

# StaffUpdate

Exclusively for staff at The University of Manchester

## TUITION FEES AND STUDENT FUNDING

### Key decisions about future plans for the University were taken at March's Board of Governors' Planning and Accountability Conference.

Following the meeting, President and Vice-Chancellor Professor Dame Nancy Rothwell said: "This year's conference was different because of the major changes to the university sector in the UK. The Board approved a fee for undergraduate students of £9,000 for the intake in 2012. It did so after very lengthy debate and with significant regret and concern that the Government's new fees regime would deter many bright young people from going to university.

"The Board recognised that only by charging this fee would we be able to continue to invest in ensuring and improving the quality of the learning and the wider experience we offer to all our students and the value of a Manchester degree. It also recognised the critical value of working in partnership with our students.

"This fee will also allow us to continue our significant investment in a package of measures to support students who may not aspire to go to university or who may not be able to pay. This includes measures to support younger pupils at school, long before they make career decisions - particularly in the most deprived areas of the City, bursaries and fee waivers, and measures to improve retention.

"The details of our access package in which we will invest significantly more funds than at present, and probably more than any similar university, are being finalised for submission to the Office for Fair Access in April, when we will ensure that it is available across the University.

"We are currently in a relatively strong financial position, largely because of pre-emptive measures we have taken to generate income and make savings. However, in addition to the marked decline in our grant for teaching (65%) which will take full effect in 2014/15, we also face a dramatic reduction in our capital grant, further challenges due to increases in National Insurance, VAT and loss of revenue due to inflation.

"The Board considered the known cuts to our funding, the assumptions we have made about the likely future impact of funding reductions and the need to invest in improving the student experience and in maintaining funds for capital (for maintenance, meeting carbon emissions and essential equipment for teaching and research). They accepted that despite the steps taken to date, and taking into account additional income from student fees, when we factor in these pressures our best estimate is that we will have a gap of £27 million in 2014/15.

"The Board approved a package of measures to include a savings target of £7 million in non-pay costs and a further £20 million in pay costs which will include a new voluntary severance scheme. This scheme is subject to consultation with the campus trades unions and details will be released in the near future. Meeting this saving, so soon after our recent ERVS scheme will be challenging. But it is essential if we are to continue to invest additional funds in the quality of the student experience, and to retain our capacity to invest in infrastructure and our other strategic priorities."

## HR POLICY CHANGES

Staff who are either nearing retirement age, or are about to become a parent, may well be affected by changes in government legislation.

### RETIREMENT AGE

#### Regulations abolishing the Default Retirement Age will come into force on 6 April 2011.

This means that, from this date, employers will no longer be able to give notice of compulsory retirement and employees will have the right to continue in employment should they wish to do so. Staff who are 65 before 1 October 2011 will be unaffected by the change.

The University is currently reviewing policies and procedures relating to retirement and flexible working and looking at the advice and guidance available to individuals to help inform their decision making. Further details relating to this will be made available in due course.

### PATERNITY LEAVE

From 3 April 2011, additional paternity leave of up to six months will be available to eligible staff.

This will, in effect, enable parents to share the 12 months maternity leave, so that both parents can provide care for their baby or newly adopted child.

Full details can be found in the University's Paternity Leave Policy at:

<http://documents.manchester.ac.uk/listofpolicies.aspx>

## NEW BUSES TAKE TO THE ROAD



### The Oxford Road Link service has upgraded its whole fleet to include four new hybrid double decker buses.

The Volvo vehicles switch off when stationary and travel in electric mode at low speeds. Tests show a 35% saving in CO2, which equals 82 tonnes annually.

Staff and students can travel for free on the 147 route if you show your ID card. As well as transporting people around campus, it offers a valuable link to Piccadilly station.

The buses have been funded by a government grant and investment from the operator Bullocks.

For further details of the 147 route visit:

[www.staffnet.manchester.ac.uk/campus-life/travel/buses](http://www.staffnet.manchester.ac.uk/campus-life/travel/buses)





## WELCOME TO WILL

**Will Spinks has been appointed as our new Registrar and Secretary.**

He has considerable experience of leading large professional service teams in complex organisations and he will formally take up his role on 1 August 2011, following the retirement of Albert McMenemy.



## A GRAND DAY OUT

**The University of Manchester Staff Association (UMSA) has just announced its programme of days out and events for 2011. They include:**

- GHOST the musical - The Opera House
- A night at Belle Vue dogs
- Day trip to York
- Mamma Mia - The Palace Theatre
- Gulliver's World
- Chester Races
- The Sound of Music - The Palace Theatre
- Sister Act - The Opera House
- Dirty Dancing - The Palace Theatre

It costs just £1 per month to be a member of UMSA – to find out more contact Alison Turner on 275 2335 or visit:

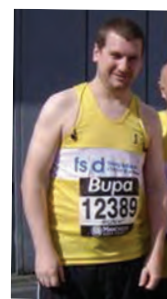
**[www.staffnet.manchester.ac.uk/campus-life/societiesandclubs/umsa](http://www.staffnet.manchester.ac.uk/campus-life/societiesandclubs/umsa)**

## MARATHON MAN

**John Hynes, who works at the John Rylands University Library, will be running in the Virgin London Marathon on 17 April, as a tribute to his son Jed, who died in 2007 aged 11 weeks. Jed would have been four years old on the weekend of the marathon.**

Any money John raises will go to the Foundation for the Study of Infant Deaths, which funds research into the understanding and prevention of cot death, and also provides support to bereaved parents. You can support John at his Justgiving fundraising page: [www.justgiving.com/jedsmarathon](http://www.justgiving.com/jedsmarathon)

Dr Richard Layfield, lecturer in the School of Chemistry, is also running the London Marathon, raising funds for the British Red Cross. Donations can be made online: <http://uk.virginmoneygiving.com/RichardLayfield>



## OBITUARY – JOAN MESSINA FERRANTE

**Joan Messina Ferrante – or ‘Sister Joan’ as she was affectionately known to her friends and colleagues - died peacefully aged 74 on Friday 18 February 2011 at St Ann’s Hospice, Heald Green, after a period of illness.**

Joan was an alumna of the Victoria University of Manchester, having graduated with an MA in Religions and Theology in 1999, and for many years she served as the Chaplain of UMIST and then the north campus after the merger in 2004.

In her role as Chaplain she will be remembered for her work on inter-faith initiatives and her extraordinarily proactive approach to supporting all staff and students – irrespective of faith. She regularly toured the campus, visiting people in their Schools and offices, taking a keen interest in the day to day life of the University and its people.

## JENNIFER TURNS OVER A NEW LEAF

**Jennifer Blake, from the Teaching and Learning Support Office, took part in World Book Night on 5 March, giving away free copies of Gabriel Garcia Marquez’s book ‘Love in the Time of Cholera’.**

As part of a focus on reading, World Book Night saw 20,000 people around the world distributing a total of a million books to encourage more people to read.

Commenting on the event Jennifer said: “It was excellent! They were all gone well before the official word went out on Friday and they went to people all over campus. I gave away 48 copies in total, some to individuals and others to book clubs.

“Many of the people said they had always wanted to try the book or they loved the author’s other works. It was great to participate in such a huge event - being part of a million book giveaway was fascinating.”

## RED NOSE DAY THANK YOU

After a successful cake sale, clothes swap, book swap and dress down day, Occupational Health Services at Waterloo Place and The Mill raised £150 for Comic Relief and would like to thank all staff and students who supported this worthy cause. Comic Relief 2011 raised a record breaking £74 million on the night, so well done to the team for helping to reach such a great total!

## BUTTON BOUQUET

**Alex Toye, Arts Administration Officer at The Martin Harris Centre for Music and Drama will be a bride with a difference when she walks down the aisle on 24 September. Rather than opting for the traditional floral bouquet and buttonholes, Alex is creating her own design from spare buttons!**

However, to make her dream bouquet will require a lot of buttons, so Alex is declaring a ‘Button Amnesty’ and is asking staff if they have any spare ones that they might like to donate.

She said: “I’m currently collecting white, cream and pale pinks/peaches/blues in the main but any buttons welcome, as you never know what you’ll need!

If you have spare buttons and can help Alex contact her at [alex.toye@manchester.ac.uk](mailto:alex.toye@manchester.ac.uk)



## PRESIDENT'S UPDATE

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

### 17 February

The President announced that the Whitworth Art Gallery has received a Heritage Lottery Fund award of £8 million to help build an extension.

### 24 February

This week's message outlined the work which is going on to shape the University in the short, medium and long term. All staff were asked for their views as to what the University of 2020 would look like and offer to staff, students and the wider community.

### 3 March

The President talked about how we can ensure that we give access to students from underrepresented backgrounds, in the light of increased fees.

### 10 March

This message outlined a whole host of visits the President had made during the week, to Schools, hospital trusts and staff in Central Timetabling and the Estates Helpdesk.



### 17 March

The University received its letter from the Higher Education Funding Council for England (HEFCE) which revealed a reduction in funding for 2010/11.

Commenting, the President said: "Recurrent funding is reduced by about 3% compared to our final allocation for 2010/11, but as you will remember, this was cut from the allocation announced at this time last year.

"Thus our funding from HEFCE for 2011/12 is 5.4% lower in cash terms than the March 2010 announcement and just over 7% lower in real terms. We have no further information on funding for later years, other than the announcements that were made previously, ie by 2014/15, at least a 65% reduction in HEFCE teaching funds, level funding for HEFCE research funding and over 50% cut in capital."

## CAREER DEVELOPMENT WORKSHOPS

A series of one day workshops has been launched to give staff the chance to take time out to think about, and plan, their career development.

Run by staff from the Directorate of Human Resources, the sessions are open to University staff, except those working in academic or research roles.

Those taking part will work through a number of sessions to assess themselves, what motivates them and what they want from their career. The aim is to help you understand yourself better and take more control over the career decisions you make.

There are spaces left on the following sessions:

- Thursday 26 May (this session is part of the Managing in the Round programme)
- Tuesday 4 October
- Wednesday 23 November

To book a place contact the STDU at: [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)



## YOUR MANCHESTER FUND

Students and staff are invited to apply for funding from the Your Manchester Fund.

The Fund is supported by gifts from alumni and friends of the University who wish to make a difference to the lives of students at Manchester.

If you would like to apply for funding from the Your Manchester Fund to help improve the

learning and university experience of students, please contact Lesley Dowdall, Head of Donor Programmes, on 275 2373 to discuss your project.

The deadline for applications is 18 April 2011.

For more information visit:

[www.staffnet.manchester.ac.uk/supporting-students/your-manchester](http://www.staffnet.manchester.ac.uk/supporting-students/your-manchester)

## NAMESAKE KATE

**Don't forget that Friday 29 April is a Bank Holiday – to mark the Royal wedding.**

What you may not know is that we have our very own Kate Middleton right here at the University!

Kate is Administration Support Manager in the Faculty of Life Sciences and while her famous namesake gets used to living in the limelight, our Kate is planning to keep a low profile on 29 April. "I'll probably watch the Royal Wedding on TV and toast the happy couple with a glass of something alcoholic!" she said.

What will you be doing on 29 April? Let us know, and send us a picture, and we'll try to include a selection in the next issue of **Staff Update**.

## RIGHT ROYAL KNEES UP

To celebrate the big day, Workplace Giving UK is helping to raise awareness of the Workplace Giving scheme and is offering a "Right Royal Knees Up" gift box to one lucky winner.

Anyone signing up to donate to any charity online at [www.workplacegiving.co.uk](http://www.workplacegiving.co.uk) from their pay before 15 April will be in with a chance to win a great prize worth up to £250, including Pimms, champagne, bunting and a £100 Marks and Spencer food voucher.

For more information visit

[www.workplacegiving.co.uk/news-and-press-archive/royal-wedding](http://www.workplacegiving.co.uk/news-and-press-archive/royal-wedding)

## BEST FOOT FORWARD

Ballroom dancing's recent popularity owes a lot to the hit TV show, **Strictly Come Dancing**. Staff and students alike have been taking part in a seven week course at **The Martin Harris Centre for Music and Drama** during their lunch break as part of the University's Wellbeing initiative.

Classes are aimed at beginner/improver standard and include the Waltz, Tango, Cha Cha and Jive. All lessons are delivered by a professional dancer with over 30 years experience.

Further classes are likely to be held in autumn 2011. To find out more call the Box Office on 275 8951 or visit:

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





# JUST THE JOB



## AMY WOOLLARD

Finance Assistant, Income Office, Directorate of Finance

Located on the first floor of the John Owens Building, the Income Office is responsible for handling the majority of payments made to the University.



Amy Woollard has been a full time member of the team in the Income Office since January 2008. She started working at the University providing temporary cover over the registration period in 2006 when she moved from Northumbria to Manchester.

Until recently Amy's job involved processing payments made to the University, receipting and reconciling them in the finance system and working on the counter in the office. She's now moved on to learn less straightforward aspects of the job like rectifying incorrect payments and dealing with any queries that arise. "Learning something different not only makes life more interesting," she says, "it means there is always someone available to make sure the office ticks over. In the long run it makes life easier for us all."

In addition to the counter service, where staff can purchase bus tickets, replenish petty cash and get any small individual expenses under £50 reimbursed, the office has introduced the Online

Store. This is an automated service where staff, students and visitors can access a catalogue of over 60 items and pay for things like fitness classes, field trips and conferences online. Since its launch in May 2010 over 10,000 payments have been made through the store. Amy says: "This service saves time and, more than anything, improves security. When you think that in the past most of these transactions would have been on paper, this is a big step forward for the University."

Amy likes working at the University. She said: "The University is a good place to work and as a team we have a great working relationship with all departments. The office I work in has a good atmosphere and people are very friendly. Everyone is always willing to help out with the work when it get really busy and we have a good social life outside the office too."

Staff can visit the online store at:

<http://estore.manchester.ac.uk>



## 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: 3 May 2011 Deadline: 13 April 2011

J3261 03.11 The University of Manchester, Oxford Road, Manchester M13 9PL Royal Charter Number RC000797



# TrainingUpdate

Exclusively for staff at The University of Manchester

## UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME APRIL 2011 – JUNE 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 [racs-training@manchester.ac.uk](mailto:racs-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)

### APRIL 2011

P28: Springboard Development Programme for Women

1 April, 6 May, 2 June and 8 July (must be available for all days)  
9.30 am – 4.30 pm  
Provided by **STDU**

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

CDDEOCAL: Office 2007 - Outlook Calendar  
4 April  
1.30 pm – 4 pm  
Provided by **ITS**

CCRINC: REMEDY - Submitting Incidents & Responding to Incidents  
5 April  
10 am – 12 noon  
Provided by **ITS**

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

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

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

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

CDDEINTER: Office 2003 - Excel 2003 Intermediate  
6 April  
13 pm – 4 pm  
Provided by **ITS**

CCDSR: Discoverer - Discoverer Student Records  
7 April  
1 pm – 4 pm  
Provided by **ITS**

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

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

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

MS55: Managing in the Round – 360 degree feedback and Middle Manager Development Programme, commencing 12 April.  
More details are on the web at [www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

CDDW7FND1: Office 2007 - Word 2007 Foundation Day 1  
8 April  
9.30 am – 12.30 pm  
Provided by **ITS**

CCCACWKSP: Campus Solutions - Academic Advisement Workshop  
11 April  
10 am – 12 noon  
Provided by **ITS**

CDDW7FND2: Office 2007 - Word 2007 Foundation Day 2  
12 April  
9.30 am – 12.30 pm  
Provided by **ITS**

CDDA7FND1: Office 2007 - Access 2007 Foundation Day 1  
12 April 10 am – 4 pm  
Provided by **ITS**

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

BF61: Having Difficult Conversations  
12 April  
9.30 am – 1 pm  
Provided by **STDU**

BF60: Improve Your Writing Skills  
13 April  
12.30 pm – 2 pm  
Provided by **STDU**

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

CCLBAS: LiveLink - Basic Introduction  
13 April  
2 pm – 4 pm  
Provided by **ITS**

CDDA7FND2: Office 2007 - Access 2007 Foundation Day 2  
14 April  
10 am – 4 pm  
Provided by **ITS**

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

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

CDDW7INTER: Office 2007 - Word 2007 Intermediate  
15 April  
9.30 am – 12.30 pm  
Provided by **ITS**

CCDADM: Discoverer - Discoverer Admissions  
18 April  
1 pm – 4 pm  
Provided by **ITS**

CDDP7FND1: Office 2007 - PowerPoint 2007 Foundation Day 1  
18 April  
1.30 pm – 4 pm  
Provided by **ITS**

CDDEOCAL: Office 2007 - Outlook Calendar  
19 April  
9.30 am – 12.30 pm  
Provided by **ITS**

CCCACWKSP: Campus Solutions - Academic Advisement Workshop  
19 April  
2 pm – 4 pm  
Provided by **ITS**

MS60: Child Protection Policy and Guidance  
20 April  
10 am – 12 pm  
Provided by **STDU**

CDDP7FND2: Office 2007 - PowerPoint 2007 Foundation Day 2  
21 April  
1.30 pm – 4 pm  
Provided by **ITS**

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

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

### MAY 2011

MS61: Dignity at Work & Study Policy Briefing  
3 May  
1.30 pm – 2.30 pm  
Provided by **STDU**

AP5: PDR Reviewer Training (Academic)  
4 May  
9.30 am – 1 pm  
Provided by **STDU**

P42: Interview Skills for Interviewers  
5 May  
9.30 am – 12.30 pm  
Provided by **STDU**

BF25: Project Management  
9 & 10 May (must be available both days)  
9.30 am – 4.30 pm  
Provided by **STDU**

HS35: Accident Investigation  
9 May  
9.30 am – 12.30 pm  
Provided by **STDU**

HS15: Principles of Risk Assessment  
9 May  
1 pm – 4 pm  
Provided by **STDU**

May 9th: OpenCL.  
Contact Michael.Bane@manchester.ac.uk for details  
Provided by **RCS**

BF46: Writing in a Clearer Style  
10 May  
2 pm – 3.30 pm  
Provided by **STDU**

HS47: Fire Evacuation Marshall Training  
10 May  
9.30 am – 12.30 pm OR 1 pm – 4 pm  
Provided by **STDU**

AP6: PDR – a Briefing for All Reviewees  
10 May  
10 am – 12 pm  
Provided by **STDU**

MS5d: Shortlisting and Interviewing – Academic Inexperienced  
11 May  
9.30 am – 1.30 pm  
Provided by **STDU**

Continued overleaf

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



OUTLOOK 2007 CALENDAR  
– ONE FOR THE DIARY

Bookings are now being taken for the new Outlook 2007 calendar course. This course has been designed for those members of staff who are now using the new Outlook 2007 calendar.

Topics include: Getting started with your calendar, changing preferences, creating and managing appointments, scheduling meetings and sharing calendars.

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  
– TRAINING NEWS!

Oracle Financials eMarketplace Rollout

eMarketplace, which is an enhancement to the current iProcurement module within Oracle Financials, will be rolled out on a Faculty by Faculty basis from 4 April 2011. The training will be delivered by the University's Procure to Pay Project (P2P) Team, headed by Kate Williams and will be classroom based. The selected trainees have been contacted through the P2P Project Team and Heads of Faculty Finance/Financial Operating Managers and sessions will be held at the beginning of each month from April through to August 2011.

Oracle Financials NEW eLearning Course for Requisitioners

From 9th May 2011, those people requiring training on the Requisitioner iProc module within Oracle Financials will be able to access a new eLearning course. This will be an interactive course which will provide trainees with an enhanced learning experience. The course will contain an assessment which must be passed in order to be granted access to the system for new users, but existing users of iProc will also find the elearning materials useful as a refresher on particular requisitioner tasks. We are very excited about the new online course materials and are sure that they will prove to be a big hit with finance users across the University. More details to follow....

CAMPUS SOLUTIONS – TRAINING  
REDEVELOPMENT UNDERWAY

Just a quick reminder that we are currently rewriting our Campus Solutions courses and materials. With this in mind it is anticipated that training will resume in late May. Although we are unable to run any physical courses over this period, interim support will be available via our current online documentation and also the Student Support Office and UG/PG Admissions Offices.

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

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>

P58: Effective Interpersonal Communication 12 May 9.30 am - 4 pm Provided by <b>STDU</b>	AP8: PDR Reviewer Training (Academic - related and Support) 2 June 9.30 am - 1 pm Provided by <b>STDU</b>
HS98: Laser Awareness 12 May 11 am - 12 pm Provided by <b>STDU</b>	MS5c: Shortlisting and Interviewing – PSS Experienced 7 June 9.30 am - 1 pm Provided by <b>STDU</b>
HS42: Laser Safety Training 12 May 1.30 pm - 4.30 pm Provided by <b>STDU</b>	MS61: Dignity at Work and Study Policy Briefing 8 June 1.30 pm - 2.30 pm Provided by <b>STDU</b>
BF55: Managing Small Projects 12 May 9.30 am - 4.30 pm Provided by <b>STDU</b>	P4: Time Management 9 June 9.30 am - 1 pm Provided by <b>STDU</b>
BF61: Having Difficult Conversations 16 May 1 pm - 4.30 pm Provided by <b>STDU</b>	MS9: Equality and Diversity Training 9 June 9.30 am - 1 pm Provided by <b>STDU</b>
P60: Peer Support Group for Women Returning From Maternity Leave 16 May 12.30 pm - 2 pm Provided by <b>STDU</b>	MS5e: Shortlisting and Interviewing – Academic Experienced 14 June 9.30 am - 1 pm Provided by <b>STDU</b>
HS75: Safe UV Practice; a user's guide 16 May 10 am - 11 am Provided by <b>STDU</b>	IC1: Induction Course for New Starters 20 June 9.30 am - 1.15 pm Provided by <b>STDU</b>
P53: Introduction to the Myers Briggs Type Indicator 17 May 12 pm - 2 pm Provided by <b>STDU</b>	P54: Introduction to Neuro - Linguistic Programming 21 June 12 pm - 2 pm Provided by <b>STDU</b>
MS9: Equality and Diversity Training 17 May 9.30 am - 1 pm Provided by <b>STDU</b>	BF55: Managing Small Projects 22 June 9.30 am - 4.30 pm Provided by <b>STDU</b>
MS60: Child Protection Policy and Guidance 18 May 10 am - 12 pm Provided by <b>STDU</b>	MS60: Child Protection Policy and Guidance 23 June 10 am - 12 pm Provided by <b>STDU</b>
MS5b: Shortlisting and Interviewing – PSS Inexperienced 19 May 9.30 am - 1.30 pm Provided by <b>STDU</b>	BF61: Having Difficult Conversations 23 June 9.30 am - 1 pm Provided by <b>STDU</b>
IC1: University Induction Course 20 May 9.30 am - 1.15 pm Provided by <b>STDU</b>	HS98: Laser Awareness 27 June 11 am - 12 pm Provided by <b>STDU</b>
P4: Time Management 20 May 10 am - 4 pm Provided by <b>STDU</b>	HS42: Laser Safety 27 June 1.30 pm - 4.30 pm Provided by <b>STDU</b>
HS12: IOSH Managing Safely 24 May, 31 May, 7 June and 14 June – Must be available for all four dates. 9.30 am - 4.30 pm all dates Provided by <b>STDU</b>	P60: Peer Support Group for Women Returning From Maternity Leave 27 June 12.30 pm - 2 pm Provided by <b>STDU</b>
HS78: IOSH Working Safely 25 May 9.30 am - 4.30 pm Provided by <b>STDU</b>	MS52: Te am Briefing Training 27 June 12.30 pm - 2 pm Provided by <b>STDU</b>
JUNE 2011	MS9: Equality and Diversity Training 28 June 9.30 am - 1 pm Provided by <b>STDU</b>
MS74: Personal and Interpersonal Effectiveness 1 June 10 am - 4 pm Provided by <b>STDU</b>	