

StaffUpdate

Exclusively for staff at The University of Manchester

STAFF SURVEY UPDATE

A summary of the results of the 2010 staff survey has been published on StaffNet.

More than 2,600 staff completed the survey during September and October last year. The findings are now being used to put together an action plan to address the issues raised and we'll be able to outline this in more detail in the March issue of Staff Update.

Here's a brief summary of the results:

About your role/job

- Respondents said overall satisfaction with their job increased to 61%, reversing a downward trend in previous surveys (50% in 2008, 55% in 2006)
- 77% of staff agreed with the statement: 'I understand what my priorities are in my current role'
- 71% agreed with the statement: 'I am proud to work for the University'

Job satisfaction and motivation

- 75% agreed with the statement: 'I feel I am doing something worthwhile at work', and 74% said that 'on the whole I enjoy working at the University'
- But only 50% agreed that: 'I feel valued and recognised for the work I do'

About your line manager

- 73% agreed 'my line manager is accessible'
- Responses to the open ended questions suggested that managers needed to listen to staff more, be more supportive and have better management skills

About the University's aims and values

- In the 2008 survey, 45% respondents agreed that: 'I understand the goals of the University as set out in Towards Manchester 2015'. In the 2010 survey, 68% of respondents now agree with the statement: 'I understand the University's goals'
- 74% agreed that: 'I believe, from what I have seen, that staff are treated fairly irrespective of their background'

Rating aspects of the job/University

- Benefits such as holidays and pensions were rated as good by 69% of respondents
- Only 34% of respondents rated the effectiveness of performance and development review as good, and only 30% rated career opportunities as good
- Less than a quarter of respondents rated communication between teams/sections as good (23%).

To see the results of the 2010 staff survey in more detail visit:

www.staffnet.manchester.ac.uk/employment/staff-survey-2010



STUDENT SURVEY LAUNCH

The National Student Survey (NSS) launched on 31 January 2011.

This is a national survey of mostly final year undergraduates, and asks for their opinions and views of their university experience.

Eligible students will be sent an invitation email to complete the NSS. Could all staff working with students encourage them to complete the survey as the findings help to shape the University's approach to the student experience.

Please contact Jenny Wragge, Student Experience Officer, (jenny.wragge@manchester.ac.uk) if you would like further information about the National Student Survey, or visit www.staffnet.manchester.ac.uk/supporting-students/student-experience/nss

If your students have any questions, please direct them to www.thestudentsurvey.com or they can contact the National Student Survey team at Ipsos MORI directly at thestudentsurvey@ipsos.com

PAY AWARD

Dear colleagues

I am writing to inform you about the implementation of the 2010/11 pay offer of 0.4%.

The concluding position of the 2010/11 pay round at a national level is that three Trade Unions - Unite, GMB and UNISON - have accepted the 0.4% offer from the employers, albeit reluctantly, and UCU have reaffirmed their intention to ballot on pay/job security and other issues.

In the current exceptionally difficult economic environment, this University's view is that the 0.4% settlement is the maximum affordable.

Against this background, we are advised by the national employers association (UCEA) that the 2010/11 pay round has concluded as far as it is possible to do so and it is our intention to implement the 0.4% settlement.

The New JNCHES settlement document which sets out the revised single pay spine is available on StaffNet at <http://documents.manchester.ac.uk/display.aspx?DocID=8550>

Staff will receive the award in their February salary and their arrears in March.

Karen Heaton
Director of HR

NEW DEAN APPOINTED



Professor Ian Jacobs has been appointed as Vice-President and Dean of the Faculty of Medical and Human Sciences. He will also take on the role of Head of the Manchester Academic Health Science Centre (MAHSC).

Professor Jacobs joins from University College London (UCL), where he is Executive Dean of the Faculty of Biomedicine and Research Director of the UCL Partners Academic Health Science Centre. He will take up his post in Manchester on 28 March 2011.

PRESIDENT'S UPDATE

Each month we feature a round up of the President's weekly messages for the benefit of staff who don't have email or internet access.

- The President had one of her regular meetings with members of the Students' Union Executive. The financial position of the higher education sector, student fees and access agreements obviously dominated the discussions.
- Improving the safety and security of students is also a focus and the Union's work with the police has contributed to a significant reduction in burglaries in local areas where many students live. They're also leading on a 'know your neighbours' campaign.
- The President visited staff working in IT Services and Food on Campus, as well as two clinical Schools in the Faculty of Medical and Human Sciences.
- A workshop and brainstorming session on 'Goal 3: Social Responsibility' was also held, where delegates heard about the draft strategic plan.
- The President also visited the International Society at William Kay House on Oxford Road which the University supports. It welcomes international and British students, runs courses, arranges trips and events.
- The President attended the University Teaching and Learning Group chaired by Colin Stirling, for a discussion on the University's priorities in this area. She reiterated that the quality of student education and wider experience is critical to the future success of the University.
- She enjoyed a visit to an Aim Higher event where pupils from Bury schools were working on a project to build their own space rockets.



LAPTOP ENCRYPTION

When a laptop is stolen or lost it's not just an inconvenience for the person who uses it, it can have serious consequences for the University:

- If it contained personal data relating to staff, students or research participants, the University may be in breach of data protection laws and good practice which can result in large fines, significant reputation damage and cost
- Where it contained research or unpublished academic material, the intellectual property may be at risk
- When laptops are used to connect to the University's administrative systems and email, they may enable unauthorized access

The most effective method of preventing unauthorized access to data on laptops is to encrypt them. This means that a pass-phrase known only to the custodian of the laptop must be entered to access any information.

It is our policy that all University-owned laptops must be encrypted. No personal or confidential University data should be stored on unencrypted personal laptops, computers, memory sticks or other portable devices.

IT Services has procedures in place to handle the encryption of laptops. Requests for encryption should be made through the IT Service Desk via: www.itservices.manchester.ac.uk/contacts

If your University laptop is stolen please contact the University Security Office immediately on 306 9966 - the number is on the back of your staff card.

More information on personal data and data protection guidance can be found at: www.staffnet.manchester.ac.uk/services/records-management/data-protection/data-protection-guidance/

YOUR PROCUREMENT BOOKLET

This month's Staff Update contains a booklet on procurement and value for money. This is a timely publication coming at a period of uncertainty around funding and belt tightening in general across all public services. It provides a useful reminder of the need to manage carefully financial resources and the importance of demonstrating value for money.

It is intended as a general introduction and a supplement to the existing good practice within the University. It is a brief summary of information which is available in other publications (including the Financial Regulations and Procedures) which are available on StaffNet. The guide is intended for quick reference and staff within the Central Procurement Office can also be contacted on 275 2160 or procurement@manchester.ac.uk

Every pound that the University spends is important in meeting our objectives for teaching, research and towards the wider community. It is the responsibility of everyone who commits to spend money on behalf of the University to ensure that they comply with internal regulations as well as with the highest standards expected of those in public life. This means following best practice to reduce legal and commercial risks and to be able to demonstrate that value for money has been achieved. The information provided within the guide will help to understand how best to do this and in so doing contribute to the overall financial health of the University.

LGBT NETWORK NEWS

The LGBT Staff Network group is organising a number of events in February in recognition of Lesbian Gay Bisexual Trans (LGBT) history month.

For more information about events visit: www.campus.manchester.ac.uk/equalityanddiversity/sexualorientation/lgbtnetwork



STUDENT TEAM WORKING AWARDS

Submissions are now open for the 13th annual 'Student Team Working Awards'.

The awards are an opportunity to recognise and reward the importance of student team work at the University. Students who have completed a group project (involving three or more students) are eligible to enter in either, or both, the curricular and extra-curricular categories. There are cash prizes of £500, £250 and £150 in each category.

Applications need to be submitted by Wednesday 2 March 2011 and forms can be downloaded from www.manchester.ac.uk/stwa. For further information contact William Carey, Teaching and Learning Adviser on 275 3299.

COMMUNITY SERVICE AND VOLUNTEER AWARDS 2011

Nominations are now open for the Community Service and Volunteer of the Year Awards which help the University to recognise and celebrate the significant time and energy given by its members to help disadvantaged groups in the community – locally, nationally and internationally.

There are three categories:

- Staff member of the Year
- Student of the Year - open to any current undergraduate or postgraduate
- Alumni of the Year - open to any alumnus of The University of Manchester

To be eligible the volunteering activity must address disadvantaged groups or deprived communities and, in the case of staff and alumni, must not be for work that might be expected to be completed as part of a person's job.

EMPLOYABILITY EVENT

Staff are invited to an event aimed at helping our students be more employable when they leave university. The event will take place on Wednesday 30 March.

It lasts from 12.30pm until 4.15pm, and staff are welcome to sign up for all - or part of the event - the core presentations and question and answer panel will take place between 1.30pm and 2.50pm.

There will also be a networking lunch with staff from the MLP, Careers and Employability Division. To attend please register at: www.manchester.ac.uk/careers/employabilityevent

OBJECT OF DESIRE

The University's Conference Sales Office is looking for an interesting object which might evoke the curiosity of potential customers.

The Conference Office team attend trade fairs and exhibitions up and down the country to showcase the University's conferencing facilities – and they are looking for something which really makes the University stand out from their competitors.

The idea has come from STARS Sales and Marketing Manager Layton Quinton who said: "The object itself would need to be visually interesting, animated and in some way represent generically work that goes on within the University. A 240 volt supply could be supplied but the object would need to be reasonably robust and safe."

If you've got a suggestion, then please contact layton.quinton@manchester.ac.uk



Each winner will receive a prize for the organisation where they volunteer: £300 for the overall winner, and £200 and £100 for the 2nd and 3rd place runners-up. The closing date for nominations is Monday 21 March 2011.

www.manchester.ac.uk/careers/volunteeroftheyear

MANCHESTER'S CARBON PERFORMANCE IS CUTTING EDGE

The University has attracted plaudits for its groundbreaking approach to reducing energy costs and carbon emissions.

Salix Finance Ltd is an independent company, working in partnership with HEFCE to drive down carbon emissions and generate savings on energy bills within higher education which can then be reinvested in further energy-saving projects.

Sam Moore, Relationship Manager, Salix Finance recently described the University as: "A splendid example showing how Salix funding can be managed, enabling the installation of specific projects which quickly reduce costs and carbon."

In two years the £1.4 million fund has enabled the Directorate of Estates to reduce the University's CO₂ emissions by more than 3,100 tonnes each year which equates to an annual cost saving of around £635,000.

Major projects include the installation of Turbo-Cor chillers for a data centre in the Kilburn Building, which have yielded an annual saving of £160,000, and the use of LED lighting.

Damian Oatway, Assistant Mechanical and Energy Engineer in the Directorate of Estates, said: "The HEFCE/Salix fund has really driven change at Manchester, by enabling the Energy Team to develop a portfolio of products that can be used in many areas of the University and with significant savings. We can assess energy saving opportunities and develop cost effective solutions with a very quick turnaround."

www.sustainability.manchester.ac.uk/campus/energy/cmanagement

MANCHESTER GOLD

The staff mentoring programme Manchester Gold is now open for applications.

Jointly run by the MLP, Careers and Employability Division and the Staff Training and Development Unit, Manchester Gold Staff aims to develop University staff by linking them with experienced colleagues.

Any member of staff whether academic, technical or administrative can participate and people can take part as a mentee or as a mentor. It is a great way of networking with people and a programme of supporting workshops will be available to all participants.

For further details and an application form, go to:

www.staffnet.manchester.ac.uk/employment/training/mentoring/manchestergold

OBITUARY: JOHN HEATON

12 March 1953 – 24 December 2010

John Heaton joined the University in September 1974 as a Trainee Computer Operator and over the next 37 years worked in a variety of different departments. A keen IT enthusiast, and one of the founders of the Manchester Linux User Group, John was always willing to help others with their computers at home as well as at work.

John was an active radio ham and committee member of AMSAT-UK. He was a member of the Lancashire Automobile Club since 1977 and marshalled at motor sport events. John was also a keen supporter of the Scargill Movement and an avid photographer.

John had a quiet nature, was extremely helpful, and always gave his time and considerable expertise very generously.

He will be sadly missed by his friends and colleagues.

If you knew John and would like to donate to the charity that his family have nominated please use the page here:

www.justgiving.com/inmemoryof-JohnHeaton

KNITTING FANS STITCH TOGETHER ENTHUSIASTS' GROUP

A new group for knitters, crocheters and cross-stitchers has seen over 70 people sign up to take part. The group is aiming to meet twice a month over lunchtime (12pm- 2pm) and is looking forward to welcoming people whatever their level of experience. The first event was a phenomenal success, causing quite a stir in Potters!

Commenting on the creation of the group, organiser Charlotte Hooson-Sykes said: "There's a massive amount of hidden talent, knitters, crocheters, cross stitchers even some patchwork and tapestry. There's a huge variety of staff on the list, from all departments and levels, though we have yet to have a professor attend!"

For more information on forthcoming events, or to be added to the mailing list, please contact Charlotte at chs@manchester.ac.uk



WOOD STREET MISSION CHRISTMAS PROJECT 2010

Donations to the Wood Street Mission Christmas Project in 2010 enabled the team to support 1,607 families and the Mission passes on its heartfelt thanks to all who supported the project.

Toy parcels were made up for 3,323 children and the Mission was able to give each family a food hamper to help them through the Christmas period.

The Mission continues to support families throughout the year with clothing parcels, baby equipment, bedding and Easter eggs, as well as offering a school uniform package at the beginning of the school year.

STAMP APPEAL SUPPORTS HENSHAWS

Used UK or foreign stamps can be donated to support Henshaws Society for Blind People, a charity which works to enable people living with visual impairments and other disabilities to build the skills and independence they need to get the future they want.

Send stamp donations to Vanessa Mulholland, Teaching and Learning Support Office, Room 2.010, John Owens Building.

CAROL CONCERT SUCCESS

The total raised for Francis House Hospice at the annual staff carol service in December was £205.02. A big thank you to all who took part.

ROYAL WEDDING BANK HOLIDAY

The University will be observing the Bank Holiday which the Government has announced for the day of the royal wedding – Friday 29 April 2011. The University will therefore be closed on this date. For clarification, here's a list of the Bank Holidays for April and May:

- Good Friday – 22 April
- Easter Monday – 25 April
- Bank holiday for royal wedding – 29 April
- May Bank Holiday – 2 May
- Spring Bank Holiday – 30 May

Staff who are paid at the end of the month will be paid on Wednesday 27 April. Those paid weekly will be paid on 28 April. Those paid mid-month are unaffected.

IMPROVEMENTS TO DOCUMENT SUPPLY SERVICE

The John Rylands Library has improved its document supply service by moving the issue and return of loanable books and photocopies of journal articles to the Blue Ground Service Point.

A first line enquiry service will also operate from Blue Ground with a second line referral service operating at the document supply service point in Purple Ground.

Core service hours are 9am-5pm for Blue Ground service point, and 9am-4pm for document supply. After core service hours, a first line service will continue from the Customer Services desk on Blue Ground.



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: 7 March 2011 Deadline: 16 February 2011

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Training Update

Exclusively for staff at The University of Manchester

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME FEBRUARY 2011 – APRIL 2011

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) and places can be booked online via the appropriate links below.

ITS - please see: www.its.manchester.ac.uk/trainingcourses/coursesforstaff or email its.training@manchester.ac.uk

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

STDU - places can be booked online at www.manchester.ac.uk/training or email courses-stdu@manchester.ac.uk

FEBRUARY 2011

MS9: Equality and Diversity Training (was TEDI)
1 February 2011
9.30am-1pm
Provided by **STDU**

CCDADM: Discoverer - Discoverer Admissions
1 February 2011
9.30am - 12.30pm
Provided by **ITS**

CDDA7FND1: Office 2007 - Access Foundation Day 1
1 February 2011
10am - 4pm
Provided by **ITS**

CCRINC: Remedy – Submitting and Responding to Incidents
1 February 2011
2pm - 4pm
Provided by **ITS**

BF25: Project Management
2 & 3 February 2011
9.30am-4.30pm
Provided by **STDU**

CCCPGAD: Campus Solutions - PG Admissions
02 February 2011
9.30am - 12.00pm
Provided by **ITS**

CDDA7FND2: Office 2007 – Access Foundation Day 2
03 February 2011
10am - 4pm
Provided by **ITS**

CCCCUS: Campus Solutions - Course Unit Selection
03 February 2011
10.30am - 12.00 noon
Provided by **ITS**

HS98: Laser Awareness
3 February 2011
11am-12pm
Provided by **STDU**

HS42: Laser Safety
3 February 2011
1.30pm-4.30pm
Provided by **STDU**

HS78: IOSH Working Safely
4 February 2011
9am-5pm
Provided by **STDU**

FO-AR001: Oracle Financials - Sales Invoices & Credit Memos
04 February 2011
9.30am - 12.30pm
Provided by **ITS**

AP5: PDR Reviewer Training (Academic)
8 February 2011
9.30am-1pm
Provided by **STDU**

CDDW7FND1: Office 2007 - Word Foundation Day 1
07 February 2011
1pm - 4pm
Provided by **ITS**

CCCINT: Campus Solutions - CS Introduction
07 February 2011
2.30pm - 4pm
Provided by **ITS**

CCCSRM1: Campus Solutions - Student Records Maintenance 1
08 February 2011
9.30am - 12 noon
Provided by **ITS**

BF46: Writing in a Clearer Style
8 February 2011
2pm-3.30pm
Provided by **STDU**

FO-PA006: Oracle Financials - Introduction to Projects for Administrators
08 February 2011
10am - 12 noon
Provided by **ITS**

CCCPP: Campus Solutions - Programmes & Plans
09 February 2011
9.30am - 12 noon
Provided by **ITS**

CCCSRM2: Campus Solutions - Student Records Maintenance 2
10 February 2011
9.30am - 12 noon
Provided by **ITS**

FO-PA007: Oracle Financials - Intro to Projects for Managers
10 February 2011
1pm - 4pm
Provided by **ITS**

P60: Peer Support Group – Maternity Leave
10 February 2011
12.30pm-2pm
Provided by **STDU**

HS15: Principles of Risk Assessment
10 February 2011
1pm-4pm
Provided by **STDU**

HS68: Risk Assessment Workshop – Non Lab Based
10 February 2011
9.30am-12.30pm
Provided by **STDU**

MS38: Training Skills for Occasional Trainers
10 & 11 February 2011
9.30am-4.30pm (must be available both days)
Provided by **STDU**

HS2: Manual Handling
11 February 2011
9.30am-12.30pm
Provided by **STDU**

HS18: Manual Handling Risk Assessment
11 February 2011
1pm-4pm
Provided by **STDU**

HS12: IOSH Managing Safely
14, 21, 28 February and 7 March 2011
9.30am-4.30pm (must be available for all dates)
Provided by **STDU**

HS75: Safe UV Practice, A User's Guide
14 February 2011
10am-11am
Provided by **STDU**

CDDW7FND2: Office 2007 - Word 2
14 February 2011
9.30am - 12.30pm
Provided by **ITS**

FO-PA005: Oracle Financials - Project Journals
14 February 2011
10am - 12.30pm
Provided by **ITS**

CDDP7FND1: Office 2007 - PowerPoint 1
15 February 2011
9.30am - 12 noon
Provided by **ITS**

CCDRINC: Discoverer - Discoverer Remedy
15 February 2011
9.30am - 12.30pm
Provided by **ITS**

CCLBAS: Livelink - Livelink Basics
15 February 2011
10am - 12 noon
Provided by **ITS**

CCCAP1: Campus Solutions - Assessment & Progression 1
15 February 2011
2pm - 4pm
Provided by **ITS**

CDDEINTER: Office 2003 - Excel 2003 Intermediate
16 February 2011
1pm - 4pm
Provided by **ITS**

MS5b: Shortlisting and Interviewing - PSS Inexperienced
16 February 2011
9.30am-1.30pm
Provided by **STDU**

CDDP7FND2: Office 2007 - PowerPoint 2
17 February 2011
9.30am - 12 noon
Provided by **ITS**

CCDSR: Discoverer - Discoverer Student Records
17 February 2011
1pm - 4pm
Provided by **ITS**

CCCAP2: Campus Solutions - Assessment & Progression 2
18 February 2011
1pm - 4pm
Provided by **ITS**

HS50: COSHH Assessment for Lab Based Staff
19 February 2011
9.30am-12.30pm
Provided by **STDU**

IC1: Induction Course for New Starters
18 February 2011
9.30am-1.15pm
Provided by **STDU**

BF50: HEI Seminar
21 February 2011
12.30pm-1.45pm
Provided by **STDU**

MS5d: Shortlisting and Interviewing – Academic Inexperienced
21 February 2011
9.30am-1.30pm
Provided by **STDU**

CCCPP: Campus Solutions - Publishing Plans
21 February 2011
1.30pm - 4pm
Provided by **ITS**

FO-PA003: Oracle Financials - Project Invoicing
22 February 2011
10am - 12 noon
Provided by **ITS**

CCCINT: Campus Solutions - CS Introduction
22 February 2011
10.30am - 12 noon
Provided by **ITS**

CCCC: Campus Solutions - Course Catalogue & Class Scheduling
22 February 2011
1pm - 4pm
Provided by **ITS**

CDDW7INTER: Office 2007 - Word 2007 Intermediate NEW!
22 February 2011
1pm - 4pm
Provided by **ITS**

PS5: Introduction to Emotional Intelligence
22 February 2011
12pm-2pm
Provided by **STDU**

HS30: Safe Use of Ladders and Steps – session 1
23 February 2011
9.30am-12.30pm
Provided by **STDU**

HS30: Safe Use of Ladders and Steps – session 2
23 February 2011
1pm-4pm
Provided by **STDU**

MS60: Child Protection Policy and Guidance
24 February 2011
10am-12pm
Provided by **STDU**

MS61: Dignity at Work and Study Policy Briefing
24 February 2011
10am-11am
Provided by **STDU**

HS41: Fire Awareness Training
24 February 2011
10am-12.30pm
Provided by **STDU**

HS47: Fire Evacuation Marshall Training
24 February 2011
1pm-4pm
Provided by **STDU**

CCCAC: Campus Solutions - Academic Advisement
24 February 2011
9.30am - 12 noon
Provided by **ITS**

CCCUGAD: Campus Solutions - UG Admissions
25 February 2011
9.30am - 12 noon
Provided by **ITS**

MARCH 2011

TL32: Organising Introductions to Academic Articles
1 March 2011
2pm-2.30pm
Provided by **STDU**

Continued overleaf

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME FEBRUARY 2011 – APRIL 2011



BF48: University of Manchester Secretaries' Workshop
Day 1 - 1 March 2011, Day 2 - 25 March 2011 (must be available both days)
9.30am-4pm
Provided by **STDU**

MS9: Equality and Diversity Training (was TEDI)
3 March 2011
9.30am-1pm
Provided by **STDU**

BF55: Introduction to Project Management
4 March 2011
9.30am-4.30pm
Provided by **STDU**

TMS5e: Shortlisting and Interviewing – Academic, Experienced
8 March 2011
9.30am-1pm
Provided by **STDU**

P2W: Assertiveness for Women
10 March 2011
9.30am-4pm
Provided by **STDU**

BF25: Project Management
10 & 11 March 2011 (must be available both days)
9.30am-4.30pm
Provided by **STDU**

HS17: DSE Assessment/Workplace Assessment
11 March 2011
1pm-4pm
Provided by **STDU**

HS2: Manual Handling
11 February 2011
9.30am-12.30pm
Provided by **STDU**

HS98: Laser Awareness
14 March 2011
11am-12pm
Provided by **STDU**

HS42: Laser Safety
14 March 2011
1.30pm-4.30pm
Provided by **STDU**

AP6: PDR – A Briefing for Reviewees (all)
15 March 2011
10am-12pm
Provided by **STDU**

TTL43: Writing Discussion Sections
15 March 2011
2pm-3.30pm
Provided by **STDU**

HS7: Compressed Gases Workshop
17 March 2011
9am-12pm
Provided by **STDU**

HS7A: Cryogenic Gases Workshop
17 March 2011
1pm-3pm
Provided by **STDU**

HS7B: Practical Sessions Workshop
17 March 2011
3.15pm-4.30pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic Related & Support)
17 March 2011
9.30am-1pm
Provided by **STDU**

IC1: University Induction Course
21 March 2011
9.15am-1.15pm
Provided by **STDU**

BF45: Achieving Flow in Writing
22 March 2011
2pm-3.30pm
Provided by **STDU**

MS61: Dignity at Work and Study Policy Briefing
23 March 2011
1pm-2pm
Provided by **STDU**

MS5c: Shortlisting and Interviewing – PSS, Experienced
23 March 2011
9.30am-1pm
Provided by **STDU**

MS60: Child Protection Policy and Guidance
24 March 2011
10am-12pm
Provided by **STDU**

P56: Introduction to Transactional Analysis
24 March 2011
12pm-2pm
Provided by **STDU**

P4: Time Management
24 March 2011
10am-4pm
Provided by **STDU**

BF25: Project Management
28 & 29 March (must be available both days)
9.30am-4.30pm
Provided by **STDU**

TL45: Pass Demystified
30 March 2011
1pm-5pm
Provided by **STDU**

MS9: Equality and Diversity Training (was TEDI)
30 March 2011
9.30am-1pm
Provided by **STDU**

BF50: HEI Seminar
31 March 2011
12.30pm-1.45pm
Provided by **STDU**

MS52: Team Briefing Training
31 March 2011
12.30pm-2pm
Provided by **STDU**

APRIL 2011

P28: Springboard Development Programme for Women
1 April, 6 May, 2 June and 8 July (must be available for all days)
9.30am-4.30pm
Provided by **STDU**

BF25: Project Management
4 & 5 April (must be available both days)
9.30am-4.30pm
Provided by **STDU**

HS3: Office Safety
5 April 2011
1pm-4pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic Related and Support)
5 April 2011
9.30am-1pm
Provided by **STDU**

HS15: Principles of Risk Assessment
5 April 2011
9.30am-12.30pm
Provided by **STDU**

MS5c: Shortlisting and Interviewing – PSS Experienced
6 April 2011
9.30am-1pm
Provided by **STDU**

HS98: Laser Awareness
7 April 2011
11am-12pm
Provided by **STDU**

HS42: Laser Safety
7 April 2011
1.30pm-4.30pm
Provided by **STDU**

HS17: DSE Assessment/Workplace Assessment
8 April 2011
9.30am-12.30pm
Provided by **STDU**

MS5e: Shortlisting and Interviewing – Academic Experienced
12 April 2011
9.30am-1pm
Provided by **STDU**

AP6: PDR – A Briefing for Reviewees (all)
13 April 2011
2pm-4.30pm
Provided by **STDU**

BF50: HEI Seminar
14 April 2011
12.30pm-1.45pm
Provided by **STDU**

BF60: Improve Your Writing Skills
14 April 2011
12.30pm-1.45pm
Provided by **STDU**

IC1: Induction Course for New Starters
14 April 2011
9.15am-1.15pm
Provided by **STDU**

MS60: Child Protection Policy and Guidance
20 April 2011
10am-2pm
Provided by **STDU**

MS9: Equality and Diversity Training (was TEDI)
21 April 2011
9.30am-1pm
Provided by **STDU**

MS5: Recruitment and Selection
27 April 2011
9.30am-4.30pm
Provided by **STDU**

SPRINGBOARD IS IN THE AIR! NEXT PROGRAMME COMMENCING 1 APRIL 2011

Springboard Women's Development Programme is open to all female staff at the University. There are four workshops in the series (1 April, 6 May, 2 June and 8 July, 9.30am-4.30pm). For more information on the programme and to book a place, go to:

www.manchester.ac.uk/training

GETTING MORE FROM WORD 2007 - NEW INTERMEDIATE COURSE

Bookings are now being taken for the new Word 2007 Intermediate course which has been designed to follow on from Word 2007 Foundation Day 1 and 2. Although it is recommended that you have attended the foundation level training it is not essential, you do however need to be a fairly regular user of Word 2007 and be able to competently navigate around the application.

The course is intended for users who want to take their use of Word to the next level and includes topics such as working with Headers and Footers, retaining pagination in long documents, inserting hyperlinks, using track changes and using and creating templates. Please see our Office 2007 web pages for the full course outline which will remind you of the pre-requisites to attending and give you a full run down of the course contents, along with the training timetable.

ORACLE FINANCIALS eMARKETPLACE TRAINING PILOT – OFF TO A FLYER!

eMarketplace is an enhancement to the current iProcurement module within Oracle Financials providing benefits such as; an improved shopping experience for users (as it has a one stop shop for a large number of purchases), easy price comparisons (giving instant cost savings), value added quality comparisons, better delivery options and a mechanism for e-invoicing thus improving the efficiency of procurement across the University.

The IT Services Oracle Finance Trainer Lisa Jones has been working collaboratively with the University's Procure to Pay Team headed by Kate Williams. Training for the 3 month pilot on eMarketplace started on the 10th January and has been a huge success with excellent attendance, meaning over 140 members of staff were trained and also had the first opportunity to see eMarketplace in action and get hands on with the system. Feedback from the pilot has been excellent and a wider rollout of the system is planned from April 2011 onwards and details will be published via appropriate channels.

A special thanks to the Procure to Pay Project Team, including Jason Bailey (Project Management Office), Chantel Ram and colleagues (Finance Systems Team), Michael Singer (Technical Support Team), Kevin Casey and the Procurement Office, and colleagues in the TPU (Transaction Processing Unit).

RESEARCH COMPUTING COURSES

The Research Applications & Collaborations team of IT Services will be running their highly popular courses during 2011 to introduce postgraduates and staff to the concepts of Resource Computing. Full details of current and upcoming courses can be found at:

www.rcs.manchester.ac.uk/education/skills

CAMPUS SOLUTIONS – ADVANCED WARNING OF TRAINING SUSPENSION

Due to the upcoming upgrade to Campus Solutions it will be necessary to suspend our current training courses in the near future. The reasoning behind this decision is to allow the Campus Solutions trainers time to write and develop the new course and associated training guides and materials, to update the training database to ensure adequate training data is.

As soon as we have any further information we will be publishing it across the various University channels as well as regular updates on our Staff Training Pages:

www.its.manchester.ac.uk/trainingcourses