



## University of Huddersfield

### Support Staff – Why come to the Conference in 2008?

Here's what people said last year...

- \* "Unique opportunity to deal with support issues"
- \* "Good, entertaining day with lots to do"
- \* "Excellent, I felt the day was continually relevant to my development within the workplace."
- \* "This was my first staff conference, I thoroughly enjoyed it!"

## Support Staff Conference 2008

### 'Striking the balance: Work, Life and Development'

**on Wednesday 10 September 2008, Canalside West**

This year's Support Staff Conference will be another interesting and entertaining day. We are including short, taster workshops in the morning to allow you to get a sense of the content of some of the Staff Development Programmes on offer. Longer workshops will take place in the afternoon covering a wide range of topics, including volunteering, making the most of technology, using creative techniques and 'boosting' your communication skills.

Our Keynote speaker will be **Lemn Sissay**, Poet, writer and artist in residence at the Southbank Centre. There will also be a networking event where support staff from across the university can meet colleagues; share enthusiasm, ideas and experience.

The exhibition will run at lunchtime and include stands from organisations such as **Healthshield**, **Kirkwood Hospice**, **Fair Trade**, **Green Transport**, **Organ Donation** and the **National Blood Service**.

**Don't Miss Out - Book Your Place As Soon As Possible...**





## Programme

<b>08:45</b>	<b>Coffee and Registration</b>
<b>09:15</b>	<b>Welcome and Guest Speaker - Lemn Sissay</b>
<b>10:15</b>	<b>Workshop Session A</b>
<b>11:05</b>	<b>Networking Event (Tea and Coffee will be provided)</b>
<b>12:30</b>	<b>Lunch and Exhibition</b>
<b>13:00</b>	<b>Optional Lunchtime Session B (Book on the day)</b>
<b>13:45</b>	<b>Workshop Session C</b>
<b>15:20</b>	<b>Pro Vice-Chancellor – Professor Sue Frost</b>
<b>16:00</b>	<b>Prize Draw and Finish</b>

### Completing The Booking Form:

There are 2 workshop sessions A and C. Workshop A is a short taster session that will allow you to sample some of the courses included in this year's Staff Development Programme. Session C workshops will be longer, more practical sessions covering a wide range of topics. Using the brief description on the following pages select your first, second and third choices for each session. First choices will be allocated wherever possible, but where workshops are over subscribed we may have to use your alternate options.

### Keynote Speaker: Lemn Sissay *Poet and Playwright*

Lemn Sissay is artist in residence at The South Bank Centre throughout 2007 and 2008. He is Patron along with Jaqueline Wilson of The Letterbox Club, a book trust initiative to get books to children in care of the social services.

Sissay is the author of four poetry collections. He is also the editor of *The Fire People: A Collection of Contemporary Black British Poets* (1998), and his work has appeared in many anthologies. He is a regular contributor to *Poetry Review* and has judged various writers competitions such as The Arvon Poetry Prize and The John Lewellyn Literature prize.





## Session Options

**Morning Sessions: 10.15 - 11.00**

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|-----------|---|
| <b>A1</b> | <b>Boost!</b><br>This taster session will enable you to find out more about this new set of training sessions taking place in 2008. Boost is for staff who are interested in developing the impact that they have in their role and in the organisation.  |
| <b>A2</b> | <b>Campus Developments</b><br>This session will outline the developments planned for the University campus.   |
| <b>A3</b> | <b>Coaching and Mentoring</b><br>Curious about coaching and mentoring? Want to find out what makes a successful coach or mentor? This session will introduce you to the skills required.  |
| <b>A4</b> | <b>Developing a good job interview technique</b><br>This session is aimed at those with little or no experience of interviews who would like to improve their technique.  |
| <b>A5</b> | <b>Foundation Degree in Educational Administration Taster Session</b><br>Are you interested in the Foundation Degree in Educational Administration? This session will provide an understanding of a typical learning activity and enable participants to make an informed choice about whether the course meets their professional development needs. How to apply for a place on the course is also covered. |
| <b>A6</b> | <b>Marketing the University of Huddersfield</b><br>How can we build the University of Huddersfield Brand and strengthen our place in the HE market place? Come to this introductory session to hear about our marketing & communications perspective.   |
| <b>A7</b> | <b>Management Development</b><br>Are you interested in developing your management skills? Currently Staff Development offer 5 different programmes for managers and 'those who aspire to be'. This session gives you the opportunity to find out which one is most suitable for you.  |
| <b>A8</b> | <b>Real Time Communication Technologies</b><br>This session is for staff wishing to know more about the new services about to be launched by Telephone Services, these include instant messaging with desktop video conferencing, voicemail plus (an integrated system within e-mail) and other tools that will help improve communications.  |
| <b>A9</b> | <b>Staff Benefits</b><br>This session will enable you to find out about all the benefits on offer to employees. From Airport Parking to Child Care Vouchers to Discounted Metrocards, as well as the advantages arising from pension scheme membership. Come along to find out how you can save money!!!  |



**Morning Sessions continued: 10.15 - 11.00**

- A10**     **Volunteering & Community Action**  
Fancy some action? Volunteering and community action at Huddersfield. This session aims to raise awareness of volunteering and community projects available to staff and students, to demonstrate how to get involved, the support on offer and the benefits from taking part.
- A11**     **Get Connected! How AUA can help advance your career**  
This session aims to give you an insight into the many benefits that joining the Association of University Administrators (AUA) can provide, including branch and regional events, publications, CPD activities and the PgCert. It will also cover ways in which becoming a member of the AUA can help to advance your career. It will be useful for those who are considering joining AUA and those who have recently joined. And if you have never heard of AUA, come along and find out more!

**Lunchtime Events: 13.00 - 13.40 - [sign up to these sessions will be on the day](#)**

- B1**     **University Fun Quiz**  
Back by popular demand but with a new layout! This year's quiz will involve everyone and keep you 'grilled to your seat'! Don't miss out on the best quiz in town!
- B2**     **Scavenger hunt**  
Prove that you and your team is the most resourceful and has the most initiative in the University. Take part in our team scavenger hunt and combine fun competition with a chance for some fresh air.

**Afternoon Sessions: 13.45 - 15.15**

- C1**     **Blogs and Wikis -- Getting Your Hands Dirty**  
If you thought blogs were just for angst-ridden teenagers, or if "Wikipedia" is the first thing you think of when you hear the word "wiki", then this session is for you! Try setting up your own blog and editing a wiki, discover some of the practical applications. Blogs and wikis are generic tools, so the skills you learn in this session will be transferable.
- C2**     **Boost!**  
This workshop will give you the tools to understand communication styles. Knowing your communication style and the style of others will allow you to adapt and be on the same wavelength, build rapport and positively influence others.
- C3**     **Core Stability - 45 minute session**  
Heard of Pilates? Wondered what made it special? This session will increase your understanding of the importance of core stability, encouraging you to focus on posture and help implement posture changes for every day life.





**Afternoon Sessions continued: 13.45 - 15.15**

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| <b>C4</b>  | <b>Facts about Food</b><br>Do you want to eat more healthily? Do you look at food labels and are you aware of what's in your food? This practical expert-led session will give you the facts about fat, sugar, salt and alcohol content enabling you to make better decisions about food and drink choices available to you. |
| <b>C5</b>  | <b>Lego Serious Play</b><br>The session will give you the opportunity to play in a serious way. By using the Lego Serious Play ideas, you will have the opportunity to experience their potential practical use as a learning activity with teams.   |
| <b>C6</b>  | <b>Mind-mapping for all</b><br>Would you like to use mind maps as a planning tool or to solve problems? This practical hands-on session will give you the basic rules for constructing mind maps and the opportunity to develop these skills.  |
| <b>C7</b>  | <b>Personal Safety</b><br>To raise participants awareness of and review their practice in attending to their Personal Safety both in and outside the working environment.  |
| <b>C8</b>  | <b>Serious Play: Finding Creativity in Work Tasks</b><br>Do you wish that you were more creative? Then come along to discover techniques that will enable you to access your creativity quickly and easily.  |
| <b>C9</b>  | <b>Ten Top Tips for Turbo-charging your Transitions</b><br>Do you often think there must be a better way of using Microsoft Excel, Outlook, PowerPoint and Word? This session will give you some of the tips and tricks used to make the most of these powerful applications.  |
| <b>C10</b> | <b>Visual Communications</b><br>Are you touched? You are and it's very important to be touched by as many people as possible because YOU are a brand touchpoint! It's important to realise that you are the most important marketing tool that the University has.   |
| <b>C11</b> | <b>Volunteer Taster Session</b><br>Afternoon Tea – A fun session where participants will have the opportunity to 'have a go' at volunteering, helping with an arts and crafts/tea party for members of the local community.  |
| <b>C12</b> | <b>Yoga</b><br>Experience yoga in this practical session, participants will be shown some basic positions and learn how to start to develop both strength and flexibility.   |





Afternoon Sessions continued: 13.45 - 15.15

**C13**

**Self Defence**

Attendees will be given a self defence taster session - basics and techniques.

**To book your place please return the completed booking form to the Staff Development Unit (CS7/02 ) by **Monday 8 September****