

# StaffUpdate

Exclusively for staff at The University of Manchester

## KEEP SAFE AND SECURE

**A host of new initiatives have been launched by the University's Security team to help keep staff and their belongings safe on campus.**

A recent study of offences here at the University revealed that around 65% of crime could have been prevented, so it's vital that staff and students alike take care of their property.

University Crime Reduction Advisor Ian Halliwell said: "The most common offence is bike theft followed by theft from University buildings.

"We've just launched a new website with plenty of information and tips on how to keep you, and your property safe. It has information from the University's Security team and Greater Manchester Police."

You can find all of this information on StaffNet at: [www.estates.manchester.ac.uk/crimereduction](http://www.estates.manchester.ac.uk/crimereduction)



Crime Reduction Advisor,  
Ian Halliwell

## HERE ARE SOME TIPS AND ADVICE ON KEEPING SAFE ON CAMPUS

### CAR CRIME

Car crime is a rare event on campus, and in most cases sat navs have been taken and glove boxes searched. The best advice is to not leave valuables in your car and leave your glove box open as this shows the thief that there's nothing worth taking.

A car crime prevention event was held at the Charles Street car park last month.



### TAILGATING

If you're entering a University building using your swipe card and someone follows you in without using theirs, and you're not sure whether they are a member of staff or student, then you can ring Security and they will come and check the situation out.

Just call 0161 306 9966 (this number's on the back of your staff identification card).

### BIKE CRIME

Bike crime is the most common offence on campus, but you can get your bike registered for free. The frame is marked with a unique serial number that can be seen and checked by University security patrols. Details are then held on a database held by Security and on the national property database 'Immobilise'.

### Here's when you can get your bike marked:

**Stopford Building**  
11 November  
12 noon - 1.30pm

**Stopford Building**  
21 November  
9.30am - 10.30am

**John Rylands University Library**  
22 November  
10am - 11am

**Humanities**  
24 November  
9.30am - 10.30am  
and 1pm - 2pm

**John Rylands University Library**  
16 November  
12 noon - 1pm

**Stopford Building**  
21 November  
1pm - 2pm

**John Rylands University Library**  
22 November  
1pm - 2pm



## GOOD HEALTH

**A new occupational health website for staff and students has just been launched.**

There's information available about the services on offer including advice on travelling abroad for work or study; referrals; and a whole range of forms and guidance notes which you can download and use.

To find out more visit: [www.staffnet.manchester.ac.uk/services/occupational-health](http://www.staffnet.manchester.ac.uk/services/occupational-health)

## PRESIDENT'S UPDATE

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



### 6 October

This week the Chancellor of the Exchequer, George Osborne, and the Minister for Universities and Science, David Willetts, visited our graphene labs and met with the President and our Nobel Prize winners Professors Andre Geim and Kostya Novoselov.

This preceded the Chancellor's announcement at the Conservative Party Conference here in Manchester that an additional £50 million would be available for a Graphene Global Research and Technology Hub, which will be funded through a bidding process to be handled by the Engineering and Physical Sciences Research Council and the Technology Strategy Board. The first line of the Chancellor's speech was: "Tomorrow's world is being shaped here in Manchester."

### 13 October

The President talked about Foundation Day where honorary doctorates were given to Harpal Kumar (Chief Executive of Cancer Research UK); Andrew Witty (Chief Executive of GlaxoSmithKline plc); Dame Lynne Brindley (head of the British Library); composer Sir Peter Maxwell Davies and Sir Alex Ferguson, who probably needs no explanation.

She also talked about a visit to Jodrell Bank by His Royal Highness the Duke of York. The Duke sat at the control panel and moved the telescope and visited the new Discovery Centre.

### 20 October

The President outlined the University's financial position. She said: "The international economic climate means that this is a difficult time for many individuals and organisations. For universities, there is not only the global economic outlook and deep cuts in Government funding to contend with, but also significant uncertainty surrounding the impact next year of the £9,000 home undergraduate fee.

"Against this worrying backdrop, I am pleased to report that this University ended the last financial year (up to 31 July 2011), in a relatively healthy financial state thanks to the decisive action that we have taken. Most significantly, the University is 'on track' towards meeting the ambitious savings target agreed by the Board of Governors in March 2011 to meet the expected gap in our income and expenditure by 2014/15 caused by cuts in Government funding."

## COLLEAGUES SUPPORT CHARITY APPEALS

**Two University members of staff are asking colleagues to support their charity appeals and events.**

Professor James Thompson from the School of Arts, Histories and Cultures, is raising funds to support the families of some of his colleagues who were murdered in an ambush in the Democratic Republic of Congo.

Said Professor Thompson: "I've worked in the Democratic Republic of the Congo with the 'In Place of War' project. Many of the people killed were the sole breadwinners of their families and I hope my colleagues are able to help the appeal which has been launched to support their widows and children."

To contribute, call Children in Crisis on 020 7627 1040 or email: [info@childrenin crisis.org](mailto:info@childrenin crisis.org)

or visit [www.childrenin crisis.org/news/colleagues-murdered-drc](http://www.childrenin crisis.org/news/colleagues-murdered-drc)

And Dr Kate Vaughan, Manchester Teenage Cancer Trust Programme Manager from the School of Cancer and Enabling Sciences, is asking people to support a charity event.

The Living Room on Deansgate is hosting a fundraising event for the Teenage Cancer Trust. The glitzy event is being held on Wednesday 23 November and tickets cost £15, which include a glass of prosecco and canapés. £5 from each ticket will be donated to the Teenage Cancer Trust's work in Manchester.

To buy a ticket contact Kate at: [kate.vaughan@manchester.ac.uk](mailto:kate.vaughan@manchester.ac.uk)

## SEE YOUR PAYSリップ ONLINE WITH MYVIEW

If you want to see your payslip online or update your personal details, you can do this using MyView.

### • You can use MyView to update:

- Home address
- Phone numbers
- Emergency contacts

You must press 'submit' to make sure the changes you make feed straight into the University's Human Resources system. This means that there's no need to contact HR, or fill in paper forms when you change your contact details.

### • You can use MyView to look at:

- Payslips
- Bank details
- Contact addresses

### Getting Started

To start using MyView you'll need to create a passphrase which is different to your usual username and password. This added level of security has been built into MyView to make sure that your personal information is kept safe and secure.

You'll only have to create your passphrase the first time you use MyView. There's an online step-by-step guide to creating your passphrase on StaffNet at:

[www.staffnet.manchester.ac.uk/employment/myview/account](http://www.staffnet.manchester.ac.uk/employment/myview/account)

## WOOD STREET APPEAL

**The Wood Street Mission is asking for donations for its Christmas appeal.**

New toys and gifts; new and second hand books; wrapping paper and non-perishable food (with an expiry date of at least 31 December 2011), are required.

Donations can be made up until 7 December and for more information contact Muriel Shingler on 306 2523 or [muriel.shingler@manchester.ac.uk](mailto:muriel.shingler@manchester.ac.uk) or Rose Underwood on 275 2724 or [r.underwood@manchester.ac.uk](mailto:r.underwood@manchester.ac.uk)

If you'd like to make a financial donation you can do this at

[www.woodstreetmission.org.uk](http://www.woodstreetmission.org.uk)

## INTELLECTUAL PROPERTY

**A new intellectual property (IP) resource has been developed by the University's IP commercialisation company UMIP and law firm Eversheds LLP.**

It's aimed at academics and research staff and raises awareness of IP and its benefits. It uses video clips to give an insight into how IP can be used to protect novel ideas and inventions, as well as information about spin-outs and licences.

For more information visit:

[www.manchester.ac.uk/ipresource](http://www.manchester.ac.uk/ipresource)

## A FOND FAREWELL

**The Faculty of Life Sciences has said farewell to three Professors who between them have 118 years of experience here at the University.**

Professors Maynard Case, John Pickstone and Arthur Weston all retired in September after serving the University for 32, 37 and 49 years respectively.

Maynard joined the University in 1979 as Professor of Physiology. At his retirement he was Brackenbury Professor of Physiology and Associate Vice-President for Compliance, Risk and Sustainability.

John joined UMIST in 1974 as a lecturer in the Department of History of Science and Technology. In the mid-1980s, he established

the Centre for the History of Science, Technology and Medicine (CHSTM), where he was director for 16 years. He was also instrumental in setting up the Manchester Histories Festival in 2009. John will be staying on to lead a University heritage project.

Arthur joined the University as an undergraduate in 1962, staying on to complete his PhD. He became the Leech Professor of Pharmacology in 1990 and has been a champion for pharmacology at a national level, through influential positions in the British Pharmacological Society.

Professor Martin Humphries, Vice-President and Dean of the Faculty of Life Sciences said: "Maynard, Arthur and John have enjoyed outstanding academic careers, and have had transformative effects on both research and teaching in the University."



Professor  
Arthur Weston



Professor  
Maynard Case



Professor  
John Pickstone

## BEST FOOT FORWARD

**An intrepid team from the University braved the elements to complete a ten mile sponsored walk to raise money for the British Skin Foundation.**

Alison Littlewood from the School of Community Based Medicine, and colleagues, friends and partners (pictured right), walked from Dufton, a village in the northern Pennines, taking in Knock Old Man – a cairn on the way to the summit of Knock Fell.

Said Alison: "The route was described as a 'challenging circular walk' and it would have been lovely if the weather was better. About



half way round the clouds came down and the rain was horizontal!"

The walk has raised over £500 so far and a Just Giving page is still open if you'd like to make a donation: [www.justgiving.com/IMPACTeam](http://www.justgiving.com/IMPACTeam)

## STAFF BENEFITS UPDATE

**Here's an update on the latest staff benefits and discounts:**

### KIDDIVOUCHERS

We've now transferred to our new childcare voucher provider Kiddivouchers – you can find out more at: [www.staffnet.manchester.ac.uk/employment/s-taff-benefits/family-riendly/childcare/vouchers](http://www.staffnet.manchester.ac.uk/employment/s-taff-benefits/family-riendly/childcare/vouchers)

### HOME AND LIFESTYLE

**Wish.co.uk** provide a great range of experience days in the UK. Enter the code 'manchester' on the Shopping Basket page in the field marked "Gift Vouchers" to receive a 10% discount.

### FOOD AND DRINK

Visit [www.gerrardseel.co.uk](http://www.gerrardseel.co.uk) to claim a 7.5% discount on wines. Fill in the discount code MANUNI at check out.

### TRAVEL

Offers are available at Cottages4u; Hoseasons; Superbreak and travel insurers Covered2go.

To find out more visit: [www.staffnet.manchester.ac.uk/employment/s-taff-benefits/discounts/travel](http://www.staffnet.manchester.ac.uk/employment/s-taff-benefits/discounts/travel)

### HEALTH AND BEAUTY

Nicky Clarke Salons are offering a Deluxe Gift Certificate for £49.95 which includes a style and colour consultation; cut and finish; highlights, conditioning treatment, shampoo and blow dry and second cut and finish. This package is usually valued at over £200, so that's a massive 75% saving! To find out more contact Chris on 0845 686 0185 or 07759 576 520. Places are limited.

[www.poleplatestudios.co.uk](http://www.poleplatestudios.co.uk) is offering tuition and bespoke packages at its Deansgate branch at a 15% discount for University staff.

If you have any feedback or suggestions on staff discounts please contact Vanessa Cowan at [staffbenefits@manchester.ac.uk](mailto:staffbenefits@manchester.ac.uk)



Lynn and Dan on their wedding day

## LYNN GETS THE HUMP ON HER WEDDING DAY

**Animal fan Lynn Fleming decided that she wanted a wedding with a difference – so chose a camel sanctuary as the ideal venue to tie the knot.**

University Asbestos Manager Lynn, and fiancé Dan, had visited 'Cornish Camels' whilst on holiday in Cornwall a few years ago. So when Dan popped the question on another holiday in Cornwall, it seemed the obvious place to choose.

Said Lynn: "The camels were lovely, so inquisitive and friendly, not at all how people imagine them to be."

## THE APPRENTICES

**Eight trainees from the Faculty of Engineering and Physical Sciences have now completed their apprenticeships.**

The successful trainees are from the Schools of Mechanical Aerospace and Civil Engineering; Chemistry; Physics and Astronomy and Electrical and Electronic Engineering.

They met with Dean Professor Colin Bailey and are pictured here left to right: Paul Richardson, Michael Hughes, Chris Eaton, Alex Williams, Professor Colin Bailey, Dominic McCullagh, Eddie Whitehouse, Sam Walsh and Natalie Parish.



# JUST THE JOB

## WENDY GALLAGHER

Arts and Health  
Programme Manager

Whitworth Art Gallery and  
Manchester Museum



Wendy Gallagher

For Wendy Gallagher there's no such thing as a 'typical' day at work. One day she might be working with terminally ill children, the next with local elderly folk.

Her role is to make sure that the artefacts on show at the Whitworth Art Gallery and Manchester Museum are used to enhance people's health and wellbeing.

She's currently involved in activities with the Royal Manchester Children's Hospital, as well as the other major Manchester hospitals, local arts and mental health organisations.

Said Wendy: "We are very close to the hospitals and it's important that staff who often work in a high-pressure, demanding environment, as well as patients, have access to a different environment.

"We can offer creative inspiration and stimulation to patients, their families and staff by helping them to handle the artefacts and learn about the work going on at the Gallery and Museum."

The recent 'Who Cares?' programme offered visitors a therapeutic space to think and reflect.

Based at the Whitworth Art Gallery, it was run in partnership with Manchester Hospital Schools and Home Teaching Service and those taking part were children with long term illnesses and mental health problems.

An artist in residence at the Children's Psychiatric Unit worked on portraits and installations on the ward and at the Manchester Museum, older people were encouraged to reminisce.

The project was so successful that it won the Outstanding Innovation and Contribution to Arts and Health Practice award in September from the Royal Society for Public Health.

Building on this success, Wendy is now developing activities for Museums and Galleries Week, which will run from 6 – 12 February next year. One of the things she's planning is a Cultural First Aid Kit, which will enable the partnership between the Gallery and Museum and the hospitals to grow even more.

Wendy will be travelling to Australia later this month as she has been invited by the Canberra National Gallery to speak at a conference

addressing how museums and galleries can enhance wellbeing.

Wendy says: "What I love most about my job is working with so many different people and the amazing resources we have both in the Whitworth Art Gallery and the Manchester Museum.

"It's very satisfying to see the impact our activities can have on people who may be very vulnerable or disadvantaged. Working in such a stimulating and invigorating environment, with so much expertise at my fingertips is incredibly rewarding.

"Every day is different and I get to meet some fascinating people."

However, some aspects of her role, she says, can be challenging. "For much of the time I'm working completely outside of my comfort zone, but in a way this can be exciting. I'm very lucky to have supportive colleagues and leadership," she adds.

In the future, she hopes to develop more training opportunities for medical students and professionals, where they can learn to handle artefacts and objects, helping them to improve and enhance their visual and communication skills.

## CONTACT US

If you have any news or story ideas, you can contact us via:  
[uninews@manchester.ac.uk](mailto: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](http://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](http://www.staffnet.manchester.ac.uk/news/unilife)  
[www.staffnet.manchester.ac.uk/news/staffupdate](http://www.staffnet.manchester.ac.uk/news/staffupdate)

# Training Update

Exclusively for staff at The University of Manchester

## UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME NOVEMBER 2011 – JANUARY 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](http://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](mailto:its.training@manchester.ac.uk)

RCS - email: [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)

STDU - please see: [www.manchester.ac.uk/researchcomputing](http://www.manchester.ac.uk/researchcomputing) or email: [rcs-training@manchester.ac.uk](mailto:rcs-training@manchester.ac.uk)

### NOVEMBER 2011

CDDSTART1: Getting Started with Computers (Part 1)  
01 November 2011  
9.30am - 12.30pm

CDDW7INTER: Microsoft Word 2007 Intermediate  
01 November 2011  
9.30am - 12.30pm

TBF45: Achieving Flow in Writing  
01 November 2011  
10am - 11.30am

RMATLABINT: Introduction to MATLAB  
01 November 2011  
10am - 5pm

ROPENCL: Intro to OpenCL  
02 November 2011  
9am - 6pm

FO-AR001: Sales Invoices and Credit Memos  
02 November 2011  
9.30am - 12.30pm

TP45: Social Media  
02 November 2011  
10.30am - 12 noon

THS119: Emergency First Aid at Work  
03 November 2011  
9.15am - 4.30pm

RMATLABPRO: Programming in MATLAB  
03 November 2011  
10am - 5pm

CDDE7FND1: Microsoft Excel 2007 Foundation Day 1  
03 November 2011  
1pm - 4pm

CDDW7FND1: Microsoft Word 2007 Foundation Day 1  
04 November 2011  
9.30am - 12.30pm

TBF46: Writing in a Clearer Style  
04 November 2011  
2pm - 3.30pm

FO-PA006: Research Project Admin - Intro to Projects  
07 November 2011  
10am - 12 noon

CDDA7FND1: Microsoft Access 2007 Foundation Day 1  
07 November 2011  
10am - 4pm

THS127: Controlling Airborne Contaminants at Work  
08 November 2011  
9.15am - 4.30pm

CDDSTART2: Getting Started with Computers (Part 2)  
08 November 2011  
9.30am - 12.30pm

TMS55: Managing in the Round - **New Cohort!**  
08 November 2011  
9.30am - 12 noon

RINTRO: Introduction to Research Computing  
08 November 2011  
10am - 1pm

TP55: Intro to Emotional Intelligence  
08 November 2011  
12 noon - 2pm

CCDADM: Discoverer Admissions  
08 November 2011  
1pm - 4pm

TTL32: Organising Intros to Academic Articles  
08 November 2011  
2pm - 3.30pm

THS78: IOSH Working Safely  
09 November 2011  
9am - 5pm

TMS5E: Recruitment & Selection - Academic Experienced.  
09 November 2011  
9.30am - 1pm

CDDA7FND2: Microsoft Access 2007 Foundation Day 2  
10 November 2011  
10am - 4pm

FO-PA007: Intro to Projects for Project Managers  
10 November 2011  
1pm - 4pm

TP30: Presentations for Beginners  
11 November 2011  
9.30am - 4.30pm

TP54: Intro to Neuro Linguistic Programming  
11 November 2011  
12 noon - 2pm

TP46: Writing for the Web  
11 November 2011  
12.30pm - 2pm

TAP8: PDR Reviewer (Academic Related + Support)  
14 November 2011  
9.30am - 1pm

THS88: First Aid at Work Requalification  
15 November 2011  
9.15am - 4.30pm

CDDGSDROP: Getting Started Practice Workshop  
15 November 2011  
9.30am - 12.30pm

TAP6: PDR - A Briefing for Reviewees (all)  
15 November 2011  
10am - 12 noon

RINTOMPMP: Intro OpenMP & Message Passing Interface  
15 November 2011  
10am - 5pm

TMS5C: Recruitment & Selection PSS - Exp.  
16 November 2011  
9.30am - 1pm

FO-PA005: Project Journals Course  
16 November 2011  
10am - 12 noon

CCDHTMINT: Introduction to XHTML  
17 November 2011  
9.30am - 12 noon

RHTC: Research Computing using Condor  
17 November 2011  
10am - 4pm

THS98: Laser Awareness  
17 November 2011  
11am - 12 noon

CDDE7FND2: Microsoft Excel 2007 Foundation Day 2  
17 November 2011  
1pm - 4pm

THS42: Laser Safety Training  
17 November 2011  
1.30pm - 4.30pm

TTL43: Writing Discussion Sections  
17 November 2011  
2pm - 3.30pm

CDDW7FND2: Microsoft Word 2007 Foundation Day 2  
18 November 2011  
9.30am - 12.30pm

TBF25: Project Management  
21 November 2011  
9.30am - 4.30pm

TBF50: Higher Education Institution Seminars  
21 November 2011  
12.30pm - 1.45pm

THS7: Compressed Gases Workshop  
22 November 2011  
9am - 12 noon

TMS9: Training in Equality & Diversity Issue  
22 November 2011  
9.30am - 1pm

CDDP7FND1: MS PowerPoint 2007 Foundation Day 1  
22 November 2011  
9.30am - 12 noon

RMULTICORE: Intro to OpenMP & Multicore Computing  
22 November 2011  
10am - 5pm

CCRINC: Remedy ARS - Submitting Incidents  
22 November 2011  
10am - 12 noon

THS7A: Cryogenic Gases Workshop  
22 November 2011  
1pm - 3pm

THS7B: Practical Sessions Workshop  
22 November 2011  
3.15pm - 4.30pm

TP50: Career Development Workshop  
23 November 2011  
10.15am - 4.30pm

CDDE7INTER: Microsoft Excel 2007 Intermediate  
23 November 2011  
1pm - 4pm

CDDP7FND2: MS PowerPoint 2007 Foundation Day 2  
24 November 2011  
9.30am - 12 noon

TMS5B: Recruitment & Selection PSS - Inex.  
24 November 2011  
9.30am - 1.30pm

CCDSR: Discoverer Student Records  
24 November 2011  
1pm - 4pm

TBF55: Managing Small Projects  
25 November 2011  
9.30am - 4.30pm

FO-PA003: Project Invoicing Course  
25 November 2011  
10am - 12 noon

TP58: Effective Interpersonal Communication  
28 November 2011  
9.30am - 4pm

TBF61: Having Difficult Conversations  
29 November 2011  
9.30am - 1pm

TMS61: Dignity at Work & Study Policy Briefing  
29 November 2011  
10am - 11am

CCLBAS: Livelink Basics  
29 November 2011  
10am - 12 noon

RMPIINTRO: Intro to Message Passing Interface  
29 November 2011  
10am - 5pm

CDDW7INTER: Microsoft Word 2007 Intermediate  
30 November 2011  
9.30am - 12.30pm

### DECEMBER 2011

TMS38: Training Skills for Occasional Trainers  
1 December 2011  
9.30am - 4.30pm

THS86: First Aid Awareness with BLS  
01 December 2011  
1.30pm - 4.30pm

THS98: Laser Awareness  
05 December 2011  
11am - 12 noon

TP56: Intro Transactional Analysis  
05 December 2011  
12 noon - 2pm

Continued overleaf

# UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME NOVEMBER 2011 – JANUARY 2012

THS42: Laser Safety Training  
05 December 2011  
1.30pm - 4.30pm

TP60: Peer Support Group - Maternity Leave  
06 December 2011  
12 noon - 2.30pm

TMS75: Making an Impact: Enhancing Personal Confidence  
07 December 2011  
9.30am - 4pm

CCCUGGTG: Getting to Grips with UCAS  
07 December 2011  
9.30am - 12 noon

THS88: First Aid at Work Requalification  
08 December 2011  
9.15am - 4.30pm

TAP8: PDR Reviewer (Academic Related + Support)  
08 December 2011  
9.30am - 1pm

TMS56: Right Start  
08 December 2011  
9.30am - 4.30pm

CCCUGAD: UCAS Admissions  
08 December 2011  
9.30am - 12.30pm

CCCPGAD: Postgraduate & Direct Entry Admissions  
08 December 2011  
9.30am - 12.30pm

TMS5C: Recruitment & Selection PSS - Experienced.  
08 December 2011  
9.30am - 1pm

RIBM: Image Based Modelling  
08 December 2011  
10am - 5pm

THS88: First Aid at Work Requalification  
09 December 2011  
9.15am - 4.30pm

CCCPGDEP: Postgraduate & Direct Entry Processes  
09 December 2011  
9.30am - 12 noon

THS87: H.S.E. First Aid at Work Certificate  
13 December 2011  
9.15am - 4.30pm

TP4: Time Management  
13 December 2011  
9.30am - 1.30pm

THS87: H.S.E. First Aid at Work Certificate  
14 December 2011  
9.15am - 4.30pm

TBF11: Minutes, Meetings & Agendas  
14 December 2011  
9.30am - 4.30pm

TMS5E: Recruitment & Selection - Academic Experienced.  
14 December 2011  
9.30am - 1pm

THS87: H.S.E. First Aid at Work Certificate  
15 December 2011  
9.15am - 4.30pm

TAP5: PDR Reviewer Briefing (Academic)  
15 December 2011  
9.30am - 1pm

TMS9: Training in Equality & Diversity Issue  
15 December 2011  
9.30am - 1pm

TMS60: Child Protection Policy & Guidance  
15 December 2011  
2pm - 4pm

## JANUARY 2012

THS88: First Aid at Work Requalification  
05 January 2012  
9.15am - 4.30pm

TP58: Effective Interpersonal Communication  
10 January 2012  
9.30am - 4pm

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

TMS5: Effective Recruitment & Selection  
11 January 2012  
9.30am - 4.30pm

TBF25: Project Management  
12 January 2012  
9.30am - 4.30pm

THS87: H.S.E. First Aid at Work Certificate  
16 January 2012  
9.15am - 4.30pm

TMS61: Dignity at Work & Study Policy Briefing  
16 January 2012  
10am - 11am

THS87: H.S.E. First Aid at Work Certificate  
17 January 2012  
9.15am - 4.30pm

TBF61: Having Difficult Conversations  
17 January 2012  
9.30am - 1pm

TMS5D: Recruitment & Selection - Academic Inexperienced.  
17 January 2012  
9.30am - 1.30pm

THS87: H.S.E. First Aid at Work Certificate  
18 January 2012  
9.15am - 4.30pm

TP54: Intro to Neuro Linguistic Programming  
18 January 2012  
12 noon - 2pm

TTL11: Academic Writing in English: Staff  
18 January 2012  
2pm - 3.30pm

TMS77: Influencing with Integrity  
19 January 2012  
9.30am - 4pm

THS17: DSE Assessment / Workplace Assessment  
20 January 2012  
9.30am - 12.30pm

THS2: Manual Handling  
20 January 2012  
1pm - 4pm

THS7: Compressed Gases Workshop  
24 January 2012  
9am - 12 noon

TP57: Introduction to Team Management Profile  
24 January 2012  
12 noon - 2pm

TBF60: Improve Your Writing Skills  
24 January 2012  
12.30pm - 2pm

THS7A: Cryogenic Gases Workshop  
24 January 2012  
1pm - 3pm

THS7B: Practical Sessions Workshop  
24 January 2012  
3.15pm - 4.30pm

TMS9: Training in Equality & Diversity Issue  
25 January 2012  
9.30am - 1pm

TTL45: PASS Demystified  
25 January 2012  
12.30pm - 3.30pm

TTL44: Speaking/Presenting: Non-Native Speakers  
25 January 2012  
1pm - 4pm

TMS5B: Recruitment & Selection PSS - Inexperienced.  
26 January 2012  
9.30am - 1.30pm

TMS31: ILM Level 3 Award – New Cohort!  
27 January 2012  
9.30am - 4.30pm

THS119: Emergency First Aid at Work  
30 January 2012  
9.15am - 4.30pm

TBF55: Managing Small Projects  
30 January 2012  
9.30am - 4.30pm

TP52: Mosaic Development Programme  
31 January 2012  
9.30am - 5pm



## LATEST TRAINING NEWS

### NEW LOOK TRAINING WEBSITE IS LIVE!

We are pleased to announce that new look University of Manchester Staff Training website is now live. The site showcases courses from around the University and is a one stop shop for all your training needs, associated materials and booking information. On the site you can also find the latest training news articles and 'Hot Topics' of currently popular courses that may be of interest. In addition finding a course is now even easier using the dynamic course search functionality and we have more changes planned for the coming months.

We are extremely pleased within the new website and have already had some excellent feedback about it from some of our delegates and we are sure you will like it too.

The new training website can be accessed via StaffNet or directly via:

[www.staffnet.manchester.ac.uk/employment/training](http://www.staffnet.manchester.ac.uk/employment/training)

### STDU'S ANNUAL AWARDS CEREMONY 2011

If you are one of The University of Manchester's staff who has undertaken a course provided by STDU and gained a nationally recognised qualification you will receive an invitation to STDU's Annual Awards Ceremony.

The event is booked for Friday 16 December 2011, Barnes Wallis Restaurant. If you have any queries or would like to RSVP please contact: [Paul.Forster@manchester.ac.uk](mailto:Paul.Forster@manchester.ac.uk)

### NEW - ECDL ONLINE PORTAL

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](http://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).

### RESEARCH COMPUTING COURSES - NEW SCHEDULE

Research Computing have released a new schedule for their highly subscribed courses. Book early as these sessions fill up very quickly! Training dates and times can be found in the training schedules and further information is available at:

[www.rcs.manchester.ac.uk/education/skills](http://www.rcs.manchester.ac.uk/education/skills)

Any queries should be directed to: [rcs-training@manchester.ac.uk](mailto:rcs-training@manchester.ac.uk)

### 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>