People and Organisation Development

How do I book onto a session?

To book onto a scheduled date, click on the 'I'd like to attend' button and fill in the form. Once you press 'Go', you will get a new screen confirming your request email has been sent. This should be converted into a confirmed place booking within 48 working hours. Places are allocated on a 'first come, first served' basis. If you do not receive an email confirmation, please email people@hud.ac.uk. NB: When booking onto a session or programme it is your responsibility to inform your line manager and secure their support for your attendance.

Are there any cancellation charges?

In 2021, a fee of £50 per person will be charged to your School or Service for non-attendance on a course or cancelling/transferring to another date with less than 2 working days (48 hours) notice. NB: On the day on your session, please make sure you arrive on time. If you do not, you might not be able attend and the cost recovered from your School or Service.

Can I get on a waiting list?

If you can't make the scheduled date, or if no dates are listed, please click on the 'Please let me know if new dates are arranged' button and fill in the form. This will send us a notification and we will add the information to your record. You won't hear from us then until a new date is set up. When a new date is set up, you should receive an automated invite to the new date. It is not a confirmation of a place booking – you will need to email people@hud.ac.uk to ensure you have a place booked.

What are the catering arrangements?

Our sessions or programmes lasting longer than half a day usually have lunch provided, and there are always vegetarian options available. If you have any other dietary needs, please let us know at least 48 working hours before the event.

What if I have specific requirements?

We are committed to inclusive practice. If you have any specific requirements please let us know.

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How are sessions evaluated?

We really value your feedback as it allows us to continuously improve both what we do and how we do it. All our development activities are evaluated through our online system.

Questions? Please get in contact ...

If you have any questions about the role, please email people@hud.ac.uk.

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