

StaffUpdate

Exclusively for staff at The University of Manchester



FOR YOUR BENEFIT

A host of discounts and benefits available exclusively to University staff are now on offer – thanks to the fantastic response to an appeal for help in the March issue of Staff Update.

You might remember that Vanessa Cowan, from the Directorate of Human Resources, appealed for staff to get in touch with her if they knew of any discounts or benefits.

Well, the response was, in Vanessa's words "overwhelming" and the result is a new part of StaffNet dedicated to all the benefits and discounts on offer to staff. Said Vanessa: "Thanks to everyone who contacted me with a suggestion."

The new site can be found at: www.staffnet.manchester.ac.uk/employment/staff-benefits

BENEFITS INCLUDE

- Family friendly benefits – childcare vouchers, information on leave for parents and carers, details about flexible working policies
- Health, fitness and wellbeing - information about SPORT facilities on campus, the University's Wellbeing initiative and Counselling Service
- Training and career development - the latest information on courses and personal development
- Travel - details about season ticket loans and alternative ways of travelling to work,

DISCOUNTS INCLUDE

- Discounted Apple products
- 10% discount at a female-friendly garage
- 10% off Cottages4you and special deals with Hoseasons
- Discounts off tickets at the Opera House and Palace Theatre
- 80% off at the Skin Health Spa
- Discounts at a range of University shops and outlets

Added Vanessa: "This is an ongoing project, so if you hear of any new offers just get in touch with me and I'll follow them up."

You can track new offers using Twitter or Facebook at: www.staffnet.manchester.ac.uk/employment/staff-benefits

You can contact Vanessa at: vanessa.cowan@manchester.ac.uk or 61994.

DISCOUNT OF THE MONTH

WILL WRITING

Each month in Staff Update we'll let you know about one of the many discounts or benefits on offer to staff. This month's feature is on will-writing.

According to the Law Society (2009), half of people over the age of 45 in the UK don't have a will. If you die without making a will, your estate passes according to the rules on intestacy laid down by law, which may not correspond with your wishes.

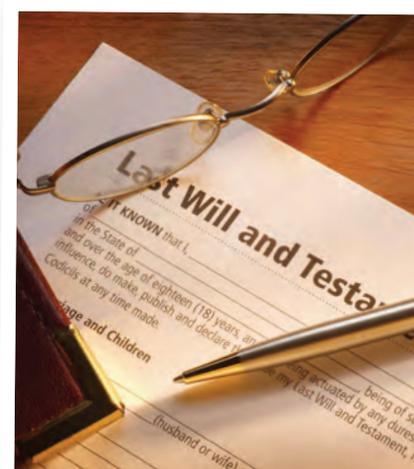
If you'd like to make a will and you're an employee of the University, then why not take advantage of a new offer from top 20 UK law firm Irwin Mitchell. They are offering a will writing service for staff at a specially discounted rate:

Single will
£69 +VAT (usual price £100)

Mirror will for husband/wife/partners
£99 +VAT (usual price £175)

Mirror will including tax planning
£250 +VAT (usual price £475)

For further information, contact Irwin Mitchell on 0870 902 5313 or email willsntu@irwinmitchell.co.uk or visit https://www.extranet.irwinmitchell.com/willsandtrusts/university_of_manchester/index.asp



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:

24 March

This week was the annual Board of Governor's Planning and Accountability Conference which reviewed progress over the last year and considered future plans in all key areas of the University. The Board reluctantly approved a fee for undergraduate students of £9,000 for the intake in 2012. It did so after very lengthy debate and the acceptance that only by charging this fee would the University be able to continue to invest in ensuring and improving the quality of the learning and the wider experience offered to all students and the value of a Manchester degree.



31 March

The second part of our Faculties and Schools' conference was discussed this week, as a follow up to the annual Board of Governors' conference and again cost savings was a main focus for discussion. The President also issued a warm welcome this week to Professor Ian Jacobs who has taken up the position of Vice-President and Dean of the Faculty of Medical and Human Sciences.

7 April

The President thanked everyone who attended the open staff meeting this week. She also reported back from her recent visits to Schools. She said: "Many students have again reported how they value the improvements in their experience, in particular feedback and academic advisers/personal tutors, but they also noted "some room for improvement." I am particularly concerned by a few reports that some of our academic staff don't respond to emails or do not make any time to meet with students. Given the importance attached to improving the student experience, we all need to consider how we can respond to communications on a timely basis and to remember agreed policies on student feedback and personalised learning."

14 April

This week the President talked about the proposals to make savings of about £27 million in annual costs and outlined the University's commitment to make these savings through reducing non-pay costs and through pay roll savings via vacancy monitoring and voluntary severance.

THE MOODY SWIMMERS

Two brave staff from the Disability Support Office are taking the plunge in the Great Salford Swim on 15 May in aid of the charity Moodswings. Sam Ward and Kath Henderson will be braving the cold in the mile long swim which takes place in the Manchester Ship Canal at Salford Quays.

Moodswings is an award winning Manchester-based charity founded in 1999 to help people recover from mood problems and the severe emotional distress they can cause. It offers emotional and practical support to University staff and students with mental health difficulties who are registered with the Disability Support Office.

Sam and Kath are training hard for their long, cold outdoor swim, and a blog of their training and experiences with Moodswings is available at <http://haventhadadreaminalongtime.blogspot.com/>

You can support them at www.justgiving.com/MOODYSWINGERS

CUPID'S BOW LANDS BABY JOY FOR ERNESTO

Ernesto Hernandez, a Research Associate in the School of Chemical Engineering and Analytical Science and his partner Nathalie Coutelle are happy to announce the birth of their first son Alex, who was born on Valentine's Day.



EN ROUTE TO PARIS FOR MENCAP

Chemistry student Anna Taylor is cycling from London to Paris this summer in aid of Mencap. Anna is hoping to raise at least £1,400 for the charity which acts as the voice for people with learning disabilities.

You can support Anna at www.justgiving.com/Anna-Taylor5



VISIT THE VIVARIUM

Did you know that Manchester Museum has a Vivarium with live animals? A number of Zoology students are organizing free Vivarium tours to share their knowledge of the animals and highlight the conservation and education work that is being carried out.

The tours take place on Tuesdays and Thursdays, between 12 noon and 1 pm. They will also be given monthly in both Spanish and French.

To book a place, please email: ManchesterMuseumVivarium@gmail.com

Find out more at: www.frogblogmanchester.wordpress.com

CHANGE OF ADDRESS

If you change your work address then remember to let the Payroll Office know, so you continue to receive your payslip and copy of UniLife/Staff Update.

If you currently receive your payslip at home, but can change this to your work address, then please do so. If you do this you'll also receive a copy of UniLife/Staff Update which will be sent to your work address.

Anyone who would prefer not to receive a paper copy of UniLife/Staff Update can easily opt out at:

www.staffnet.manchester.ac.uk/news/unilife/optout

We always put UniLife/Staff Update on StaffNet and eupdate once it's published, so you can view it online at: www.staffnet.manchester.ac.uk

REVIEW OF PRINTERS HOT OFF THE PRESS

The list of contracted suppliers for external print providers has been reviewed to take into account a number of companies which have ceased trading.

The suppliers have been assessed on the type and range of services they offer and have been chosen to supply the University for the next 12 months.

The nominated list of suppliers can be found in the Buyers Guide at:

<http://documents.manchester.ac.uk/display.aspx?DocID=9594>

There are also a range of print services on offer within the University. These include printing via Photographics and the Media Centre Graphic Support Unit and photocopying via the Humanities Print Units and Printshop.

For further advice on the suitability of printers please contact jane.naylor@manchester.ac.uk

FURNITURE4REUSE STORE OPENS

A new store has opened on campus – to help unwanted office furniture find a new home here at the University.

The furniture4reuse store brings together all of the redundant furniture currently available for re-homing. You can simply go along and see what's on offer before placing your order. Everything from chairs to desks to cupboards are available.

It is also possible to post items that you no longer need on the website. The aim is to make sure that as much redundant furniture as possible is reused or recycled.

The store is open on the first Tuesday of the month between 10am and 12 noon at the McDougall Centre.

You can also take a look at what's on offer and place an order online at:

<http://furniture4reuse.staffnet.manchester.ac.uk/default2.aspx>



PAY AND GRADING

Staff have now received notification of their grade and all staff green circled in their current post have now received payment of arrears in line with the timetable which was issued last September.

Staff who are currently on Grade 2 and 3 and eligible for pay arrears as a result of changes to the pay structure (ie number of increments) will receive letters of notification and adjustments to their current salary according to the following timetable:

- May - Faculty-based staff
- June - Academic services staff (ie Library, Manchester Museum and Whitworth Art Gallery)
- July - Professional Support Services staff (excluding Security) in central Directorates and services
- August - Security staff in the Directorate of Estates

Payments of salary arrears, including any adjustments relating to overtime and allowances, will be made in the month following the issue of the letter and the adjustment to salary.

The cases of staff who are eligible for arrears because they were paid on Grade 2 or 3 in the period from October 2004, but who are now paid on another grade, will be addressed by October.

For more information go to:

www.staffnet.manchester.ac.uk/news/display/?id=6883

DEVELOP YOURSELF

The Staff Training and Development Unit is offering three new topics via its online professional and personal development training resource – Pansophix.

The new topics are:

- A Useful Guide to Career Development
- A Useful Guide to Dealing with Difficult Behaviour
- A Useful Guide to Work Life Balance

Other topics include Time Management and Minute Taking; Managing Teams and Negotiation.

Pansophix can be found at:

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

HELP OUR GRADUATING STUDENTS GET JOBS

The Graduate Recruitment Fair takes place on 15 and 16 June 2011, 10:30am - 4pm, at the Armitage Centre, Fallowfield.

Around 160 exhibitors from a wide range of sectors and with hundreds of opportunities aimed at final year graduates and postgraduates, will be attending.

For further information contact: jan.hewitt@manchester.ac.uk (tel: 52834).

www.manchester.ac.uk/careers/graduatefair

A WONDERFUL WELLBEING WEEK

Over 900 people joined in Wellbeing Week which ran from 28 March to 1 April. The week of free activities was designed to encourage people to think about how they manage their own wellbeing and to look at how to reduce stress. The events provided an opportunity to reflect, relax and find some balance in busy lives.

Staff and students took part in activities including a 5-a-side tournament which was won by support staff from Material Science B. People danced Zumba on the concourse in the Renolds building. The beginner's Lacrosse session had over 40 people participating and the Laughter Yoga session and the Caribbean fit jam were also popular.

Commenting on the success of the week organizer Carole Bradford said: "Wellbeing week was so well organised and ran so smoothly, it was indeed a pleasure to have taken part."

Wellbeing Week was provided through a partnership between different parts of the University, funded by HR and supported by the Counselling Service, SPORT, Occupational Health, Equality and Diversity, UMMSA, FoodOnCampus and the unions.

If you wish to take part in our all year round Wellbeing programme please email health.fitness@manchester.ac.uk



JUST THE JOB

EMMA-LOUISE YUILL

Clerical Support Trainee, Human Resources, Faculty of Engineering and Physical Science (EPS).

Youth unemployment is hitting a new high in the UK with around 1 million young people under the age of 25 out of work.



But the University has been playing its part in helping local unemployed youngsters get a taste of work through the Future Jobs Fund.

Funding is provided by the Government to enable the University to take on a number of young people on six month work placements.

So far the University has taken on 69 trainees. Of the 46 who have finished the programme, 23 have gone directly into employment and 14 are now employed by the University.

Unfortunately, Government funding for the scheme finished in March, but there are still a number of young people here at the University who are completing their work placements with us.

One of them is Emma-Louise Yuill, 20, who is currently working as a Clerical Support Trainee in the Faculty of EPS, Human Resources Office. She began work there in February.

Prior to that she had worked in a café and as a sales assistant in Primark. "I heard about the Future Jobs Fund and thought it would be a really good opportunity," she says, "the only thing was that you had to be claiming Job Seekers Allowance to qualify for a place. I didn't want to be stuck in a dead-end job with no progression, so I left. I didn't want to miss the chance of getting better experience."

Within six weeks of quitting her job Emma had been through the application process and

gained a place at the University. She had no experience of working in an office, but nine weeks in and she is confidently undertaking lots of different jobs in the office. "Before I started here I think I had used a photo-copier once," she jokes, "but I now do filing, shredding, copying, inputting data, spreadsheets, reception cover and other bits and bobs – I hadn't done any of that before."

As well as receiving 'on the job' experience, the scheme allows for two days a month personal training with the Future Jobs Fund which gives Emma a chance to take advantage of CV and profile writing advice. She has also registered for courses in the Staff Training and Development Unit. She said: "I'm taking part in the 'Improve Your Writing Skills' workshop and also doing an NVQ level 2 in Business Administration."

Her placement finishes at the end of July and she feels positive about her future. "It's extremely difficult to get any kind of work," she says, "and I feel very lucky to be here. I've made friends and I'd like to carry on working at the University if I can. I know others on the same scheme have managed to do that, so I've started to apply for internal vacancies."

The University has provided opportunities for over 60 young people who were eligible for the Future Jobs Fund scheme on this, and the previous intake, with 18 young people being placed across the Directorate of Human



Resources. Emma's Supervisor, Catherine Appleton, says: "It has certainly been a positive experience. It's rewarding to be able to help in equipping Emma with the skills and tools she needs to find employment in an area which interests her. Emma has contributed in a wide variety of tasks and is a real asset to our office."

CONTACT US

If you have any news or story ideas, you can contact us via: uninews@manchester.ac.uk or 275 2112

OPT OUT OPTION

If you wish to opt out of receiving a printed copy of Unilife/Staff Update each month you can do this by completing the online form at: www.staffnet.manchester.ac.uk/optout

If you wish to keep up with the news, you can still view the magazines online at: www.staffnet.manchester.ac.uk/news/unilife
www.staffnet.manchester.ac.uk/news/staffupdate

Training Update

Exclusively for staff at The University of Manchester

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME MAY 2011 – JULY 2011

The following Staff training courses are now available at University of Manchester. Courses are delivered by Staff Training and Development (STDU), IT Services Training (ITS) and Research Computing Services (RCS) and places can be booked online via the appropriate links below.

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

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

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

For more information on the courses, and to request a place online, go to www.manchester.ac.uk/training

MAY 2011

CCDSR: Discoverer - Student Records Reporting
3 May 2011
9.30 am -12.30 pm
Provided by **ITS**

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

CCRINC: Remedy - Submitting & Responding to
Incidents
3 May 2011
10am - 12.00 noon
Provided by **ITS**

CCDADM: Discoverer Admissions
4 May 2011
9.30 am - 12.30 pm
Provided by **ITS**

CDDA7FND2: Office 2007 - Access Foundation
Day 2
5 May 2011
10 am - 4pm
Provided by **ITS**

CDDE7FND1: Office 2007 - Excel 1
9 May 2011
9.30 am - 12.30 pm
Provided by **ITS**

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

HS35: Accident Investigation
9 May 2011
9.30am-12.30pm
Provided by **STDU**

HS15: Principles of Risk Assessment
9 May 2011
1pm-4pm
Provided by **STDU**

BF25: Project Management
9 & 10 May 2011 (must be available both days)
9.30am-4.30pm
Provided by **STDU**

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

CDDOUTCAL: Office 2007 - Outlook Calendar
10 May 2011
1.30 pm - 4pm
Provided by **ITS**

HS47: Fire Evacuation Marshall Training
10 May 2011
1pm-4pm
Provided by **STDU**

AP6: PDR – a Briefing for All Reviewees
10 May 2011
10am-12pm
Provided by **STDU**

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

P58: Effective Interpersonal Communication
12 May 2011
9.30am-4pm
Provided by **STDU**

CDDP7FND2: Office 2007 - PowerPoint
Foundation Day 2
12 May 2011
1.30 pm - 4pm
Provided by **ITS**

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

HS42: Laser Safety Training
12 May 2011
1.30pm-4.30pm
Provided by **STDU**

BF55: Managing Small Projects
12 May 2011
9.30am-4.30pm
Provided by **STDU**

HS44: Training for Biological Safety Officers
13 May 2011
10am-1pm
Provided by **STDU**

BF61: Having Difficult Conversations
16 May 2011
1pm-4.30pm
Provided by **STDU**

P60: Peer Support Group for Women Returning
From Maternity Leave
16 May 2011
12.30pm-2pm
Provided by **STDU**

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

FO-PA006: Oracle Financials - Projects for
Administrators
17 May 2011
10 am - 12.00 noon
Provided by **ITS**

HS75: Safe UV Practice; a user's guide
16 May 2011
10am-11am
Provided by **STDU**

P53: Introduction to the Myers Briggs Type
Indicator
17 May 2011
12pm-2pm
Provided by **STDU**

MS9: Equality and Diversity Training
17 May 2011
9.30am-1pm
Provided by **STDU**

FO-PA007: Oracle Financials - Projects for
Managers
18 May 2011
1 pm - 4 pm
Provided by **ITS**

CDDE7FND2: Office 2007 - Excel Foundation Day 2
19 May 2011
9.30 am -12.30 pm
Provided by **ITS**

MS5B: Shortlisting and Interviewing – PSS,
Inexperienced
19 May 2011
9.30am-1.30pm
Provided by **STDU**

CDDOUTCAL: Office 2007 - Outlook Calendar
20 May 2011
9.30 am - 12 noon
Provided by **ITS**

CDDW7FND1: Office 2007 - Word Foundation
Day 1
20 May 2011
9.30 am - 12.30 pm
Provided by **ITS**

CDDA7INT1: Office 2007 - Access Intermediate
Day 1
23 May 2011
10 am - 4pm
Provided by **ITS**

CDDW7FND2: Office 2007 – Word Foundation
Day 2
23 May 2011
1pm - 4pm
Provided by **ITS**

CDDW7INTER: Office 2007 - Word Intermediate
25 May 2011
1pm - 4pm
Provided by **ITS**

CDDA7INT2: Office 2007 - Access Intermediate
Day 2
26 May 2011
10 am - 4pm
Provided by **ITS**

CCLBAS: Livelink – Basic Introduction
31 May 2011
10 am - 12 noon
Provided by **ITS**

CDDEINTER: Office 2007 - Excel (2003)
Intermediate
31 May 2011
1pm - 4pm
Provided by **ITS**

P4: Time Management
20 May 2011
10am-4pm
Provided by **STDU**

IC1: University Induction Course
20 May 2011
9.30am-1.15pm
Provided by **STDU**

TMS76: Developing Effective Organisational
Communications
24 May 2011
10am-4pm
Provided by **STDU**

MS5: Recruitment and Selection
24 May 2011
9.30am-4.30pm
Provided by **STDU**

HS12: IOSH Managing Safely
24 May, 31 May, 7 June and 14 June – Must be
available for all four dates.
9.30am-4.30pm all dates
Provided by **STDU**

HS78: IOSH Working Safely
25 May 2011
9.30am-4.30pm
Provided by **STDU**

MS5D: Shortlisting and Interviewing – Academic,
Inexperienced
11 May 2011
9.30am-1.30pm
Provided by **STDU**

JUNE 2011

MS74: Personal and Interpersonal Effectiveness
1 June 2011
10am-4pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic-related and
Support)
2 June 2011
9.30am-1pm
Provided by **STDU**

MS5C: Shortlisting and Interviewing – PSS
Experienced
3 June 2011
9.30am-1pm
Provided by **STDU**

Continued overleaf

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME MAY 2011 – JULY 2011



ORACLE FINANCIALS – TRAINING NEWS!

Oracle Financials eMarketplace Rollout Continues

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

Oracle Financials NEW eTraining Course for Requisitioners – Now Live!

From 9th May 2011, those people requiring training on the Requisitioner iProc module within Oracle Financials will be able to access a new eTraining course. This interactive course provides trainees with an enhanced learning experience. The course will contain assessments 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 eTraining materials useful as a refresher on particular requisitioner tasks.

We are very excited about the new online course materials as they are most ambitious eLearning materials we have produced to date as part of our new eTraining suite of courses. We are sure that they will prove to be a big hit with Finance users across the University

Visit: www.its.manchester.ac.uk/trainingcourses/coursesforstaff/finance for more information.

OUTLOOK 2007 CALENDAR – ONE FOR THE DIARY

We are continuing to take bookings 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.

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 early June. 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

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>

MS5C: Shortlisting and Interviewing – PSS Experienced
6 June 2011
9.30am-1pm
Provided by **STDU**

MS5C: Shortlisting and Interviewing – PSS Experienced
7 June 2011
9.30am-1pm
Provided by **STDU**

MS61: Dignity at Work and Study Policy Briefing
8 June 2011
1.30pm-2.30pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic related and Support)
9 June 2011
9.30am-1pm
Provided by **STDU**

HS26: Safe Use of GMOs
9 June 2011
10am-1pm
Provided by **STDU**

P4: Time Management
9 June 2011
9.30am-1pm
Provided by **STDU**

MS9: Equality and Diversity Training
9 June 2011
9.30am-1pm
Provided by **STDU**

P30: Presentations for Beginners
10 June 2011
9.30am-4.30pm
Provided by **STDU**

MS5: Recruitment and Selection
13 June 2011
9.30am-4.30pm
Provided by **STDU**

MS5E: Shortlisting and Interviewing – Academic Experienced
14 June 2011
9.30am-1pm
Provided by **STDU**

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

P54: Introduction to Neuro-Linguistic Programming
21 June 2011
12pm-2pm
Provided by **STDU**

BF55: Managing Small Projects
22 June 2011
9.30am-4.30pm
Provided by **STDU**

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

BF61: Having Difficult Conversations
23 June 2011
9.30am-1pm
Provided by **STDU**

BF50: HEI Seminar
23 June 2011
12.30pm-1.45pm
Provided by **STDU**

MS5: Recruitment and Selection
24 June 2011
9.30am-4.30pm
Provided by **STDU**

P30: Presentations for Beginners
24 June 2011
9.30am-4.30pm
Provided by **STDU**

HS98: Laser Awareness
27 June 2011
11am-12pm
Provided by **STDU**

HS42: Laser Safety
27 June 2011
1.30pm-4.30pm
Provided by **STDU**

P60: Peer Support Group for Women Returning From Maternity Leave
27 June 2011
12.30pm-2pm
Provided by **STDU**

MS52: Team Briefing Training
27 June 2011
12.30pm-2pm
Provided by **STDU**

MS9: Equality and Diversity Training
28 June 2011
9.30am-1pm
Provided by **STDU**

MS5B: Shortlisting and Interviewing – PSS Experienced
30 June 2011
9.30am-1.30pm
Provided by **STDU**

JULY 2011

P50: Career Development Workshop
5 July 2011
10.15am-4.30pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic related and Support)
6 July 2011
9.30am-1pm
Provided by **STDU**

MS5: Recruitment and Selection
7 July 2011
9.30am-1pm
Provided by **STDU**

P46: Writing for the Web
7 July 2011
12.30pm-2pm
Provided by **STDU**

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

HS7A: Cryogenic Gases Workshop
12 July 2011
1pm-3pm
Provided by **STDU**

HS7B: Practical Sessions Workshop
12 July 2011
3.15pm-4.30pm
Provided by **STDU**

MS5C: Shortlisting and Interviewing - PSS Experienced
12 July 2011
9.30am-1pm
Provided by **STDU**

MS5E: Shortlisting and Interviewing - Academic Experienced
12 July 2011
9.30am-1pm
Provided by **STDU**

MS5: Recruitment and Selection
18 July 2011
9.30am-1pm
Provided by **STDU**

IC1: University Induction Course
18 July 2011
9.30am-1.15pm
Provided by **STDU**

MS61: Dignity at Work and Study Policy
19 July 2011
10am-11am
Provided by **STDU**

P57: Introduction to Team Management Profile
19 July 2011
12pm-2pm
Provided by **STDU**

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

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