

Staff Update

Exclusively for staff at The University of Manchester

NEW IDENTITY CARDS FOR STAFF

New identity cards are being issued to all staff, as part of a programme to upgrade access to University buildings.

To receive your new card you must bring your existing card to the relevant session outlined in the box below.

Payroll staff will also be in attendance to give advice on using MyView, the online system that now gives you fast and secure access to your payslip and other personal information.

Your new card will give you the same access to buildings as your old one.

Exchanging your staff card on 26/27 April could win you £25, as all surrendered cards will go into a

lottery. Five winning cards will be drawn after the card exchange sessions have closed on 27 April and the lucky winners will each receive High Street Vouchers worth £25.

If you are based at a remote location, including Fallowfield Campus, the Paterson Institute, John Rylands Library, Deansgate, Jodrell Bank or a hospital, or are not in work on 26 and 27 April, Human Resources will contact your local line manager about the arrangements for exchanging your card.

If you have any questions about exchanging your staff card, please contact:
steve.griffin@manchester.ac.uk

CUT OUT AND KEEP

TAKE CARE OF YOUR STAFF CARD

- 1 Store your staff card in a suitable holder or wallet and keep it flat.
- 2 Do not punch slots or holes anywhere on your card – you could damage the chip, the antenna around the edge or the magnetic strip.
- 3 Do not scratch or damage the magnetic strip on the rear of the card.
- 4 Do not expose your card to high temperatures or direct sunlight for long periods.
- 5 Do not place your card near a magnet or any devices containing magnetic fields (TVs, PC monitors, speakers and other electrical equipment).

STAFF CARD EXCHANGE VENUES 26 AND 27 APRIL 2012 (10AM-4PM)

PLEASE BRING YOUR EXISTING STAFF CARD WITH YOU

IF YOU WORK IN

EXCHANGE YOUR STAFF CARD AT

Faculty of Humanities
(Academic and PSS staff)

Committee Room A, Whitworth Corridor
(No 50 on campus map)

Professional Support Services

Directorate-based, John Rylands University Library (Main Library), The Manchester Museum, The Whitworth Art Gallery

Committee Room B, Whitworth Corridor
(No 50 on campus map)

Faculty of Life Sciences
(Academic and PSS staff)

Committee Room D, Whitworth Corridor
(No 50 on campus map)

Faculty of Medical and Human Sciences
(Academic and PSS staff)

Committee Room E, Whitworth Corridor
(No 50 on campus map)

Faculty of Engineering and Physical Sciences - South Campus (Academic and PSS staff):

Chemistry; Computer Science; Earth, Atmospheric and Environmental Sciences; Mathematics; Physics and Astronomy

Committee Room F, Whitworth Corridor
(No 50 on campus map)

Faculty of Engineering and Physical Sciences - North Campus (Academic and PSS staff):

Chemical Engineering and Analytical Science; Electrical and Electronic Engineering; Materials; MACE; John Rylands University Library (Joule Library)

Council Chamber, Sackville Street Building
(No 1 on campus map)

TREMENDOUS TRIO!

Three first-time marathon runners from The John Rylands Library are raising cash for Marie Curie Cancer Care.

Lisa Donnelly, Rosie Jones and Yvette Jeal (pictured), will be running the Greater Manchester Marathon on Sunday 29 April.

Lisa said: "It'll be our first marathon and we're training hard. We're running in memory of a friend's mum, who was cared for by Marie Curie Cancer Care for five months until her death in 2007."

To donate visit:

<http://uk.virginmoneygiving.com/team/RylandsRunners>



PRESIDENT'S UPDATE

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



23 February 2012

The President hosted the annual Planning Conference where 100 senior staff discussed the strategic plans to deliver the Manchester 2020 vision, preparing for the Research Excellence Framework and improving the student experience.

The University received its results from the Student Barometer Survey, which showed where the University excels and where it could make improvements. This will support the development of Student Experience Action Plans for September 2012.

The President chaired the Council of the Society of Biology; met Rory Brooks, chair of the Global Leadership Board and generous supporter of our Brooks World Poverty Institute; and attended a small reception with David Shukman, newly-appointed BBC Science Editor.

She also played host to the Vice-Chancellor and Principal of the University of Melbourne, Professor Glyn Davis, and Chief Executive of the Economic and Social Research Council (ESRC) Professor Paul Boyle.

1 March 2012

The President went to Buckingham Palace to receive the University's Queen Anniversary Prize for its research and education in nuclear energy.

She discussed international partnership opportunities with the Vice Minister for Education for China and hosted a reception for the Chinese Consul General, Pan Yundong.

She had a productive meeting with Mike McNamara, a senior executive at Tesco and the

new lead contact for our Sustainable Consumption Institute (SCI), and spoke at the launch of a Lemn Sissay poem, inscribed high on a wall in University Place.

8 March 2012

The President welcomed £12.5 million of Government funding for the Manchester Academic Health Science Centre.

She discussed higher education issues with the MP David Milliband and heard how he had been extremely impressed by University students at a question and answer session at the School of Social Sciences.

She also visited the Annual Fund call centre, the Schools of Environment and Development, Maths, and Electrical and Electronic Engineering.

15 March 2012

The President attended the Russell Group of Vice-Chancellors' annual strategy meeting to discuss Freedom of Information legislation, fair access to universities and medical research.

She also addressed the difficult economic climate, and the remaining uncertainties about the potential impact of student choices, asking that University staff seek efficiencies in all of their activities. This and other issues were discussed at the Senior Leadership meeting.

She visited the School of Law; met former Dean Professor John Perkins in his new role as Chief Scientific Advisor for the Government Department for Business, Innovation and Science; met Dr Iain Gray, Chief Executive of the Technology Strategy Board; spoke at international conference 'Going Global'; and hosted the Society of Biology Fellows dinner.



LONG AND WINDING ROAD INTO PRINT

A husband and wife's labour of love has finally hit the presses – 29 years after the journey started.

Back in April 1983, artist Rod Holt headed off for a 3,000-mile bike ride around France. Along the way he completed dozens of sketches showing everyday life in France.

Now the pictures are printed in a book, 'Take The Long Way Home', with the words penned by Rod's wife Alison Holt.

Alison is the Executive Assistant to the University's Director of Finance, while Rod was a graphic designer at UMIST from 1986 to 2004.

Rod (pictured with Alison) said: "It has been lovely revisiting that time – getting back in touch with the people I met and rereading the postcards I sent – and especially working with Alison."

For more information see www.rodholt.co.uk

STOLEN LAPTOPS

Nine laptops have been stolen from University premises in just one week, including some in locked offices.

If you have a University-owned laptop you MUST:

- Ensure that it is encrypted in order to avoid any unauthorised access to the data it contains if it is stolen
- Keep unattended laptops out of sight
- Ensure that unattended laptops are secured by a cable-lock or placed in locked storage

If you still have an unencrypted laptop you must ask IT Services to encrypt it as soon as possible. IT Services will also be able to advise you on the physical security of equipment and help you to get cable-locks.

MORE STAFF GO FOR MYVIEW

More staff than ever are using MyView, the online system that allows employees to view and update their own personal details such as contact addresses, bank details and payslips.

During February the number of people logging on for the first time was 509, taking the total to 3,898 since its launch in June 2011.

Its popularity is set to rise still further when payslips go online later this month.

From Friday 13 April you will no longer receive a paper payslip; instead, you will need to log in to MyView to see your payslip information online. The new system will be secure, quicker – and greener as the University will no longer need to print 132,000 paper payslips each year.

See the online step-by-step guide to using MyView to get started:

www.staffnet.manchester.ac.uk/employment/myview

LITTLE HOUSE OF THE WARY

An eight-foot mock-up house showed students how they could improve security at their homes at a crime prevention day run by the University, Greater Manchester Police (GMP) and others in the Tactical Action Partnership.

The students also faced a 'would you make a good witness?' test in which they watched a three-minute film and then answered a questionnaire. And they were given advice on a range of typical crime issues, including bike, laptop and mobile phone theft and drugs and alcohol awareness.

The Tactical Action Partnership is a wide ranging group of representatives from educational establishments, students' unions, police and local authority which aims to address all issues around student safety.

The event ran alongside a GMP operation aimed at offenders suspected of targeting students.



GOTHIC GETAWAY

Leave the hustle and bustle of campus far below and escape to the gothic world of The Manchester Museum's herbarium.

The 45-minute 'Behind the Scenes' tour with Rachel Webster, Curator of Botany, will reveal some of the gems of the botany collections and their histories, perhaps with a little 'Harry Potter' magic along the way.

Booking for the tour – Wednesday 11 April, 12.30pm to 1.15pm – is essential at museum@manchester.ac.uk

IT TIPS

New 'IT Know-How' tips will appear twice a month on StaffNet News and eUpdate and also in the monthly Staff Update.

Each tip will provide you with advice on a particular computer or IT-related topic and links to relevant articles within the Knowledge Base, creating a quick route to a range of information on each topic.

IT Know-How #1: Organise meetings using Outlook 2007

If you have an Exchange email account and use Outlook 2007 or OWA, you can organise a meeting with other Exchange account holders and see their availability without having to get access to their calendar. Visit <http://bit.ly/GCU6u5> to find out more.

CUSTOMER CHARTER

The Library has developed a Customer Charter following a survey about the service last year.

When asked what they valued most from the library service, people listed learning environments, their relationship with library staff and its resources as the top three.

The Charter states the standard of service the Library aims to provide to staff in its day-to-day work and also its customers' commitment in return.

To see the Charter visit www.library.manchester.ac.uk/aboutus/customercharter



BOSS GIVES HER GALLERY A TRIPLE BOOST

Maria Balshaw, Director of the Whitworth Art Gallery, is competing in not one, but three triathlons this summer to raise money for the Gallery's capital development project.

She will be doing these on the Isle of Bute on 27 May, at Capesthorne Hall on 10 June and at Tatton Park on 9 September.

The money Maria raises through sponsorship will go towards fitting out the new Learning Studio and Collections Access Zone benefitting staff, students and the visiting public for many years to come.

Appropriately for 2012, Maria will be completing the full Olympic distances comprising a 1500 metre outdoor swim, 40 kilometre cycle ride and a 10 kilometre run.

You can support Maria in this extraordinary feat by sponsoring her via her JustGiving page or with cash or cheques made payable to The University of Manchester.

The redeveloped galleries will open in Spring 2014.

BIKE LOCK D-LIGHT

Staff can buy good quality D-locks for only £15 – they usually cost for £35 or more – thanks to a new University scheme to keep bikes safer and promote cycling.

Cycle thefts on campus have reduced by 17.5% on the same period last year and it is hoped that bike users will take advantage of the bike lock scheme – funded by Security Services, the Environmental Sustainability Team and the Your Manchester Fund – to see a further reduction in the number of cycle thefts.

There are 400 locks available on a first-come, first-served basis.

You are eligible for the bike lock scheme if you have had your bike either marked or registered with the University's Selectamark Security bike marking scheme or you have had your bike 'tagged' with a flyer from Security Services because you are using a poor quality lock.

To buy a lock, go to: <http://estore.manchester.ac.uk/browse/product.asp?catid=227&modid=1&compid=1>

ALUMNI ACCESS FIRST

For the first time, University of Manchester alumni will have remote archival access to such titles as the British Medical Journal, the Journal of Marketing and Past and Present, thanks to a new scheme being piloted by the Library and the Division of Development and Alumni Relations.

They can access the service through the alumni portal service: www.manchester.ac.uk/alumni/ymo until the end of July 2013.

Any enquiries should be directed to the Alumni Office.

JUST THE JOB

CHLOE GRAY

Corporate Hire Sales and Events Co-ordinator

.....
The Manchester Museum

Chloe Gray has been organising and co-ordinating corporate events and receptions at The Manchester Museum since joining the University in 2010. After the Museum was granted a licence to hold civil wedding ceremonies last year, Chloe has also been busy helping couples plan their big day within the unique setting of the Fossils Gallery, which houses Stan – the T.rex skeleton.

Chloe says: "The Museum is such a diverse setting, and this means we can offer venues for many types of event. We have a conferencing suite of four rooms available during the day for lectures or away days, but the gallery spaces can be booked during the evenings. These are very popular for drinks receptions, dinners and even product launches."

Planning weddings has been a huge learning curve for Chloe as this was something she had never done before. An Indian wedding took place in February, but unfortunately this coincided with the late winter snowy conditions – and the couple's guests were coming from all over the country. Says Chloe: "It was quite challenging to say the least – but thankfully everything went without a hitch in the end!"

Each event requires a meticulous planning process given the Museum's Grade II listing. A full assessment has to be made to ensure that an event fits with conservation guidelines. Chloe says: "The Museum is full of delicate and rare objects, and we have to assess health and safety and any risks before accepting a booking."

And when it comes to unusual requests, Chloe has had a few – including a couple who wanted their dog to be their 'best man', which had to



be declined. And a couple of Star Trek fans wanted to know if blue champagne could be sourced for a wedding reception.

Says Chloe: "I think because it's quite a quirky location, it brings out a sense of creativity and imagination in some couples. We have a Steampunk wedding booked in May (a cross between Victorian style and science fiction/fantasy) which will really suit the Museum's architecture and interior."

It is this variety that Chloe loves about her job, dealing with many different clients, all with a very different type of event in mind. "It can be

quite demanding at times, especially when we have a short turnaround time to set up for an event after the Museum closes. But we have a great team here who work very hard. And it's very satisfying when a client is happy and comes back for a repeat event. I like it that my role has a meaningful purpose in helping to raise funds for the Museum."

Chloe is hoping to expand the Museum's daytime conferencing activities, as well as increasing bookings for weddings. If you are interested in finding out more about holding an event there, or even celebrating a special occasion, please contact Chloe on 275 8788 or chloe.gray@manchester.ac.uk

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

If you wish 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

Next Issue: 8 May 2012

M085 03.12 The University of Manchester, Oxford Road, Manchester M13 9PL Royal Charter Number RC000797



Training Update

Exclusively for staff at The University of Manchester

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME APRIL 2012 – MAY 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

APRIL 2012

CDDW7FND1: Microsoft Word 2007
Foundation Day 1
02 April 2012
1pm – 4pm

CDDP7FND1: Microsoft Powerpoint 2007
Foundation Day 1
03 April 2012
9.30am – 12noon

CDDSTART1: Getting Started with
Computers (Part 1)
03 April 2012
9.30am – 12.30pm

RAVIZO: Introduction to AVIZO
03 April 2012
10am – 4pm

CCCINT: Campous Solutions - Introduction
to Campus Solutions
04 April 2012
2pm – 4pm

CCDADM: Discoverer Admissions
05 April 2012
1pm – 4pm

CDDA7FND1: Microsoft Access 2007
Foundation Day 1
10 April 2012
10am – 4pm

CDDSTART2: Getting Started with
Computers (Part 2)
10 April 2012
9.30am – 12.30pm

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

CCCUGGTG: Campus Solutions - Getting to
Grips with UCAS
11 April 2012
9.30am – 12noon

TIC1: University Staff Welcome Event
11 April 2012
1.15pm - 3pm

CCCUGAD: Campus Solutions - UCAS
Admissions
12 April 2012
9.30am – 12.30pm

CCDSR: Discoverer Student Records
12 April 2012
9.30am – 12.30pm

CDDE7FND1: Microsoft Excel 2007
Foundation Day 1
12 April 2012
1pm – 4pm

THS7: Compressed Gases Workshop
12 April 2012
9am – 12 noon

THS7A: Croyogenic Gases Workshop
12 April 2012
1pm – 3pm

THS7B: Practical Sessions Workshop
12 April 2012
3.15pm – 4.30pm

CDDW7FND2: Microsoft Word 2007
Foundation Day 2
13 April 2012
1pm – 4pm

CDDA7FND2: Microsoft Access 2007
Foundation Day 2
16 April 2012
10am – 4pm

CDDW7INTER: Microsoft Word 2007
Intermediate
16 April 2012
1pm – 4pm

FO-PA006: Oracle Finance - Research Proj
Admin Intro to Projects
16 April 2012
10am – 12noon

THS42: Laser Safety Training
16 April 2012
1.30pm – 4.30pm

THS98: Laser Awareness
16 April 2012
11am – 12noon

TMS61: Dignity at Work & Study Policy
Briefing
16 April 2012
10am – 11am

TP55: Intro to Emotional Intelligence
16 April 2012
12noon – 2pm

THS14: Portable Appliance Testing
17 April 2012
9.30am – 4.30pm

TMS9: Training in Equality & Diversity Issues
17 April 2012
9.30am – 1pm

CCCAC: Campus Solutions - Academic
Advisement
17 April 2012
1.30pm – 4pm

CDDGSDROP: Getting Started Practice
Workshop
17 April 2012
9.30am – 12.30pm

CDDP7FND2: Microsoft Powerpoint 2007
Foundation Day 2
17 April 2012
9.30am – 12noon

FO-PA007: Oracle Finance - Intro to Projects
for Project Managers
17 April 2012
1pm – 4pm

CCC PGAD: Campus Solutions -
Postgraduate & Direct Entry Admissions
18 April 2012
1.30pm – 4.30pm

TBF50: Higher Education Institution Seminars
- Paula Barrow - Marketing the UoM Brand
18 April 2012
12.30pm – 1.45pm

TMS5D: Recruitment & Selection - Academic
Inex.
18 April 2012
09.30am – 1.30pm

CCC PGDEP: Campus Solutions -
Postgraduate & Direct Entry Processes
19 April 2012
9.30am – 12noon

CDDE7FND2: Microsoft Excel 2007
Foundation Day 2
19 April 2012
1pm – 4pm

FO-AR001: Oracle Finance - Sales Invoices
and Credit Memos
19 April 2012
9.30am – 12.30pm

CCCPCP: Campus Solutions - Publishing
Plans
20 April 2012
9.30am – 12noon

THS78: IOSH Working Safely
20 April 2012
9am – 5pm

CCCAP1: Campus Solkutions - A&P 1
Gradebook
23 April 2012
2pm – 4pm

CDDE7INTER: Microsoft Excel 2007
Intermediate
23 April 2012
9.30am – 12.30pm

CCCSRM1: Campus Solutions - Student
Records Maintenance Day 1
24 April 2012
1.30pm – 4pm

TMS5B: Recruitment & Selection PSS - Inex.
24 April 2012
9.30am – 1.30pm

TBF60: Improve Your Writing Skills
25 April 2012
12noon – 2pm

CCCAP2: Campus Solutions - A&P 2 Exam
Grids and Re-sits
25 April 2012
1.30pm – 4pm

FO-PA005: Oracle Finance - Project Journals
25 April 2012
10am – 12noon

CCCSRM2: Campus Solutions - Student
Records Maintenance Day 2
26 April 2012
1.30pm – 4pm

CDDA7INT1: Microsoft Access 2007
Intermediate Day 1
26 April 2012
10am – 4pm

FO-PA003: Oracle Finance - Project Invoicing
26 April 2012
10am – 12noon

Continued overleaf

THS2: Manual Handling
27 April 2012
9.30am – 12.30pm

TMS85: Middle Management Development
Conference
27 April 2012
9am – 4.30pm

CCLBAS: Livelink Basics
30 April 2012
2pm – 4pm

MAY 2012

THS119: Emergency First Aid at Work
02 May 2012
9.15am – 4.30pm

TP53: Intro to Myers Briggs Type Indicator
02 May 2012
12noon – 2pm

TMS52: Team Briefing Training
02 May 2012
12.30pm - 2.30pm

THS31: Minibus Driver Testing and Assessment
04 May 2012
9.30am – 4.30pm

THS31: Minibus Driver Testing and Assessment
08 May 2012
9.30am – 4.30pm

THS30: Safe Use Ladders & Steps
09 May 2012
9.30am – 12.30pm

THS30: Safe Use Ladders & Steps
09 May 2012
1pm – 4pm

TAP5: PDR Reviewer Briefing (Academic)
10 May 2012
9.30am – 1pm

TMS5E: Recruitment & Selection - Academic
Experienced.
10 May 2012
9.30am – 1pm

THS98: Laser Awareness
10 May 2012
11am – 12noon

THS42: Laser Safety Training
10 May 2012
1.30pm – 4.30pm

TBF61: Having Difficult Conversations
11 May 2012
9.30am – 1pm

TMS20: Developing Your Staff
11 May 2012
9.30am – 12.30pm

THS88: First Aid at Work Requalification
14 May 2012
9.15am – 4.30pm

THS88: First Aid at Work Requalification
15 May 2012
9.15am – 4.30pm

TMS9: Training in Equality & Diversity Issue
15 May 2012
9.30am – 1pm

TMS5C: Recruitment & Selection PSS -
Experienced.
16 May 2012
9.30am – 1pm

THS47: Evacuation Marshal Training
16 May 2012
10am – 12.30pm

TIC1: University Staff Welcome Event
17 May 2012
9.15am – 11am

TBF11: Minutes, Meetings & Agendas
17 May 2012
9.30am – 4pm

THS47: Evacuation Marshal Training
17 May 2012
10am – 1pm

THS87: H.S.E.First Aid at Work Certificate
21 May 2012
9.15am – 4.30pm

TBF50: Higher Education Institution Seminars
21 May 2012
12.30pm – 1.45pm

THS87: H.S.E.First Aid at Work Certificate
22 May 2012
9.15am – 4.30pm

THS17: DSE Assessment / Workplace Assessment
22 May 2012
9.30am – 12.30pm

TP52: Mosaic Development Programme
22 May 2012
9.30am – 5pm

TP60: Peer Support Group - Maternity Leave
22 May 2012
12noon – 2.30pm

THS87: H.S.E.First Aid at Work Certificate
23 May 2012
9.15am – 4.30pm

TP63: Mentoring & Coaching Skills Workshops
23 May 2012
9.30am – 4.30pm

TP67: Career Health Check - Man Gold
23 May 2012
1pm – 4pm

TMS55: Managing in the Round
29 May 2012
9.30am – 12 noon

TMS61: Dignity at Work & Study Policy Briefing
30 May 2012
1pm – 2pm

TP67: Career Health Check - Man Gold
30 May 2012
1pm – 4pm

TMS56: Making the Right Start
31 May 2012
9.30am – 4.30pm

TBF25: Project Management
31 May 2012
9.30am – 4.30pm

TMS86: Giving Feedback Effectively
31 May 2012
10am – 12noon

JUNE 2012

TBF25: Project Management
01 June 12
9.30am – 4.30pm

LATEST TRAINING NEWS:

Peer Support Group for Women Returning From Maternity Leave (P60)

As part of the University commitment to Equality and Diversity and Wellbeing at Work the Staff Training and Development Unit and the Equality and Diversity Office are offering women returners from maternity leave or adoption leave the opportunity to join a peer support group. The group will give women an opportunity to share their experiences and discuss any issues that they may have whilst balancing work and caring responsibilities.

Using Action Learning principles, colleagues will be encouraged to:

- Focus on real work-based issues;
- Reflect with peers and find workable solutions together;
- Try out new approaches and methods;
- Report back on the impact of actions taken.

Please feel free to take part in the group, to share experiences and advice with more recent returners. Parents returning from adoption leave are also welcome.

Sessions on 10th April, 22nd May and 3rd July from 12.30 – 14.00

Contact STDU Email: courses-stdu@manchester.ac.uk Ext: 52525

HEALTH AND SAFETY – COURSES AVAILABLE

Nothing is more important than our health and wellbeing. With this in mind there are a host of Health and Safety courses available that cover a range of topics from H&S good practice to First Aid workshops and recognised qualifications.

First Aid Training courses include:

First Aid Awareness with Basic Life Support (half day introductory workshop)

First Aid for Specialised burns (half day training session)

Other first aid workshops can be arranged on a bespoke basis if required

There are also **H.S.E. approved training courses and qualifications** for staff that are going to provide first aid cover for their area:

H.S.E. approved Emergency First Aid at Work (EFAW) (1 day)

H.S.E. approved First Aid at Work (FAAW) (3 days)

If you would like to receive first aid training, please contact Janet Makin at: Janet.makin@manchester.ac.uk or telephone 0161 275 8910 to discuss your requirements.

Janet will then arrange for you to receive an application form for the appropriate course.

You can also find information about all Health and Safety training courses at www.staffnet.manchester.ac.uk/employment/training/health-and-safety

NEW PERFORMANCE MANAGEMENT COURSES FROM STDU

Staff Training and Development Unit has a new suite of Performance Management Courses, to begin we are offering places on:

Developing Your Staff (MS20)

“Helps delegates approach the development of their staff in a systematic and structured way.”

www.staffnet.manchester.ac.uk/employment/training/leadership-management/management-courses/display/?id=TMS20

Giving Feedback Effectively (MS86)

“Helps delegates to deliver feedback in a constructive and effective way.”

www.staffnet.manchester.ac.uk/employment/training/leadership-management/management-courses/display/?id=TMS86

To book please click the links, email courses-stdu@manchester.ac.uk or ring 52525.

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).

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>