



University of  
**HUDDERSFIELD**

# **Support Staff Conference 2010**

## **Forging Links – Building Effective Partnerships**

On Thursday 25 March 2010 – Canalside West Building  
08:45 am – 16:30 pm

This year's Support Staff Conference aims to provide a variety of sessions that allow staff an opportunity to network, attend development workshops and meet colleagues who work in other parts of the Institution.

Our theme this year is "Building Effective Partnerships" and the focus will be on developing effective working relationships with colleagues by networking and gaining an understanding of how our roles fit together. Our Keynote speaker will be Graham Leslie.

There will be workshop sessions on topics as diverse as; creativity, team building, management development and neuro-linguistic programming, there will also be, optional lunchtime events including the Fun Quiz, a well-being at work session and a creativity challenge the Great Egg-stravaganza.

### **Here's what people said about the last conference:**

"I thought the conference was brilliant."

"A thoroughly fantastic day"

"Made me feel needed as an employee at the uni"

"The west side café as it gave me ideas and insight into different departments of the university"

"I learnt something from all the events/sessions"

"This has been a very useful and informative day and I would definitely come to next year's conference"

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



## Programme:

08:45 am	Coffee & Registration
09:00 am	Welcome and Guest Speaker
10:30 am	Workshop Session A
12:00 noon	Lunch and Lunchtime Activities
13:30 pm	Networking Event
14:45 pm	Workshop Session C
16:15 pm	Plenary
16:30 pm	Finish

## Completing the Booking Form:

There are 2 workshop sessions A and C. There are some repeated workshops in the morning and afternoon. Please select your first, second and third choices for both the morning (A) and afternoon (C) sessions using the information on the following pages to guide you. First choices will be allocated wherever possible, but where workshops are over subscribed we may have to use your alternate options.

## Keynote: Graham Leslie

This serial entrepreneur has big ambitions and a burning desire to help others and make a difference.

Graham is chairman of a number of successful companies and spends much of his time mentoring young entrepreneurs and speaking to groups of business people.

He is passionate about his home town of Huddersfield and has been involved in major community projects including the building of the world's first green-field stadium for football and rugby.



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## Morning Workshops (10:30 am – 12:00 noon)

- |  |   |
|--|---|
| <b>A1 Professional Behaviour</b>   | Are you keen to develop your career? The AUA recently developed a set of professional behaviours that distinguish effective performance in HE. This workshop will outline the 9 areas and link them to their CPD framework and your professional development planning.                                |
| <b>A2 Business Mine - How Can the Business Mine Help Students and Graduates?</b> | Ever wondered about the work of the Business Mine? Are you interested in helping students become more enterprising? This session will introduce the work of the Business Mine and give you the opportunity to see how to get involved.  |
| <b>A3 Business Writing</b>   | Have to write reports? Don't feel confident about how to put your message across? Get some hints and tips to help you build confidence.   |
| <b>A4 Event Management</b>   | A lively, interactive session covering the essentials of how to create, manage and promote a successful event.  |
| <b>A5 Gain a Degree Working in Educational Administration</b>                    | Find out about a fantastic Foundation Degree in Educational Administration that has achieved outstanding results and impressive career enhancement.   |
| <b>A6 Keeping a Personal Development Journal</b>                                 | This session will provide an appreciation of reflective learning journals, a useful tool for target setting through personal development plans and for preparing for your performance development reviews. They can assist in mapping your own progress and development, both at work and personally. |
| <b>A7 Management Development</b>   | Are you interested in developing your management skills? Come along and get a taster of our First Line Manager Leadership Programme and our Getting Ready for Leadership Programmes. This session is suitable for team leaders and those aspiring to their first leadership or management role.       |
| <b>A8 Managing The Paper Mountain and The Clock!</b>                             | Helpful guidance and techniques to help participants manage their time effectively as well as managing a mountain of paperwork.   |



## Morning Workshops Continued (10:30 am – 12:00 noon)

### **A9 Managing Your Relationships**

This workshop led by Shirley Clark, will examine how to 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 their own behaviour and communication to achieve a positive response & co-operation.

### **A10 Mind Matters – NLP Techniques**

An introduction To Neuro-Linguistic Programming: Making the Most Of Your Mind for creating change in yourself and others. Those who practise NLP are able to: communicate more effectively, achieve excellence in their chosen field and overcome performance-limiting behaviours.

### **A11 Serious Play: Finding Creativity in Work Tasks**

Do you wish that you were more creative? Would you like to have some new ways to solve problems at work? Then come along to discover techniques that will enable you to access your creativity quickly and easily.

### **A12 Team Development at Work - MTA**

Interested in experiencing a practical approach to team development? Perhaps you want to find out how you perform in a team challenge. Come to this session and test your communication and team work skills with our fun activities.

### **A13 Ten Top Tips for Taming Your Computer**

If your PC does things you don't expect or you wish there was a quick and easy way to do something, this may be the session for you. Do you want to automatically enter text, generate dummy text, get rid of the drawing canvas and other 'helpful' features?

### **A14 Understand Your Personality Type: Improve Your Self Awareness**

Each of us has characteristics that make us different, and strengths that help us to succeed. This workshop uses the Keirsey Temperament Sort questionnaire to help you understand why you act the way that you do and make it much easier to communicate and work together in a productive and positive way.

### **A15 Visual Communications**

You don't have to have an arts background to make items such as gifts for events and occasions that will delight friends and family and that you will feel proud to have made. There will be an Easter theme to the project.



## Lunchtime events

These events are optional and signing up will take place on the day of the conference

- |           |                             |  |
|-----------|-----------------------------|--|
| <b>B1</b> | <b>University Fun Quiz</b>  | Quick wits and a good store of general knowledge will help ensure your success in this year's Fun Quiz.  |
| <b>B2</b> | <b>Well Being at Work</b>   | Do you want to increase awareness of your individual health risk factors and actions which you can take to promote your well-being?  |
| <b>B3</b> | <b>Easter Egg Challenge</b> | This team activity will allow you and up to three of your colleagues to prove your problem solving skills and ingenuity to protect your egg whilst successfully completing a challenge set on the day. |

## Afternoon Workshops (2:45 pm – 4:15 pm)

- |           |   |  |
|-----------|---|--|
| <b>C1</b> | <b>Blogs and Wikis - Getting Your Hands Dirty</b> | This hands-on session will introduce you to the popular Web 2.0 tools – blogs, wikis and Twitter. 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 will also cover some of the practical applications of these technologies. Blogs and wikis are generic tools, so the skills you learn in this session will be transferable. |
| <b>C2</b> | <b>Boost!</b>                                     | To provide a brief introduction to the popular BOOST! Programmes on Personal and Professional Impact. How to raise your recognition, professional profile, self confidence, credibility, power-skills and more!  |
| <b>C3</b> | <b>Business Writing</b>                           | Have to write reports? Don't feel confident about how to put your message across? Get some hints and tips to help you build confidence.  |
| <b>C4</b> | <b>Coaching for Aspiring Managers</b>             | Do you need to help colleagues solve problems and develop their confidence? Are you interested in developing your coaching skills? This session will introduce you to the skills required.   |

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## Afternoon Workshops Continued (2:45 pm – 4:15 pm)

**C5** Turn Up, Login, Check Out Have a guided tour around one of the best University Libraries, and learn how to use the internet for much more than shopping.

**C6 Event Management** A lively, interactive session covering the essentials of how to create, manage and promote a successful event.

**C7 Gain a Degree Working in Educational Administration** Find out about a fantastic Foundation Degree in Educational Administration that has achieved outstanding results and impressive career enhancement.

**C8 Keeping a Personal Development Journal** This session will provide an appreciation of reflective learning journals and how they can assist mapping your own progress and development. They are particularly useful for target setting through personal development plans aimed to support your individual development at work and personally. They also provide a useful tool for preparing for your performance development reviews.

**C9 Managing the Paper Mountain and The Clock!** Helpful guidance and techniques to help participants manage their time effectively as well as managing a mountain of paperwork.

**C10 Mind Mapping for All** Mind maps are a brilliant tool for learning, note-taking and planning. Would you like to learn 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.

**C11 Mind Matters – NLP Techniques** An introduction To Neuro-Linguistic Programming: Making the Most Of Your Mind for creating change in yourself and others. Those who practise NLP are able to: communicate more effectively, achieve excellence in their chosen field and overcome performance-limiting behaviours.



## Afternoon Workshops Continued (2:45 pm – 4:15 pm)

### C12 Performance Arts and The Backstage Technology

A hands on interactive session looking at the backstage technology of performance arts lighting and sound techniques in the Drama Building .

### C13 Ten Top Tips For Taming Your Computer

If your PC does things you don't expect or you wish there was a quick and easy way to do something, this may be the session for you. Do you want to automatically enter text, generate dummy text, get rid of the drawing canvas and other 'helpful' features?

### C14 Engaging with Ethical Dilemmas

This is intended to be a very hands-on workshop, where participants will be given an opportunity to explore common ethical dilemmas. There will be an explanation of some basic ethical principles, and then we will look at how these can be applied in practice.

