



'WORKING SMARTER – ACHIEVING THE BALANCE'

Wednesday 15 May 2002

Programme

- 09:30 Registration and coffee
- 10:00 Opening Address by **Professor Barry S Lee**, Pro-Vice Chancellor
- 10:10 Keynote Speaker: **William Barron**
Motivational Techniques – unlock your potential (understanding yourself and others)
- 11:00 Coffee
- 11:15-12:15 Session A (*see overleaf*)
- 12:15-13:15 Session B (*see overleaf*)
- 13:15 Lunch
- 14:30 Keynote Speaker: **Jeanne Coburn**, Principal of Huddersfield Technical College
- 15.00-16.00 Session C (*see overleaf*)
- 16.00 Coffee, Plenary and Prize Draw Competition
- 16.30 Close

During the conference there will be a poster display and staff on hand from a number of preferred university suppliers.

Competition prizes include: £200 holiday voucher from Sellers, free weekend car hire from Peugeot, hair cut and style from Toni & Guy and many more.

Workshops

Session A – Participants choose one from the following workshops:

1. Following in from his keynote address: Individual Coaching - **Motivational Techniques:** Further explore **William Barron's** ideas on unlocking your potential
2. **Aromatherapy and Massage at your desk** – relaxing way to relieve stress with **Linda Ingles**
3. **“Getting to your Destination” Internet Searching for Beginners** – an informal practical workshop on how to find what you are looking for on the internet with **Julie Stevenson and Adele Sykes**
4. **Assertiveness:** Developing self-confidence in communication skills with **Jenny Gething**
5. **Playing Politics:** Understand the unwritten rules of office politics and build healthy, constructive working relationships with **Belinda Sharp**

Session B – Participants choose one from the following workshops:

1. **Beat the Clock:** Time Management Skills with **Ros Hawkins**
2. **Manage your Manager:** Understand how to get the best out of your Manager **Belinda Sharp**
3. **Let's go for a DIP – Document Image Processing:** An introduction to the Electronic Filing Cabinet – how to reduce the paper mountain with **Diana Elliott**
4. **Dealing with Difficult People:** Keeping your cool when you are dealing with awkward customers with **Jenny Gething**
5. **“Are you sitting comfortably?”** **Jean Parker** will help explain correct posture and a few simple exercises while you are sat at your desk

Session C – Participants choose one from the following workshops:

1. **Tai Chi Taster:** A Holistic Chinese exercise designed to stretch and relax. **Roger England**
2. **Avoiding the 3 O'clock Slump:** Hints & Tips, and your questions on how to maintain energy levels at work through Nutrition. **John Lawson**
3. **Onwards and Upwards:** Career progression at the University from the people who have experience of this - **Mary Mellor, Jane Aldred, Yvonne Harding**
4. **Assertiveness:** Developing self-confidence in communication skills with **Jenny Gething**
5. **Ten-minute Tasters: de-stress & relaxation** - including aromatherapy massage, reflexology, Indian head Massage, work station massage with **Julie O'Hara & friends**