

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 February and July 2011. All of the sessions will take place in the University's Staff Training and Development Unit.

Getting Your Message Across – Accessing University News Channels

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.

Date: Wednesday 9 February
12.30pm-2.00pm
Course code: P47

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.

Date: Monday 21 February
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.

Date: Thursday 31 March
Time: 12.30pm – 2.00pm
Course code: MS52

Social Media

This session will take a closer look at social media and help you start to navigate your way around the Web 2.0 world.

We will demystify the terms and explore the different types of social media services that can help us to communicate in our jobs. The workshop will also take a look into practicalities and responsibilities by highlighting some important do's and don'ts when using social media applications.

Date: Monday 7 April
Time: 12.30pm – 2.00pm
Course code: P45

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: Wednesday 13 April
Time: 12.30pm – 2.00pm
Course code: BF60

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.

Date: Monday 27 June
Time: 12.30pm – 2.00pm
Course code: MS52

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.

Date: Thursday 7 July
Time: 12.30pm – 2.00pm
Course code: P46

Places can be booked online at www.manchester.ac.uk/training. Please quote the course code in any correspondence.