 by selling cakes and other goodies.

And brave Janak Patel from the Manchester Business School MBA Centre helped to raise over £120 by agreeing to have his legs waxed – you can tell by the picture how this felt!

Once again, staff from FoodonCampus were in fundraising mood and raised £1,165 by giving a donation from each piece of cake sold during Children In Need week.



A SWISH WAY TO RAISE CASH

Staff from the Rutherford Building held their fifth charity ‘swish’ in aid of the Wood Street Mission and Cornerstone Day Centre.

A ‘swish’ is a simple cloths swap - staff bring in items of clothing that are lurking in the back of their wardrobes and then just swap!

If you’d like to come along to the next swish, email your details to rachel.cook@manchester.ac.uk

BUILDING HOPE

Some of the poorest people in Ethiopia are being helped by a charity set up by Veronique Rizzuto, who works in the Equality and Diversity Office.

Veronique is the founder and a trustee of Building Hope. And with Christmas just around the corner she’s asking her colleagues to sign up to a website which donates money to the charity every time you shop online.

Said Veronique: “All you have to do is sign up to www.giveasyoulive.com/buildinghope and the money we raise will go towards building 24 homes for families affected and disabled by leprosy.”



VERONIQUE AT THE BUILDING HOPE PROJECT

Christmas gifts are also available to buy from the Building Hope website. To find out more visit:

www.buildinghope.co.uk

or follow Building Hope on Facebook at: www.facebook.com/pages/Building-Hope/278175448869881

PEAK PERFORMANCE

How do you fancy a summer break with a difference next year? Manchester RAG is looking for intrepid volunteers to climb Mount Kilimanjaro.

At 5,895 metres high, Kilimanjaro is the tallest free standing mountain in the world. And you’ll be raising money for two charities – Practical Action and the Meningitis Research Foundation.

There are two dates for the trip, either 10 - 25 August or 22 August – 6 September 2012.

To find out more visit: www.studentadventures.co.uk/kilimanjaro



KATY COMPLETES AMAZING TRIO

For most people, running one marathon a year would be challenging enough, but Sport Development Officer Katy Young has completed three gruelling events in the space of eight months.

She’s completed the Liverpool half marathon in March; the Liverpool Triathlon in June and the Liverpool marathon in October.

So far Katy has raised over £1,200 for MacMillan Cancer Support, in memory of her mum who passed away last year,

You can still sponsor Katy via her Just Giving page at: www.justgiving.com/katyyoung-tries-a-trio

FAN-TASH –TIC WAY TO RAISE CASH

Members of our security staff have teamed up as “The University of Manchester Security Amigos” to enter the annual Movember fundraising event in aid of male cancer charities.

On 1 November, clean-shaven participants register at <http://uk.Movember.com> and then, for the rest of the month, these selfless and generous men, known as ‘Mo Bros’, groom, trim and wax their way into the annals of fine moustachery.

Mo Bros raise funds by seeking out sponsorship for their Mo-growing efforts. The charities which benefit are The Prostate Cancer Charity, The Institute of Cancer Research, Movember Awareness and Education Programme, and Movember Global Action Plan.

So far this month, the team has raised £438. If you’d like to add your support for this worthy cause, you can donate online at <http://uk.movember.com/donate> or contact paul.greenlees@manchester.ac.uk

With the Christmas break looming, here's all the information you'll need to ensure a smooth run-up to the festive period

CLOSURE DATES

Friday 23 December
Christmas closure day

Monday 26 December
Christmas Bank Holiday

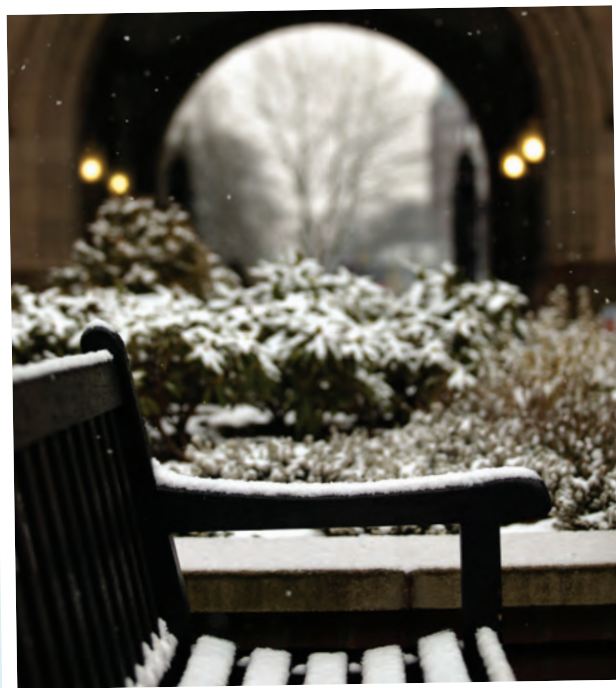
Tuesday 27 December
Christmas Bank Holiday

Wednesday 28 December
Christmas closure day

Thursday 29 December
Christmas closure day

Friday 30 December
Christmas closure day

Monday 2 January
New Year Bank Holiday



PAY ARRANGEMENTS

If you're normally paid at the end of the month your pay day will be 20 December. Your first pay day of 2012 will be 30 January.

Weekly paid staff will be paid on 16 December and will include three weeks' payments (one normal week and two weeks in advance). All authorised overtime claim forms should be in the Payroll Office by 12 December. The first pay day for weekly paid staff in 2012 will be 6 January. There will be no payroll payments during the Christmas holidays.

Staff paid mid-month will be paid as usual on 15 December.

If you have any queries, please contact:

- Payroll Office on 275 8213
- core.payrollteam@manchester.ac.uk (staff queries)
- Noncorepayrollteam@manchester.ac.uk (external fees queries)

eCARD

As usual, a Christmas ecard is available to staff to send to friends and colleagues around the world.

To find out more you can visit:
www.manchester.ac.uk/greetingcard

CAROL SERVICE

This year's Christmas Carol Service will take place on Tuesday 20 December at 12.15pm – 1pm in the Whitworth Hall. All staff are welcome to attend. Proceeds from a collection will be donated to Francis House Children's Hospice.

SWITCH OFF AND RELAX

Looking forward to winding down over the Christmas break? Perhaps your PC could also do with a well earned rest.

Over the last three months staff PC equipment across campus has been running for over 600,000 hours combined, and only 33% has been whilst in active use – the other 67% being left running, perhaps unnecessarily.

Even equipment that is left on standby or connected at the mains will still be using some energy.

As well as having the obvious cost implications, this waste will also be impacting on our environment.



This Christmas break, please try to remember to switch off (and if easily possible, unplug) your equipment at the mains.



EXPAND YOUR HORIZONS

University staff can apply for funding to gain work experience in a European university.

Funding is available to teach, train or work in one of 33 European universities which hold an Erasmus Charter.

Academic members of staff can apply for Teacher Mobility funding, while non-academic staff can apply for Staff Training Mobility funding.

The funding is being distributed by the Study Abroad Unit and the closing date is 1 February 2012. Placements should be completed by 31 July 2012.

To find out more and to apply contact Stephanie Nixon at stephanie.nixon@manchester.ac.uk or 275 7385.

CONGRATULATIONS KATE

Little Joe Cassidy will have a memorable birthday – he made his entrance into the world on 11.11.11.

Joe's mum is Kate Cassidy who is based in the the Division of Communications, Media and Public Relations. He weighed in at an impressive 9lb 10oz and both baby and mum are home and doing well.

STUDY ABROAD FAIR

A record number of students turned out for a Study Abroad Fair held at the end of October.

Around 900 students attended the event in the Whitworth Hall to find out more about spending some time abroad as part of their Manchester degree.

The event was organised by the Study Abroad Unit.

Staff from the Careers Service, Student Services Centre and the International Society took part in the event.



A HISTORY OF HAVEN

The life and times of one of Manchester's unsung indie bands feature in a new book written by University librarian Mary O Meara.

"Between the Lines: A History of Haven," is the first book published by Mary, who works in the Eddie Davies Library at the Manchester Business School.

Haven formed in Cornwall in the 1990s, but relocated to Manchester where they regularly played at Oldham Street's Night & Day Café.

Mary, who is friends with band members said: "I was witness to their story and it was something that I wanted to share with other people."

Mary's book is going to be published around Christmas time but you can pre-order your copy at:

www.troubador.co.uk/book_info.asp?bookid=1631

ONE IN A MILLION FOR IT SERVICES

IT staff are celebrating after logging their 1,000,000th service desk request.

The landmark call to the IT Service Desk was made by Dr David Cullen from the School of Physics and Astronomy at 6.09pm on 4 November.

It was received by Trevor Slater from the Humanities Service Desk – and both David and Trevor will each receive a £50 Amazon gift card to mark the occasion.

IT Service Desk Manager Sinead Renold said: "We're continually looking to improve the satisfaction of staff and students and to answer most problems on first contact, which is a great testament to our staff and their knowledge."

The IT Service Desk can be contacted on 306 5544. Alternatively you can contact the Service Desk via the Knowledge Base at:

<http://servicedesk.manchester.ac.uk/portal/ss>



FACE TO FACE WITH CREEPY CRAWLIES

Have you ever fancied seeing behind-the-scenes at the Museum? Well now's your chance.

The next behind-the-scenes tour takes place on Wednesday 14 December.

These special events are only open to members of University staff and reveal some of the hidden treasures the public don't get to see.

The tour starts at 12:30pm and you'll get to see the Museum's collection of insects which is the third largest in the UK, with three million specimens.

To reserve a place email: museum@manchester.ac.uk

JUST THE JOB

ANN LYMER-COX

Hospitality and
Delivered Services Manager

.....
Taste Manchester



As term comes to an end, many staff might be looking forward to a break – but for Ann Lymer-Cox, things are just about to get very busy indeed!

That's because it's Ann's job to manage bookings and organise deliveries for Taste Manchester, the University's delivered hospitality service.

Taste Manchester delivers refreshments, snacks, lunches, buffets, dinners and much more to any location around campus and the city centre. And with the Christmas party season and graduation coming up, Ann knows that December is going to be a hectic month.

She's been in this role for the past two years and still finds that every day is different. Sometimes she'll be responsible for delivering a 7:30am breakfast, others it could be organising a conference dinner for 200 people.

The delivery drivers and their vans have to be co-ordinated, and Ann spends much of her time juggling deliveries and collections, ensuring that journeys are efficient and that fuel is not

wasted, keeping in mind the need to lower the University's carbon footprint.

She adds: "We are continually looking at ways to improve, and our drivers have undergone additional training so that they can assist with set ups and collections. Unfortunately there is one thing we cannot change – and that's the Manchester weather! Last year was a particular challenge during the cold spell - ice and snow are not good conditions for pushing trolleys!"

Ann says there are lots of new Taste Manchester initiatives in the pipeline which should make booking functions easier for University staff. An online ordering system should be going live soon, and a cashless card for heads of department should make it easier to purchase refreshments from FoodonCampus outlets for those last-minute meetings.

When Ann first came to the role, she only had one member of staff. This has now grown to 11, and recently her team underwent a change and improvement process review under the guidance of Mike Shore-Nye.

Ann says: "We found this a really useful exercise, and all staff were fully involved in making suggestions for improving our service. The campus is spread out over a large area and this means we have to really think about the best ways to deliver what people want."

Ann hopes to expand business internally but her team is also setting its sights on increasing outside clients as well. They have already successfully catered for the Lacrosse World Championships at the Armitage Centre.

She says: "If anyone is looking to arrange Christmas parties, whether it's a small buffet lunch or a festive dinner, we still have availability – just give us a call and we will do our best to arrange something special!"

You can contact Taste Manchester on:

tel 306 4083
tastemanchester@manchester.ac.uk
www.tastemcr.com

CONTACT US

If you have any news or story ideas, you can contact us via:
uninews@manchester.ac.uk or 275 2112.

OPT OUT OPTION

If you want to opt out of receiving a printed copy of Unilife/Staff Update you can do this by completing the online form at:
www.staffnet.manchester.ac.uk/optout

If you want to keep up with the news, you can still view the magazines online at:
www.staffnet.manchester.ac.uk/news/unilife
www.staffnet.manchester.ac.uk/news/staffupdate

Training Update

Exclusively for staff at The University of Manchester

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME DECEMBER 2011 – FEBRUARY 2012

The following Staff training courses are now available at University of Manchester. Courses are delivered by Staff Training and Development (STDU), IT Services Training (ITS) and Research Computing Services (RCS).

For more information on courses please go to: www.manchester.ac.uk/training. Enquiries and course places can be booked online via the appropriate links below.

ITS - email: its.training@manchester.ac.uk

RCS - please see: www.manchester.ac.uk/researchcomputing or email: rcs-training@manchester.ac.uk

STDU - email: courses-stdu@manchester.ac.uk

DECEMBER 2011

TMS38: Training Skills for Occasional Trainers
01 December 2011
9.30am - 4.30pm

THS86: First Aid Awareness with BLS
01 December 2011
1.30pm - 4.30pm

THS98: Laser Awareness
05 December 2011
11am - 12 noon

TP56: Intro Transactional Analysis
05 December 2011
12 noon - 2pm

THS42: Laser Safety Training
05 December 2011
1.30pm - 4.30pm

TP60: Peer Support Group - Maternity Leave
06 December 2011
12 noon - 2.30pm

TMS75: Making an Impact: Enhancing Personal Confidence
07 December 2011
9.30am - 4pm

CCCUGGTG: Getting to Grips with UCAS
07 December 2011
9.30am - 12 noon

THS88: First Aid at Work Requalification
08 December 2011
9.15am - 4.30pm

TAP8: PDR Reviewer (Academic Related + Support)
08 December 2011
9.30am - 1pm

TMS56: Right Start
08 December 2011
9.30am - 4.30pm

CCCUGAD: UCAS Admissions
08 December 2011
9.30am - 12.30pm

CCCPGAD: Postgraduate & Direct Entry Admissions
08 December 2011
9.30am - 12.30pm

TMS5C: Recruitment & Selection PSS - Experienced.
08 December 2011
9.30am - 1pm

RIBM: Image Based Modelling
08 December 2011
10am - 5pm

THS88: First Aid at Work Requalification
09 December 2011
9.15am - 4.30pm

CCCPGDEP: Postgraduate & Direct Entry Processes
09 December 2011
9.30am - 12 noon

THS87: H.S.E. First Aid at Work Certificate
13 December 2011
9.15am - 4.30pm

TP4: Time Management
13 December 2011
9.30am - 1.30pm

THS30: Safe Use of Ladders & Steps
13 December 2011
9.30am - 12.30pm

THS30: Safe Use of Ladders & Steps
13 December 2011
1pm - 4pm

THS87: H.S.E. First Aid at Work Certificate
14 December 2011
9.15am - 4.30pm

TBF11: Minutes, Meetings & Agendas
14 December 2011
9.30am - 4.30pm

TMS5E: Recruitment & Selection - Academic Experienced.
14 December 2011
9.30am - 1pm

THS87: H.S.E. First Aid at Work Certificate
15 December 2011
9.15am - 4.30pm

TAP5: PDR Reviewer Briefing (Academic)
15 December 2011
9.30am - 1pm

TMS9: Training in Equality & Diversity Issue
15 December 2011
9.30am - 1pm

TMS60: Child Protection Policy & Guidance
15 December 2011
2pm - 4pm

JANUARY 2011

THS88: First Aid at Work Requalification
05 January 2012
9.15am - 4.30pm

TP58: Effective Interpersonal Communication
10 January 2012
9.30am - 4pm

TP60: Peer Support Group - Maternity Leave
10 January 2012
12 noon - 2.30pm

TMS5: Effective Recruitment & Selection
11 January 2012
9.30am - 4.30pm

TBF25: Project Management
12 January 2012
9.30am - 4.30pm

THS87: H.S.E. First Aid at Work Certificate
16 January 2012
9.15am - 4.30pm

TMS61: Dignity at Work & Study Policy Briefing
16 January 2012
10am - 11am

THS87: H.S.E. First Aid at Work Certificate
17 January 2012
9.15am - 4.30pm

TBF61: Having Difficult Conversations
17 January 2012
9.30am - 1pm

TMS5D: Recruitment & Selection - Academic Inexperienced.
17 January 2012
9.30am - 1.30pm

THS87: H.S.E. First Aid at Work Certificate
18 January 2012
9.15am - 4.30pm

TP54: Intro to Neuro Linguistic Programming
18 January 2012
12 noon - 2pm

TTL11: Academic Writing in English: Staff
18 January 2012
2pm - 3.30pm

TMS77: Influencing with Integrity
19 January 2012
9.30am - 4pm

THS17: DSE Assessment / Workplace Assessment
20 January 2012
9.30am - 12.30pm

THS2: Manual Handling
20 January 2012
1pm - 4pm

THS7: Compressed Gases Workshop
24 January 2012
9am - 12 noon

TP57: Introduction to Team Management Profile
24 January 2012
12 noon - 2pm

TBF60: Improve Your Writing Skills
24 January 2012
12.30pm - 2pm

THS7A: Cryogenic Gases Workshop
24 January 2012
1pm - 3pm

THS7B: Practical Sessions Workshop
24 January 2012
3.15pm - 4.30pm

TMS9: Training in Equality & Diversity Issue
25 January 2012
9.30am - 1pm

TTL45: PASS Demystified
25 January 2012
12.30pm - 3.30pm

TTL44: Speaking/Presenting: Non-Native Speakers
25 January 2012
1pm - 4pm

TMS5B: Recruitment & Selection PSS - Inexperienced.
26 January 2012
9.30am - 1.30pm

Continued overleaf

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME DECEMBER 2011 – FEBRUARY 2012

TMS31: ILM Level 3 Award - New Cohort!
27 January 2012
9.30am - 4.30pm

THS119: Emergency First Aid at Work
30 January 2012
9.15am - 4.30pm

TBF55: Managing Small Projects
30 January 2012
9.30am - 4.30pm

TP52: Mosaic Development Programme
31 January 2012
9.30am - 5pm

FEBRUARY 2011

TIC1: University Staff Welcome Event
02 February 2012
9.15 am - 11am
STDU

TMS56: Right Start
02 February 2012
9.30am - 4.30pm

THS98: Laser Awareness
02 February 2012
11am - 12 Noon

THS42: Laser Safety Training
02 February 2012
1.30pm - 4.30pm

TMS31: ILM Level 3 Award
03 February 2012
9.30am - 4.30pm

TP4: Time Management
03 February 2012
9.30am - 1.30pm

TAP8: PDR Reviewer (Academic Related+Support)
06 February 2012
9.30am - 1pm

TMS51: ILM Level 3 Full Certificate
07 February 2012
9.30am - 4.30pm

TMS9: Training in Equality & Diversity Issue
07 February 2012
9.30am - 1pm

TBF46: Writing in a Clearer Style
07 February 2012
2pm - 3pm

THS88: First Aid at Work Requalification
08 February 2012
9.15 am - 4.30pm

TP55: Intro to Emotional Intelligence
08 February 2012
12 Noon - 2pm

THS88: First Aid at Work Requalification
09 February 2012
9.15 am - 4.30pm

TMS5E: Recruitment & Selection - Academic Experienced
09 February 2012
9.30am - 1pm

TMS31: ILM Level 3 Award
10 February 2012
9.30am - 4.30pm

TBF25: Project Management
13 February 2012
9.30am - 4.30pm

TMS71: Coaching Skills for Managers
14 February 2012
9.30am - 4 pm

TBF25: Project Management
14 February 2012
9.30am - 4.30pm

TMS56: Right Start
16 February 2012
9.30am - 4.30pm

TMS31: ILM Level 3 Award
17 February 2012
9.30am - 4.30pm

THS88: First Aid at Work Requalification
20 February 2012
9.15 am - 4.30pm

TBF61: Having Difficult Conversations
20 February 2012
9.30am - 1pm

THS88: First Aid at Work Requalification
21 February 2012
9.15 am - 4.30pm

TMS55: Managing in the Round
21 February 2012
9.30am - 12 noon

TMS5C: Recruitment & Selection PSS - Experienced
21 February 2012
9.30am - 1pm

TP48: Copywriting
22 February 2012
10 am - 1.30pm

TP52: Mosaic Development Programme
23 February 2012
9.30am - 5pm

THS75: Safe UV Practice: A users guide
23 February 2012
10am - 11am

TMS31: ILM Level 3 Award
24 February 2012
9.30am - 4.30pm

TAP6: PDR - A Briefing for Reviewees (all)
24 February 2012
10 am - 12 Noon

TP46: Writing for the Web
27 February 2012
12.30pm - 2pm

TP28: Springboard Development Prog For Women
28 February 2012
9.15 am - 4.30pm

TAP8: PDR Reviewer (Academic Related+Support)
28 February 2012
9.30am - 1pm

TP60: Peer Support Group - Maternity Leave
28 February 2012
12 Noon - 2.30pm

TTL32: Organising Intros to Academic Articles
28 February 2012
2 pm - 3.30pm

TBF25: Project Management
29 February 2012
9.30am - 4.30pm

TMS61: Dignity at Work & Study Policy Briefing
29 February 2012
10am - 11am



LATEST TRAINING NEWS

STDU'S ANNUAL AWARDS CEREMONY 2011 - REMINDER

If you are one of The University of Manchester's staff who has undertaken a course provided by STDU and gained a nationally recognised qualification you will receive an invitation to the prestigious STDU's Annual Awards Ceremony.

The event is booked for Friday 16 December 2011, Barnes Wallis Restaurant. If you have any queries or would like to RSVP please contact: Paul.Forster@manchester.ac.uk

FINANCE eTRAINING – TAKES OFF!

Earlier this year the IT Services Training Team in collaboration with the Finance Systems Team developed a series of eTraining courses. The courses for Requisitioner and Approvers training included, process demonstrations, interactive training and competency assessments. Since their launch in May we have seen an amazing 1,337 members of staff complete the programmes online and between them they have passed a staggering 17,791 assessments!! A big well done to all those who have successfully completed the Finance eTraining programmes.

On the strength of this we will continue to develop and grow our portfolio of eTraining courses to encompass other applications such as Discoverer and Campus Solutions etc and we will ensure new courses are advertised in the Training Update and on the University Training web pages: www.manchester.ac.uk/training.

ECDL ONLINE PORTAL - REMINDER

If you are currently undertaking the internationally recognised qualification ECDL (European Computer Driving License) you can now book tests via our new ECDL online portal. The portal allows you to see your ECDL details, book tests and add test credits to your account.

If you are interested in undertaking ECDL then please see our web pages for more information, including how you might be eligible for full funding to cover the course and associated tests.

More information can be found on the ECDL University of Manchester web pages at: www.its.manchester.ac.uk/trainingcourses/ecdl

The ECDL Web Portal can be accessed via: <http://my.manchester.ac.uk/portlet/MAN-Portlet-ECDL> (log in with your University details when prompted).

SEASONS GREETINGS TO ALL OUR TRAINEES!

Finally on behalf of all the training teams at the University of Manchester we would like to take this opportunity to wish Happy Holidays to all our trainees. It has been another extremely busy year for the training teams delivering a huge number of courses across a vast range of subjects and we are certainly looking forward to the festive break to recharge our batteries. We anticipate that the New Year will bring with it many new challenges and we have some exciting ideas and plans for 2012 as we aim to continue improving the training services we deliver to staff.

We look forward to seeing you all in the New Year!

CONTACTS / USEFUL LINKS

BAS Access Request

This is an online facility whereby you are able to request access to any of the Corporate Applications. When you submit an Access Request a BAS Access Request ID will be generated for you – this is usually a string of zeros with 4 digits at the end. You will need to have been granted access to systems such as Discoverer, LiveLink and Oracle Financials prior to taking training.

<http://helpdesk.man.ac.uk/cgi-bin/BASUserAccess/controlpanel.cgi>