

CLASS Network

**Clerical, Secretarial &
Administrative Support Staff
Conference**

Date: Wednesday 27th March 2013

Venue: Alan Turing Building

Timetable

8.30 - 9.00	Arrival and Coffee
9.00 - 9.30	Opening and Welcome: Professor Dame Nancy Rothwell
9.30 - 11.00	Parallel Session 1
11.00 - 11.15	Break
11.15 - 12.45	Parallel Session 2
12.45 - 13.30	Lunch
13.30 - 15.00	Parallel Session 3
15.00 - 16.30	Parallel Session 4

PARALLEL SESSIONS

The list of topics for the parallel sessions is shown on the registration form. Although each delegate will only attend three parallel sessions, all are asked to select five topics which they would like to attend, and indicate their order of preference for these. The Conference Organisers will endeavour to match delegates with their preferred topics, subject to demand. Delegates will be advised as to which topics and sessions they have been allocated prior to the Conference.

Unless otherwise stated these sessions are repeated throughout the day and will be delivered at the following times:

09.30 – 11.00
11.15 – 12.45
13.30 – 15.00
15.00 – 16.30

Details about each session are given below.

Session A

Self-Defence - Emma Kaliczynsky

What is Self-defence? It is a lot more than just one or few martial arts. It is *your* survival. It's *your* life! So are you ready to make a small change that could save your life?

Emma has been a part of a traditional Korean martial art for the main part of my life, now holding a position as the main instructor at one of the North West schools. I have also been fortunate enough to teach a women's self-defence class during 2011-2012 academic year at The University of Manchester, passing on crucial skills and knowledge for one's survival. I hold a degree in BA (hons) in Sports Studies, I'm ETM qualified too.

Session B

CV and Application Writing - John Richardson

Being able to write a good CV or an outstanding Cover Letter or being able to submit a successful Application Form is a skill that is always useful to have because:-

We never know when we might need it.

We will be able to help others (family, friends)

And more importantly perhaps it can lead to us revaluing the talents we already have and so play some part in energising changes to our own personal development plan.

John has spent the last 11 years as a Careers Consultant at Manchester University after 34 years at Procter & Gamble working in many areas including Plant Design, Project Management and HR.

Session C

Cardio Blast – Listen to your body! – Shelagh Stedman

Nobody likes working out, so it's all about having a good time whilst improving your cardiovascular fitness and body tone, through a combination of low impact aerobic type movements, static core work to improve balance, body tone and co-ordination.

So come and give it a whirl, do a much or as little as your body will allow. Guaranteed fun all the way to the cool down!

I trained as an Exercise to Music instructor 4 years ago. Gail Heathcote-Milner (University Sports Development Officer) attended my practical exam, and on the strength of that she offered me a contract here at the University. I now have weekly classes during term time at the Armitage and Sackville Street sites teaching Bums & Tums, Aerobics and Bootcamp.....and most of all **"I LOVE IT"**

NB: It is advisable to bring a change of clothing and a bottle of water and be aware that suitable footwear and clothing should be worn as you will be working on mats and lying on the floor.

Session D:
First Aid - Janet Makin

You may or may not be aware that we now have 9 Automated External Defibrillators (AED's) at various points across campus. An AED is very simple piece of equipment that can be used **by anyone** to greatly increase the chances of saving the life of someone who has collapsed in cardiac arrest. They are already available to the public in places such as Piccadilly Station, the Trafford Centre, Arndale Centre and Manchester Airport, and having them here at the University is a really positive thing for the health and well-being of all University staff, students and visitors.

During Janet Makin's session you will get the opportunity to find out what to do should someone collapse in cardiac arrest, practice "hands only" resuscitation on a manikin, and see a demonstration of how an AED works.

Session E:
Bhangra – Rajeev Gupta

Bhangra is a north Indian folk dance originating from the Punjab region. It is danced to an up-beat genre of music, which is full of bounce and energy. The rhythms of Bhangra are sure to have you tapping your feet, moving your shoulders and laughing and smiling along in no time.

The workshop will give you a basic knowledge of the dance before you start, followed a basic steps warm up and finishing off with a simple routine to take away.

This workshop will be led by Rajeev Gupta, a professional Bhangra dancer, who has worked with the likes of Alesha Dixon, Gurinder Chadha and also performed at the Olympic Games Opening Ceremony. As well as performing, Rajeev has been teaching for many years and has taken Bhangra across the UK through Bhangracise.co.uk.

Session F
Button Jewellery - Zoe James

Everyone loves buttons! But what do you do with that box that we all have lying around? During this workshop you will learn jewellery making techniques working with wire, chain and buttons to create a beautiful button necklace to take away. You will be able to use the skills to continue making jewellery with your collections at home!

I studied three Dimensional design at University focussing on jewellery design. After graduating in 2009 I became self employed delivering jewellery making workshops both for adults and in schools as well as creating my own work. I have worked freelance in several venues in Manchester and the surrounding area. More recently I have trained as a secondary Art teacher and work teaching 11 - 16 year olds in Bury, Greater Manchester.

Session G

Indian Head Massage – Brenda Seville

Demonstration through PowerPoint slides an insight into the history of Indian Head Massage, and the resulting relaxation and therapeutic benefits that can be achieved through this type of treatment, particularly when certain essential oils are placed in a burner and a relaxing CD is played in the background both inducing a melancholy state. Citrus oils are uplifting, geranium hormonal balancing and lavender/frankincense relaxing. They all have a wonderful aroma.

Practical session and demonstrate (without oils and over clothing) a seated Indian Head Massage treatment. In a private treatment this would/can be carried out with a towel around the upper half of the body and carrier/essential oils used, but for the purpose of ease and modesty of the participants I will carry out a treatment without oils and over clothing. I will however, explain the benefits of using the essential oils.

My background was and is in Office Administration and I am currently PA to the Director of IT Services which I have been doing for a year, prior to that I worked as Group Administrator in Estates. I am also a Qualified Holistic Therapist in Reiki 2, Aromatherapy, Reflexology, Indian Head Massage, Swedish Massage, Nail Enhancements, Manicures and Pedicures.

I have also taught full time at college and taught evening classes until March last year. The college regularly contact me to teach classes but for the moment I am just carrying out occasional treatments on clients and treat my friends and family!

I used to rent my own salon space but now work mobile. I love carrying out my therapies and I work with good intent to make my clients feel wonderful. I haven't had one complaint yet!

Session H

Sleep Better – Omar Sattaur

What you eat, drink and what you do in the evening can all affect how well you sleep at night. But the biggest factor affecting sleep is how good you are at letting go. This workshop explores some of the major reasons for poor sleep and offers practical ways of improving your sleep. If you have trouble getting to sleep, staying asleep or waking up refreshed, book a place on the managing sleep problems workshop.

Omar is an experienced counsellor who has a long term personal and professional interest in mindfulness meditation, which he brings to bear in his counselling work and in his approach to insomnia. He is accredited by the British Association for Counselling and Psychotherapy.

Session I

Motivation/Assertiveness - Joanne Pilling & Angela Ball

- Intro: *who are we, housekeeping, session outline, learning outcomes.*
- Pre session motivation scoring: *where is your motivation at the moment?*
- Team exercise:
- Motivational session to include team morale, team building skills, personal evaluation, NLP techniques, relaxation session (no particular order)
- Team exercise:
- Post session motivation scoring: *where is your motivation at the moment?*
- Close
- Feedback sheets

How motivated are you? If you could change something what would it be? How do we motivate ourselves to promote a change and how do we assert ourselves to ensure that the change is positive? Join us for this motivational session where we will work to build team morale, team-building skills, NLP techniques together with a relaxation session.

Joanne has a background as a behaviour mentor within the education sector where she has provided workshops for tutors. Formally a stockbroker, Joanne has also worked in actuaries and administration. Joanne has a diploma in NLP and is happy to share techniques for you to use in the workplace and personally. Joanne is now working on building her administration/PA business in between caring for her family.

Angela worked at the University for almost 10 years where she worked within IT Services, Faculty of EPS. Whilst at the University, Angela completed the Professional Certificate in Management Studies. Angela left the University at the end of 2011 to complete her therapy studies. Angela is now a qualified Massage Therapist/Sports Massage Therapist. Joanne and Angela are both undertaking the Diploma in Hypnotherapy and Psychotherapeutic Counselling and are soon to have qualified as Hypnotherapists.