



University of Huddersfield

Support Staff - what's Missing From Your Lives?

- * Somewhere to exchange more than file attachment...?
- * Somewhere to take down more than student details...?
- * Somewhere with more collective wisdom than the complete works of Shakespeare...?
- * Somewhere new to create chain reactions...?

Then don't miss out on the

Support Staff Conference 2006

'SUPPORTING ROLES - STAR PERFORMERS'

on Thursday 22nd June 2006, Canalside West Building

This exciting event provides a place where support staff from across the university can come together to share ideas, learn new skills and meet people.

We have a keynote speaker: Ken Davy, workshops and hands-on sessions to cater for all tastes, from **21st Century Career Planning** and **Customer Care** through to **Stress Relief Techniques** and **Creative Problem Solving**. Ever fancied seeing what goes on behind the scenes of the Drama Departments theatrical productions? Why not take the chance to learn a new skill like T-shirt printing or digital photography?

We have all of this and more including exhibition stands from University suppliers, Human Resources and the West Yorkshire Pension Fund.

Be sure to book your place!





Programme

08:45 - 09:00	Coffee and Registration
09:05 - 10:05	Welcome and Keynote Speaker
10:10 - 11:40	Session A
11:40 - 14:15	Lunch, Session B (12:25 - 14:15) & Exhibition
14:20 - 15:35	Session C
15:40 - 16:00	Plenary
16:00	End

Exhibitors stands 10:00-15:00

School / Service / org Description

Keynote Speaker: KEN DAVY

Ken Davy, joined financial services in December 1970 and is considered one of the sectors foremost strategic thinkers. In November 2002, he launched SimplyBiz PLC, to provide support services for directly regulated financial advisers. SimplyBiz now has over 1,250 member firms and is the UK's fastest growing IFA support company. To local people Ken is probably best known as the Chairman of Huddersfield Town Football Club.

Session Options

Morning Sessions: 10.10 - 11.40

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| A1 | <p>Accessibility Issues and the Disability Discrimination Act
An opportunity to enhance your awareness of disability issues and thus improve service delivery. Consideration will be given to practical ways in which support is offered to disabled students.</p> |
| A2 | <p>Basic Pilates
An opportunity for delegates to perform gentle mobilising and stretching exercises.</p> |
| A3 | <p>An Audience with BEN E Fits
A stimulating and informative session outlining how the University values its staff by providing tangible benefits and supportive policies. Delegates will get a clear understanding of the benefits and support available and information regarding the proposed changes to the Local Government Pension Scheme.</p> |
| A4 | <p>21st Century Career Planning
Tips and techniques for developing plans concerning your own Career Development and prompts for thinking about your future options.</p> |
| A5 | <p>Climbing the IT Qualifications Ladder
To give an overview of some of IT qualification routes relevant to support staff. To find out where you are on the ladder and what your next step should be.</p> |
| A6 | <p>Coaching and Mentoring - Go get one!
An opportunity to find out what is involved in entering into a coaching or mentoring relationship, the potential benefits and how Staff Development can assist you in making it happen!</p> |
| A7 | <p>Managing Information & Documentation
An introduction to the Wisdom Document Management System and an overview of Electronic Record Management.</p> |
| A8 | <p>Managing Your Relationships
This workshop led by Shirley Clark, will examine how we can get the most out of our working relationships, focussing on the positive behaviours and practices that will provide colleagues with an insight into how to use our own behaviour and communication skills to influence others effectively.</p> |
| A9 | <p>Mind Matters – NLP Techniques
To introduce participants to the concept of NLP and raise awareness of some NLP techniques.</p> |
| A10 | <p>More Interesting than You'd Think - Health & Safety
Your Health and Safety at Work is vitally important. Find out why and ensure you are looking after your own and others' safety around the University.</p> |



Morning Sessions continued: 10.10 - 11.40




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| A11 | Pass the Parcel – Customer Care
An insight into Charter Mark achievement from two colleagues who were involved in the process. This interactive session will address best practice issues and will provide delegates with some practical ideas for making improvements in their own areas. |
| A12 | Thinking Outside the Box
A lively session that provides an insight into creative thinking and offers delegates the opportunity to develop their problem solving skills by applying a variety of techniques and approaches. |
| A13 | Workload Management
An exploration of approaches to managing, prioritising and juggling the competing demands on our time and energy. A great opportunity to think about making positive changes to how we manage our work! |

Lunchtime Sessions: 12.25 - 13.10

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| B1 | Campus Treasure Hunt |
| B2 | Google Quiz
An opportunity for staff to familiarise themselves with committees of the University and external bodies who have an impact on the University |
| B3 | Wellbeing at Work
A fun session aiming to increase your motivation and enthusiasm to participate in health-related physical activity. |

Afternoon Sessions: 14.20 - 15.35

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| C1 | Accessibility Issues and the Disability Discrimination Act
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| C2 | An Audience with BEN E Fits
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Afternoon Sessions continued: 14.20 - 15.35



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| C3 | Aromatherapy and Relaxation
An overview of aromatherapy and its uses: with a specific focus on how to ease stress and promote relaxation. |
| C4 | Audio Recording
This session aims to introduce some of the issues relating to audio recordings and transcription using digital equipment. It will be of use to anyone who is involved in recording/transcribing – e.g. secretarial/admin staff - and to technical staff. |
| C5 | Basic Pilates
An opportunity for delegates to perform gentle mobilising and stretching exercises. |
| C6 | Climbing the IT Qualifications Ladder
To give an overview of some of IT qualification routes relevant to support staff. To find out where you are on the ladder and what your next step should be. |
| C7 | Digital Photography
A basic guide to creating digital images for print & the web, including guidelines on composition, choosing a focal point and image resolution. Also covering Image manipulation in Photoshop from basic photo retouching, sharpening, altering colours, to a little foray into the more creative features available. |
| C8 | Interactive Whiteboards and Screens
Learn how to convert handwriting to text, capture screen images annotate drawings and printed text, freeze and annotate video pictures, work with topical backgrounds, save hand written work and much more. |
| C9 | Managing Your Relationships
This workshop led by Shirley Clark, will examine how we can get the most out of our working relationships, focussing on the positive behaviours and practices that will provide colleagues with an insight into how to use our own behaviour and communication skills to influence others effectively. |
| C10 | More Interesting than You'd Think - Health & Safety
Your Health and Safety at Work is vitally important. Find out why and ensure you are looking after your own and others safety around the University. |
| C11 | Music Studio |





Afternoon Sessions continued: 14.20 - 15.35



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| C12 | Performance Arts and Backstage Technology
A hands on interactive session looking at the backstage technology of performance arts lighting and sound techniques in the new Drama building. |
| C13 | How do we ensure that everyone knows that the University of Huddersfield is a good place to study?
Every member of staff plays an important role in marketing the University. How can we work together to make our efforts more effective? Find out how much you know about the University, and how you can ensure that other people find out what a great place it is. |
| C14 | T-shirt Printing
The aim is for participants to transfer print a chosen design onto a T-shirt. |
| C15 | Visual Communications
Learn how to employ basic design skills to improve your visual communications. A hands-on workshop during which you can discover how to be more creative in designing posters, notices, leaflets and displays to enhance even the most mundane of publications! |
| C16 | Writing for Enjoyment |

To book your place please return the booking form to Elaine Eastwood in the Staff Development Unit (CS7/) by Monday 12 June

