

# StaffUpdate

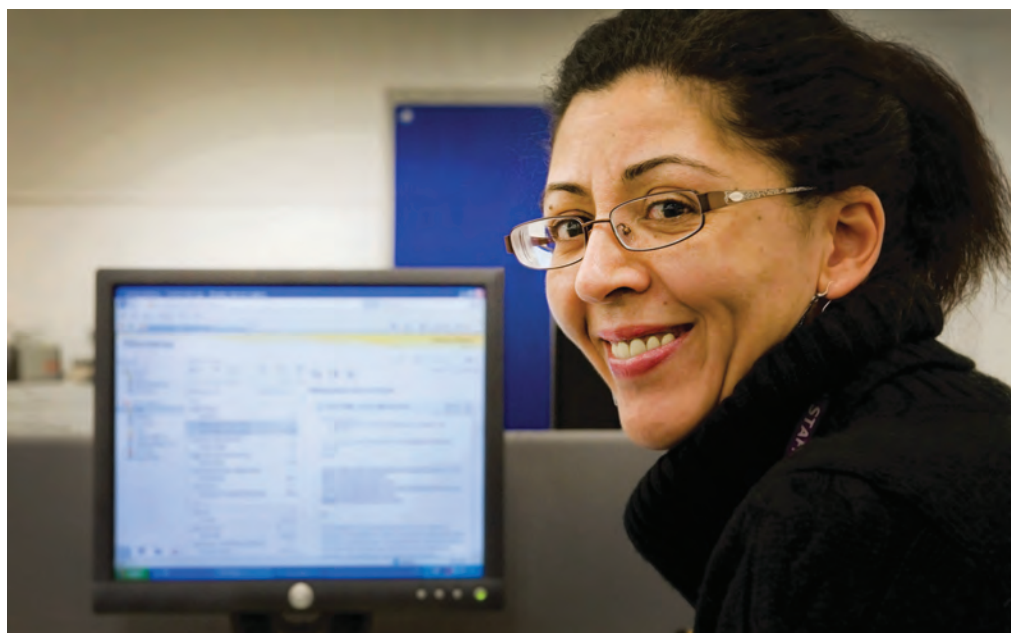
Exclusively for staff at The University of Manchester

## A NEW EMAIL AND CALENDAR SERVICE FOR ALL UNIVERSITY STAFF

The Directorate of IT Services is currently rolling out a new email and calendar service for staff and postgraduate research students, called Microsoft Exchange.

Whether you use Outlook, MacMail or a web browser to read your emails, Exchange is the technology behind your email and calendar account. It will give you a larger mailbox (5Gb) and more ways to manage your schedule and communications.

To make sure you are ready, you need to visit [www.itservices.manchester.ac.uk/exchange](http://www.itservices.manchester.ac.uk/exchange) and follow the 'Before transfer' instructions. The IT Service Desk will email you prior to your transfer, to remind you of your planned transfer date.



### GETTING USED TO THE NEW EMAIL SERVICE

Johanna Delaney, Customer Services Supervisor at The John Rylands University Library was using Webmail to access her calendar and emails. "In the run up to my transfer I received some emails from the IT Service Desk, with links to a website that helped me to prepare. I read the 'before' and 'after' instructions. As I wanted to keep my contacts list, I followed the instructions to save my Webmail contacts. Once I had been transferred, I imported them into Microsoft Outlook."

Johanna now uses Outlook when logged in at her desk and Outlook Web App (OWA) when working from other computers. "I use the reading pane, to see the emails in my inbox at a glance. I can also access

other mailboxes from my email account, without having to log in to each of them separately. In the Lending Team we use multiple mailboxes for different procedures, so this feature is going to be a brilliant time-saver for the whole team."

Of all the new features that she has begun to use, it is the calendar that is offering Johanna the most benefits. "When I schedule meetings with the Customer Services Coordinators, the meeting request shows me times already blocked out in their calendars. So no more phone calls and emails going back and forth next time we need to organise a meeting. Just one look and I know when they will be free."

## A NEW WAY TO ACCESS YOUR EMAILS ONLINE

Moving to Exchange allows IT Services to replace Webmail with a simpler way to access emails and calendars online, called Outlook Web App (OWA). Once you have been transferred onto the new service, you will not be able to login to the University's Webmail system. OWA replaces Webmail and you can log in at: <https://outlook.manchester.ac.uk>

The features in OWA will make accessing your email and calendar online much easier.

### Your mailbox

- **Drag and drop**  
Move emails into folders faster.
- **Reading pane**  
See emails at-a-glance on screen, or view a list of email in your inbox.
- **Arrange by**  
Organise your inbox in a way that suits you. For example, group emails by conversation or by sender.
- **Attachments**  
Open PDFs and Microsoft Office attachments as web pages if you don't have the relevant software installed.

### Your calendar

- **Sharing**  
Request permission to see a colleague's calendar and/or give them access to yours.
- **Meeting requests**  
Save time when organising meetings by seeing free and busy periods in other people's calendars.
- **Categories**  
Apply colour categories to appointments to differentiate and highlight key meetings.
- **Hover and read**  
Hover over calendar appointments to view them instantly.

# PRESIDENT'S UPDATE

The President sends a weekly message to staff every Thursday via eUpdate. Since a large number of staff don't have email access at work, we feature a brief overview of her messages in Staff Update each month.

Sir Alan Langlands, the Chief Executive of HEFCE, visited the University and inevitably much of the discussion focussed on the future funding. It was very clear that even Sir Alan, as head of the body which handles most of our government funding, does not yet know the scale or detail of pending cuts, but it was clear that they will be very significant. We will need to consider our strategy on fees when we know the scale of cuts to our government funding in January.

I am just beginning the annual visits to all Schools across the University. There will be an open meeting for any students who wish to attend, where we will invite their comments on what they think about their course, their school and their wider experience here. This will be followed by an open meeting with all staff in the School. I will comment briefly on key issues relating to the University and the wider higher education sector.

We are also seeking to appoint to two key positions to take strategic responsibility for enhancing the student experience. We are advertising internally for an Associate Vice-President to work with Colin Stirling to assist him in progressing the ambitious teaching and learning and student experience agenda, and for a Director for The Student Experience to oversee the Professional Support Services directorates which address student issues. Together these two key appointments will ensure that we are providing the best possible leadership for developing the Manchester student experience.

We are also moving ahead with our plans to invest real substance into the University's Goal Three: Social Responsibility. Dr Theresa Anderson will be leading a project to develop a strategy in this area.

It's been a month of successes too and on January 26 we will have a celebration of our two Nobel



Prize-winners Andre Geim and Konstantin (Kostya) Novoselov. Congratulations to Epistem, one of our spin-out companies from the Paterson Institute for cancer Research at the University, which won the BioNow North West Company of the Year award.



## ZONING AT JOHN RYLANDS LIBRARY (JRUL)

**A review of the JRUL food and drink policy has led to the introduction of zones in the main library.**

All areas are now designated as Silent Study, Quiet Study or Social Zones, the main change being that only bottled water is allowed in the Silent and Quiet Study Zones.

There is a new relaxation area where cold snacks can be consumed and customers also have the option of visiting the Library Lounge to enjoy hot drinks, soup and cold snacks.

For more information, please go to:

**[www.library.manchester.ac.uk/aboutus/mainlibraryzoning](http://www.library.manchester.ac.uk/aboutus/mainlibraryzoning)**

## STAFF CAROL SERVICE

Tuesday, 21 December 2010  
12.15 - 12.45, Whitworth Hall

With a collection for Francis House Children's Hospice.

## RESEARCH PROFILING EXERCISE

**The University's Research Profiling Exercise began in November and the portal page will only remain open until 12 noon on Monday, 31 January 2011.**

The aim is to create an accurate set of research profiles which will help to develop future research priorities, informing funding decisions and preparing the University for the forthcoming Research Excellence Framework.

Full guidance on the 2010 exercise, including the criteria and working methods for each of the assessment panels, can be found at:

**<http://documents.manchester.ac.uk/display.aspx?docID=8249>**

**[display.aspx?docID=8249](http://documents.manchester.ac.uk/display.aspx?docID=8249)**

The first stage of the exercise involves academic staff reviewing their own existing research profile. Log into the University staff portal, which will enable you to view your own profile at **[www.manchester.ac.uk/portal](http://www.manchester.ac.uk/portal)**

If you have any queries regarding the information currently held then you should contact your local administrative staff in the first instance.

The portal page will remain open until 12 noon on Monday, 31 January 2011, after which no further contributions can be submitted.

## HUMAN TISSUE INSPECTION

**The University will be inspected by the Human Tissue Authority in February 2011. All holdings of human tissue (including cells and bodily waste products) must be registered on the University database.**

Under the Human Tissue Act the storage of human tissues/biological samples for research under certain circumstances requires a licence from the Human Tissue Authority (HTA). This is a statutory requirement and storage without a licence under these circumstances is now a criminal offence.

The University of Manchester holds a licence to cover research on University sites but we are required to provide the HTA with information about our activities (nature of samples, storage sites, numbers etc) that fall under the remit of the licence.

We have produced a database containing details of holdings of human tissue being stored for the

purposes of research. If you are storing human tissue for the purposes of research on University premises you will need to ensure that the details are included on this database. You can view a list of names and locations of the holdings at **<http://documents.manchester.ac.uk/display.aspx?docID=8241>**

If you have human tissue that is not included on this list then you must notify us immediately by emailing or telephoning April Lockyer on **[april.lockyer@manchester.ac.uk](mailto:april.lockyer@manchester.ac.uk)** or 0161 275 8093

Failure to declare any tissues/biological samples that you are storing and which require a licence, will NOT be covered by the University Licence. You will individually bear the full legal responsibility for the unlawful storage of the samples.

## DO SOMETHING AMAZING FOR CHRISTMAS!

Veronique Rizzuto from Equality and Diversity is the founder of Building Hope – a small charity which works in Ethiopia to improve the lives of the poorest and most disadvantaged communities. Building Hope has just launched its Christmas gift booklet.

To find out more about the work of Building Hope or to order a gift please visit the charity website:  
[www.buildinghope.co.uk](http://www.buildinghope.co.uk)

## eCHRISTMAS CARD

The University has created an eChristmas card which you can send to friends and colleagues. Simply visit: [www.manchester.ac.uk/ecard](http://www.manchester.ac.uk/ecard) and get sending!

## CHRISTMAS CARDS ON SALE

The new JRUL Christmas cards are now on sale from the Customer Services desk on Blue Ground and The John Rylands Library, Deansgate. There are two designs this year, 75p each or 10% off if you buy 10 or more. To see the designs click the link below:

<http://www.library.manchester.ac.uk/aboutus/news/name,168257,en.htm>

## CHRISTMAS CLOSING DATES 2010 /11

Friday 24 December - Closure day  
Monday 27 December - Bank Holiday  
Tuesday 28 December - Bank Holiday  
Wednesday 29 December - Closure day

Thursday 30 December - Closure day  
Friday 31 December - Closure day  
Monday 3 January - Bank Holiday

## CHILDREN IN NEED FASTNET TOURNAMENT

SPORT Manchester and Staffnet hosted a charity Fastnet netball tournament for staff for Children in Need and raised £148. Further donations can be made at [www.justgiving.com/staffnet](http://www.justgiving.com/staffnet)



## GIVE THE PLANET A HUG MUG

The 'Hug Mug' has gone on sale in all Food On Campus outlets. The reusable mug, which is made from recyclable polypropylene, is excellent value for money at just £5.00. For more information about the environmental benefits of using a Hug Mug please go to: [www.foodoncampus.manchester.ac.uk/promotionsandnews](http://www.foodoncampus.manchester.ac.uk/promotionsandnews)

## MAKE 2011 YOUR YEAR FOR FITNESS

SPORT Manchester is inviting people to get active and get fit by joining its Active Campus programme. You can shape up and raise some funds for charity too!

### Zumbafest

Shimmer and rumba those extra pounds away in this fun and exhilarating Charity Zumbafest! Saturday 29th January, The Armitage Centre. All profits will go to MacMillan.

### Coaching Course

Squash and badminton beginners and "next step" coaching sessions start in February 2010.

### Fitness Classes

Over 80 fitness classes take place across campus every week. Everything from Zumba Dance to Kettlebell conditioning and yoga – book online now!

### Reduced Gym Memberships

Join the Armitage Fitness Suite for as little as £13.75 per month based on a 12-month membership. New to 2011 – 6 month memberships.

Visit [www.manchester.ac.uk](http://www.manchester.ac.uk) for further details.



## ERVS DEADLINE EXTENDED TO MONDAY 31 JANUARY 2011

The closing date on the current ERVS Scheme has been extended to Monday 31 January 2011.

The terms and conditions of the scheme remain unchanged: For more information visit:

[www.staffnet.manchester.ac.uk/employment/voluntary-severance](http://www.staffnet.manchester.ac.uk/employment/voluntary-severance)

## NEW WEBSITE FOR DISABLED STAFF

The University has a very active disabled staff network group, which has campaigned successfully for support for disabled staff. Ours is one of the few universities that has a dedicated staff disability adviser who can assist with travel to work and parking, building accessibility and timetabling, identifying reasonable adjustments required to roles, equipment provision and support workers, including dyslexia and mental health support.

However, more and more staff members are approaching the DSO to get this support which can sometimes assist them to stay in work when otherwise they would have had to take time off. Confidentiality is one of the key tenants of our service and the aim of the service is to provide support where it might be needed rather than to label staff.

For further information about services and resources for disabled members of staff visit:

[www.staffnet.manchester.ac.uk/personalsupport/disabled-staff](http://www.staffnet.manchester.ac.uk/personalsupport/disabled-staff)

## HELPING STUDENTS ENGAGE WITH JOB HUNTING

**Student attendance at some recent employer events has been disappointing and there is evidence that final year students, believing the gloomy media headlines about declining graduate vacancies, are simply not engaging with job hunting.**

In reality, University of Manchester students remain highly sought after by graduate recruiters. The Careers Service is advertising thousands of job opportunities, with vacancy levels higher than they were in 2007.

The Careers Service is asking Academic Advisers to do three things:

- 1 Encourage students to browse the thousands of current vacancies by visiting careerslink: [www.manchester.ac.uk/careerslink](http://www.manchester.ac.uk/careerslink)
- 2 Tell students who are not sure how to start their careers search to visit our new interactive tool, 'Career KickStart': [www.manchester.ac.uk/careers/careerkickstart](http://www.manchester.ac.uk/careers/careerkickstart)
- 3 Advise students to visit the Careers Service to:
  - Get help in starting their Careers Search.
  - Get help with CVs and applications – competition for jobs is fierce and there is lots of face-to-face and online help available.

Full contact details can be found at: [www.manchester.ac.uk/careers](http://www.manchester.ac.uk/careers)

If you are interested in finding out more about our work with your students, or exploring new ideas for collaboration, we would be delighted to hear from you. Please contact the Director of the Careers Service at:

- [jane.ratchford@manchester.ac.uk](mailto:jane.ratchford@manchester.ac.uk)



# JUST THE JOB

## IAN HALLIWELL

Crime Reduction Adviser,  
Security Services, Directorate of Estates.

**Securing a campus that is in parts open 24 hours a day, 7 days a week, with many buildings and open access is a challenge. Add to that 35,000 students, over 11,000 staff and hundreds of visitors to the campus everyday and it's not hard to see that the task is enormous.**

Ian Halliwell is the Crime Reduction Adviser for the University and has been in post for 18 months. He spent over 30 years as a Police Officer and gained over 15 years experience as a Crime Reduction Adviser at divisional level. It is his responsibility to look at incidents of crime across campus and assess what crime reduction methods can be introduced to prevent an incident from re-occurring. "It's not just about physical security measures though," he says. "It's about educating staff, students and visitors to the University to be aware of what's going on around them, to look out for themselves, their belongings and their environment."

"Unfortunately the University isn't immune from crime and, on a day-to-day basis, the biggest crimes committed on campus are cycle theft and what is known as "insecurity theft", where items are left unsecured to be taken by an opportunist."

In response, and to combat the issue of cycle theft, the University introduced a unique marking scheme just over a year ago. This involves permanently etching an overt code on to the frame of the cycle which identifies it as belonging to a student or member of staff at the University. This code can be easily seen by security staff and the police and if the item is thought to be stolen the code can be checked on local and national databases and returned to its correct owner. "To date the scheme has coded 305 bikes and of those only one has been stolen, which would indicate that the scheme appears to be having some success in preventing cycle theft," says Ian.

In a more general approach to reducing crime on campus Security Services are trying to establish a Campus-Watch initiative. This runs along similar lines to the Home-Watch Scheme and encourages people to contact Security if



they see something suspicious. During Welcome Week 500 students signed up to the scheme and, as part of a wider communications strategy, it is hoped that it can be rolled out campus-wide in the near future. "Having the information is key", says Ian. "It is better to report something that you think is suspicious and have it checked out than for it to then become a statistic."

Ian enjoys his job immensely. He enjoys the diversity of the role and, although he no longer deals directly with offenders, his job is still very much hands on. "I really enjoy doing the road-show events and meeting people," he says. "Reducing crime is certainly a job that I can't do on my own. I work as a part of a great team here and we've had some good results recently. Our crime reduction strategy is very much a collaborative approach and we will continue to work very closely with our colleagues here on campus, at the Manchester Metropolitan University, Greater Manchester Police and the City Council to reduce the opportunity for crime."



## 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)

Next Issue: 7 February 2011

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# Training Update

Exclusively for staff at The University of Manchester

## UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME DECEMBER 2010 - FEBRUARY 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/](http://www.its.manchester.ac.uk/trainingcourses/coursesforstaff/) or email [its.training@manchester.ac.uk](mailto:its.training@manchester.ac.uk)

**RCS** - 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)

**STDU** - places can be booked online at [www.manchester.ac.uk/training](http://www.manchester.ac.uk/training) or email [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)



### DECEMBER 2010

**CCDADM:** Discoverer - Discoverer Admissions  
1 December 2010  
9.30am - 12.30pm  
Delivered by: **ITS**

**CCRINC:** Remedy -Remedy ARS - Submitting Incidents  
1 December 2010  
10am - 12 noon  
Delivered by: **ITS**

**CCCENT:** Campus Solutions - Campus Solutions Introduction  
1 December 2010  
2.30pm - 4pm  
Delivered by: **ITS**

**CCCCUS:** Campus Solutions - Campus Solutions Course Unit Selection  
2 December 2010  
10.30am - 12 noon  
Delivered by: **ITS**

**FO-AR001:** Research - Sales Invoices and Credit Memos  
2 December 2010  
9.30am - 12.30pm  
Delivered by: **ITS**

**CDDA7FND1:** Office 2007 - Microsoft Access 2007 Foundation Day 1  
6 December 2010  
10am - 4pm  
Delivered by: **ITS**

**CCCSRM1:** Campus Solutions - CS Student Records Maintenance 1  
6 December 2010  
1.30pm - 4pm  
Delivered by: **ITS**

**CCUGAD:** Campus Solutions - CS UG Admissions & Offer Making  
6 December 2010  
9.30am - 12 noon  
Delivered by: **ITS**

**CCCPGAD:** Campus Solutions - Campus Solutions PG Admissions  
6 December 2010  
9.30am - 12 noon  
Delivered by: **ITS**

**CDDW7FND1:** Office 2007 - Microsoft Word 2007 Foundation Day 1  
7 December 2010  
9.30am - 12.30pm  
Delivered by: **ITS**

**CCCAP1:** Campus Solutions - A&P 1 - Gradebook  
7 December 2010  
10am - 12 noon  
Delivered by: **ITS**

**HS47:** Evacuation Marshal Training  
7 December 2010  
9.30am - 12.30pm  
OR 1pm - 4pm (please choose one session only)  
Delivered by: **STDU**

**MS9:** Equality and Diversity Training  
7 December 2010  
9.30am - 1pm  
Delivered by: **STDU**

**CCCSRM2:** Campus Solutions - CS Student Records Maintenance 2  
7 December 2010  
1.30pm - 4pm  
Delivered by: **ITS**

**RAVSMOD:** Research - Module Writing with AVS Express  
7/8 December 2010 (you must attend both days)  
10am - 4pm  
Delivered by: **RCS**

**FO-PA006:** Oracle Financials - Research Proj Admin - Intro to Projects  
8 December 2010  
2pm - 4pm  
Delivered by: **ITS**

**CCCPPC:** Campus Solutions - CS Publishing Plans Combined  
8 December 2010  
9.30am - 12 noon  
Delivered by: **ITS**

**CDDE7FND1:** Office 2007 - Microsoft Excel 2007 Foundation Day 1  
8 December 2010  
9.30am - 12.30pm  
Delivered by: **ITS**

**CCBBKICK:** BlackBoard - Blackboard Introduction  
8 December 2010  
10am - 12 noon  
Delivered by: **ITS**

**BF50:** HEI Seminar  
8 December 2010  
12.30pm - 1.45pm  
Delivered by: **STDU**

**TL45:** PASS Demystified  
8 December 2010  
1pm - 5pm  
Delivered by: **STDU**

**CDDW7FND2:** Office 2007 - Microsoft Word 2007 Foundation Day 2  
9 December 2010  
9.30am - 12.30pm  
Delivered by: **ITS**

**CCCAP2:** Campus Solutions - A&P 2 - Exam Grids and Re-sits  
9 December 2010  
9.30am - 12.30pm  
Delivered by: **ITS**

**BF25:** Project Management  
9 & 10 December 2010  
9.30am - 4.30pm (2-day course, must be available both days)  
Delivered by: **STDU**

**HS7:** Compressed Gases Workshop  
9 December 2010  
9am - 12.30pm  
Delivered by: **STDU**

**HS7A:** Cryogenic Gases Workshop  
9 December 2010  
1pm - 3pm  
Delivered by: **STDU**

**CCLBAS:** Livelink - Livelink Basics  
9 December 2010  
2pm - 4pm  
Delivered by: **ITS**

**HS7B:** Practical Sessions Workshop  
9 December 2010  
3.15pm - 4.30pm  
Delivered by: **STDU**

**FO-PA005:** Oracle Financials - Project Journals Course  
10 December 2010  
10am - 12.30pm  
Delivered by: **ITS**

**CDDA7FND2:** Office 2007 - Microsoft Access 2007 Foundation Day 2  
10 December 2010  
10am - 4pm  
Delivered by: **ITS**

**CCCCC:** Campus Solutions - CS Course Catalogue/Class Creation  
13 December 2010  
1pm - 4pm  
Delivered by: **ITS**

**CCCENT:** Campus Solutions - Campus Solutions Introduction  
13 December 2010  
10.30am - 12 noon  
Delivered by: **ITS**

**CCDSR:** Discoverer - Discoverer Student Records  
13 December 2010  
9.30am - 12.30pm  
Delivered by: **ITS**

**FO-PA007:** Oracle Financials - Intro to Projects for Project Managers  
14 December 2010  
1pm - 4pm  
Delivered by: **ITS**

**CCDRINC:** Discoverer - Discoverer Remedy  
14 December 2010  
1pm - 4pm  
Delivered by: **ITS**

**CCCSRM1:** Campus Solutions - CS Student Records Maintenance 1  
14 December 2010  
9.30am - 12 noon  
Delivered by: **ITS**

**CDDP7FND1:** Office 2007 - MS Powerpoint 2007 Foundation Day 1  
14 December 2010  
9.30am - 12 noon  
Delivered by: **ITS**

**P30:** Presentations for Beginners  
14 December 2010  
9.30am - 4.30pm  
Delivered by: **STDU**

**CCCAP1:** Campus Solutions - A&P 1 - Gradebook  
14 December 2010  
2pm - 4pm  
Delivered by: **ITS**

**CCCPP:** Campus Solutions - Campus Solutions Programmes and Plans  
15 December 2010  
1.30pm - 4pm  
Delivered by: **ITS**

**CDDE7FND2:** Office 2007 - Microsoft Excel 2007 Foundation Day 2  
15 December 2010  
9.30am - 12.30pm  
Delivered by: **ITS**

**HS78:** IOSH Working Safely  
15 December 2010  
9am - 5pm  
Delivered by: **STDU**

**CDDP7FND2:** Office 2007 - MS Powerpoint 2007 Foundation Day 2  
16 December 2010  
9.30am - 12 noon  
Delivered by: **ITS**

**HS98:** Laser Awareness  
16 December 2010  
11am - 12pm  
Delivered by: **STDU**

**FO-PA003:** Oracle Financials - Project Invoicing Course  
16 December 2010  
10am - 12 noon  
Delivered by: **ITS**

**HS42:** Laser Safety Training  
16 December 2010  
1.30pm - 4.30pm  
Delivered by: **STDU**

**MS61:** Dignity at Work & Study Policy Briefing  
16 December 2010  
12.30pm - 1.30pm  
Delivered by: **STDU**

**CCCAP2:** Campus Solutions - A&P 2 - Exam Grids and Re-sits  
16 December 2010  
1pm - 4pm  
Delivered by: **ITS**

**CCCAC:** Campus Solutions - Academic Advisement Rules in CS  
16 December 2010  
1.30pm - 4pm  
Delivered by: **ITS**

**CCCSRM2:** Campus Solutions - CS Student Records Maintenance 2  
17 December 2010  
9.30am - 12 noon  
Delivered by: **ITS**

**MS5E:** Shortlisting and Interviewing for PSS staff – Experienced Interviewers  
17 December 2010  
9.30am - 1pm  
Delivered by: **STDU**

**MS60:** Child Protection Policy & Guidance  
17 December 2010  
2pm - 4pm  
Delivered by: **STDU**

Continued overleaf



# UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME DECEMBER 2010 - FEBRUARY 2011



## CAMPUS SOLUTIONS –TRAINING RETURNS IN DECEMBER

After the successful refresh of our training database we are pleased to confirm that Campus Solutions Training re-commences in December and we have an intensive schedule of courses on offer.

As well as training dates and times you can also download training materials and access demonstration videos from our Campus Solutions training pages:

[www.its.manchester.ac.uk/trainingcourses/corporateapplications/campus](http://www.its.manchester.ac.uk/trainingcourses/corporateapplications/campus)

## NEW LOOK STAFF TRAINING UPDATE - A HIT!

We are pleased that our combined Staff Training update has proven to be a hit. We have had feedback from trainee's explaining how useful it is to see all staff training courses in a single list, thus enabling them to avoid double booking themselves onto various courses. We will continue to provide this combined information and ensure that each course will have details of who is delivering it and this can be used to follow the correct booking procedure. Over the coming months we still aim to continue making enhancements to the training services on offer as the University training partners work collaboratively towards a streamlined training experience.

## RESEARCH COMPUTING COURSES

The Research Applications & Collaborations team of IT Services are running courses 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](http://www.rcs.manchester.ac.uk/education/skills)

## CHECKPOINT ONLINE TRAINING – INCLUDING MS OFFICE 2007

We have a range of online courses available to all staff via our CheckPoint online training system including Office 2007. Access to the system is easy (simply use your University Username and Password) and select from a range of courses that can be completed at your own pace.

We are currently developing some new modules to cover University wide applications such as Discoverer 10g Fundamentals / Further Features and Campus Solutions. We will update users once they are available.

CheckPoint can be accessed via:

[www.its.manchester.ac.uk/trainingcourses/cpol](http://www.its.manchester.ac.uk/trainingcourses/cpol)

## SEASON GREETINGS TO ALL

Finally we would like to take this opportunity to wish Happy Holidays to all our trainees. It has been another extremely busy year for the University training teams delivering courses across a vast range of subjects and we are certainly looking forward to the festive break to recharge our batteries. We anticipate that the New Year will bring with it many new challenges and we have some exciting ideas and plans for 2011 as we aim to continue improving the training services we deliver to staff at the University of Manchester.

We look forward to seeing you all in the New Year!

## 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>

### JANUARY 2011

HS17: DSE Assessment/Workplace Assessment  
7 January 2011  
9.30am - 12.30pm  
Delivered by: **STDU**

HS2: Manual Handling  
7 January 2011  
1pm - 4pm  
Delivered by: **STDU**

AP6: PDR – A Briefing for Reviewees  
11 January 2011  
10am - 12pm  
Delivered by: **STDU**

MS5e: Shortlisting and Interviewing – Academic Staff, Experienced Interviewers  
12 January 2011  
9.30am - 1pm  
Delivered by: **STDU**

HS14: Portable Appliance Testing  
13 January 2011  
9.30am - 4.30pm  
Delivered by: **STDU**

MS5: Equality and Diversity Training  
13 January 2011  
9.30am - 1pm  
Delivered by: **STDU**

TL11: Academic Writing for Staff – Non-native English Speakers  
19 January 2011  
10am - 1pm  
Delivered by: **STDU**

HS15: Principles of Risk Assessment  
19 January 2011  
9.30am - 12.30pm  
Delivered by: **STDU**

HS35: Accident Investigation  
19 January 2011  
1pm - 4pm  
Delivered by: **STDU**

P4: Time Management  
20 January 2011  
10am - 4pm  
Delivered by: **STDU**

IC1: University Induction Course for New Starters  
21 January 2011  
9.30am - 1.15pm  
Delivered by: **STDU**

MS31: ILM Level 3 Award  
Commencing 24 January 2011, check online at [www.manchester.ac.uk](http://www.manchester.ac.uk) for further information about this programme  
Delivered by: **STDU**

AP8: PDR – Reviewer Training (Academic-related and Support Staff)  
25 January 2011  
9.30am - 1pm  
Delivered by: **STDU**

TL45: PASS Demystified  
26 January 2011  
1pm - 5pm  
Delivered by: **STDU**

TL44: Speaking and Presenting for Non-Native English Speakers  
26 January 2011  
10am - 1pm  
Delivered by: **STDU**

MS60: Child Protection Policy and Guidance  
27 January 2011  
10am - 12pm  
Delivered by: **STDU**

BF61: Having Difficult Conversations  
27 January 2011  
9.30am - 12.30pm  
Delivered by: **STDU**

### FEBRUARY 2011

MS5: Equality and Diversity Issues  
1 February 2011  
9.30am - 1pm  
Delivered by: **STDU**

BF25: Project Management  
2 & 3 February 2011  
9.30am - 4.30pm (2-day course, must be available both days)  
Delivered by: **STDU**

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

HS42: Laser Safety Training  
3 February 2011  
1pm - 4pm  
Delivered by: **STDU**

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

P4: Time Management  
4 February 2011  
10am - 4pm  
Delivered by: **STDU**

BF61: Having Difficult Conversations  
7 February 2011  
9.30am - 1pm  
Delivered by: **STDU**

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

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

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

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

MS38: Training Skills for Occasional Trainers  
10 & 11 February 2011  
9.30am - 4.30pm (2-day course, must be available both days)  
Delivered by: **STDU**

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

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

HS75: Safe UV Practice, a user's guide  
14 February 2011  
10am - 11am  
Delivered by: **STDU**

MS5b: Shortlisting and Interviewing – PSS Staff, Inexperienced Interviewers  
16 February 2011  
9.30am - 1.30pm  
Delivered by: **STDU**

AP6: PDR – A Briefing for All Reviewees  
17 February 2011  
10am - 12pm  
Delivered by: **STDU**

MS5d: Shortlisting and Interviewing – Academic Staff, Inexperienced Interviewers  
16 February 2011  
9.30am - 1.30pm  
Delivered by: **STDU**

HS30: Safe Use of Ladders and Steps  
23 February 2011  
9.30am - 12.30pm OR 1pm - 4pm (two sessions, please choose one)  
Delivered by: **STDU**

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

HS47: Fire Evacuation Marshal Training  
24 February 2011  
1pm - 4pm  
Delivered by: **STDU**