

communication matters



Welcome to Communication Matters – a series of workshops designed to help you fine tune your communication skills.

The sessions are open to any member of staff and are a great opportunity to find out more about different communications topics – as well as meet colleagues in an informal atmosphere.

Here are details of the sessions taking place between June and December 2013. All of the sessions will take place in the University's Staff Training and Development Unit.

Team Briefing

Course code: TMS52

Find out more about the University's team briefing process – this session is especially useful for managers within the Professional Support Services who deliver team briefing on a monthly basis. The workshop looks at how to run a team briefing and how to put together content that is relevant for your team. It also looks at ways to encourage feedback.

Trainer: Rachael McGraw, Internal Communications Manager

Date: Monday 3 June 2013 and Thursday 7 November 2013

Time: 12:30-14:30

Location: STDU Training Suite, Room 1, Humanities Bridgeford Street

Attendees: Max 12 people per session

Writing for the Web

Course code: TP46

This session is ideal if you have to put together content for websites at the University. It will look at how to structure your content to make it reader friendly and look good on screen. This session is focused on content rather than the technical aspects of creating websites, and as such it requires no specialist web or IT knowledge.

Trainer: Andy Simmons, Content Manager

Date: Friday 5 July 2013

Time: 12:30-14:00

Location: STDU Training Suite, Room 2/3, Humanities Bridgeford Street

Attendees: Max 20 people per session

Accessing University News Channels

Course code: TP47

If you're involved in communicating news or events to your colleagues – or the outside world – then you'll find this session useful. It will explain how to access University-wide channels like UniLife and eUpdate, as well as promoting news to the regional, national and international media.

Trainer: Rachael McGraw, Internal Communications Manager /Mikaela Sitford, Internal Communications Officer

Date: Wednesday 10 July 2013

Time: 12:30-14:30

Location: STDU Training Suite, Room 2/3, Humanities Bridgeford Street

Attendees: Max 20 people per session

Improve Your Writing Skills

Course code: TBF60

This session is ideal for members of staff who want to brush up on their writing skills. It will look at various aspects of written English including style, tone and structure – with some focus on grammar. This session assumes a good level of understanding of the English language.

Trainer: Jill Hulme (external provider)

Date: Monday 9 September 2013

Time: 12:00-14:00

Location: STDU Training Suite, Room 1 , Humanities Bridgeford Street

Attendees: Max 12 people per session

Copywriting

Course code: TP48

Are you involved in writing copy for newsletters, brochures or marketing material? Not sure where to start? Then let this session enlighten you with some tips of the trade and useful skills which will help you to write interesting news articles and features. There will be plenty of opportunities to try out your new skills with a range of writing exercises. This session assumes a good level of understanding of the English language.

Trainer: Rachael McGraw, Internal Communications Manager

Date: Monday 14 October 2013

Time: 10:00-13:00

Location: STDU Training Suite, Room 2/3, Humanities Bridgeford Street

Attendees: Max 20 people per session

Event Planning

Course code: TMS53B

This session is ideal if you have to organise events or conferences at the University. It will look at what you need to consider to make for a successful event and the professional support available from the University to assist you. This session is for anyone and requires no specialist knowledge.

Trainers: Jane Pinder, Conference and Events Manager, Sarah Evans, Conference Sales Manager, Jane James, Conference Sales and Marketing Executive.

Date: Tuesday 5 November 2013

Time: 12:30-14:00

Location: STDU TBA

Attendees: Max 20 people per session

Creative Briefing

Course code: TMS53A

The creative brief guides us to our destination. Without one, or with one insufficiently thought about, we will invariably end up way off course.

This workshop is a guide about why the creative brief is so important and how best to write one.

Trainer: David Milligan-Croft, Head of Creative

Date: Thursday 5 December 2013

Time: 12:30-14:30

Location: STDU Training Suite, Room 1

Attendees: Max 12 people per session

Book online

To apply for a place on one of our courses visit www.staffnet.manchester.ac.uk/communication-skills/