

communications matters



Welcome to Communications 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 September and December 2010. All of the sessions will take place in the University's Staff Training and Development Unit.

Writing for the Web

This session is ideal if you have to put together content for websites here 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.

The workshop will be led by Chris Eccles who is the University's Web Manager based in the Division of Communications, Media and Public Relations.

Date: Wednesday 15 September
Time: 12.30pm – 2.00pm
Course code: P46

Team Briefing

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.

The workshop will be led by Rachael McGraw, Internal Communications Manager, based within the Division of Communications, Media and PR.

Date: Tuesday 5 October
Time: 12.30pm – 2.00pm
Course code: MS52

Improve Your Writing Skills

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.

Date: Thursday 25 November
Time: 12.30pm – 2.00pm
Course code: BF60

Copywriting

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.

This session will be led by Rachael McGraw, Internal Communications Manager, based within the Division of Communications, Media and PR.

Date: Wednesday 8 December
Time: 12.30pm – 2.00pm
Course code: P48

To sign up for any of these sessions contact the STDU on 52525 or courses-stdu@manchester.ac.uk Please quote the course code in any correspondence.