
STAFF DEVELOPMENT HANDBOOK 2018/19



University of
HUDDERSFIELD
Inspiring tomorrow's professionals

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“... ask the question of yourself: “If I applied for my current job now, would I be shortlisted?””.

Foreword from the Vice-Chancellor

Welcome to the latest Staff Development Handbook which has been designed to enable you to easily navigate our staff learning and development opportunities.

The extensive opportunities presented in this Handbook have been designed to support colleagues in enhancing their knowledge and skills. As you are no doubt aware, the higher education sector is facing yet more challenging times, and our Staff Development team is committed to assisting you to manage changes effectively and productively.

The Staff Development team continues to provide a wide range of support to Schools and Services. A move towards a thematic approach (directly aligned to our Strategy Map) will further enhance the provision and increase the choice of development opportunities on offer. Further information about who supports your School or Service can be found later on in this Handbook.

Following my attendance at the 2017 Chartered Management Institute President’s dinner, I began to ask the question ‘what gives us the right to lead?’ and put myself through the CMI’s Chartered Manager process. Having reflected on this positive experience, I asked my Executive Team do the same. As a result, and with the support of Staff Development, we are now driving an ambitious objective: **100% of our leaders and managers being awarded Chartered Manager status**. This will be achieved through a mixture of Senior, Middle and First Line Leadership and Management programmes delivered in-house, combined with a reflective application process (around managing people and change) to attain Chartered status. We will be the only organisation in the world to achieve this.

Going forward, and as part of an innovative and progressive University, the Staff Development team will continue to enhance their collaborative working, both with colleagues across the University and also external partners. This is to ensure our provision is at the forefront of the latest thinking in learning and organisational development.

We have an excellent Staff Development programme, and I urge you to take advantage of the opportunities afforded to you. This is particularly relevant if you ask the question of yourself: “If I applied for my current role now, would I be shortlisted?”. If you do not see the development opportunity you are looking for, then please contact the Staff Development team with any ideas you may have for developing our provision even further.

Further information about the Staff Development provision can be found via the web address listed throughout this booklet.

Professor Bob Cryan
CBE DL CMgr CCMi FEng
Vice-Chancellor and Chief Executive

Welcome

The University of Huddersfield Staff Development Team

Welcome to the new Handbook for 2018/19 Staff Development opportunities. Inside you'll find guidance and reference information relating to the full range of development resources and support available at the University.

If there's a course or information you need that is not currently provided, or if you would like to discuss your development options, contact us via the email address or telephone number at the top of this page.



Who we are

Left to Right: Christian McGrath, Becky Gregson-Flynn, Helen Walker, Helen Connor, Elaine Eastwood, Danny Benton.

Head of Staff Development

Contact Danny Benton by email d.benton@hud.ac.uk or phone ext. 3195 (01484 473195).

Staff Development Managers

Each School and Service has a Staff Development Manager allocated to it as a main point of contact:

Helen Connor ext. 3311 email h.connor@hud.ac.uk	Christian McGrath ext. 2197 email c.mcgrath2@hud.ac.uk	Helen Walker ext. 2446 email h.l.walker@hud.ac.uk
Applied Sciences	Computing & Library Services	Computing & Engineering
Art, Design & Architecture	Education & Professional Development	Huddersfield Business School
Estates & Facilities	Music, Humanities & Media	Human & Health Sciences
Financial Services	Research & Enterprise	International Office
Registry	Student Services	Marketing, Communications & Student Recruitment
		Students' Union

What we do

The Staff Development team provides professional development support to individuals, teams, Schools, and Services and is a key aspect of how we deliver the University's strategic priorities. Our Staff Development team is responsible for the delivery of a tailored internal programme of training and development for colleagues across the University. There are many different ways of learning, both formally and informally: as part of a group, such as in a classroom setting; one-to-one, such as in a mentoring or coaching arrangement; and self-learning. At the University, we encourage all forms of learning as well as knowledge-sharing and transfer across all areas of the Institution.

Our services include:

- a comprehensive in-house training, development, and networking programme
- information and advice on external programmes, and support in identifying external providers in response to School or Service requirements
- the design and delivery of tailored facilitated events i.e. away days; team development activities; role-focussed events; team or service based training
- the brokering of coaching and mentoring

relationships via both internal providers and external partners, and the provision of fora and development events to support internal mentors and coaches.

- design, co-ordination, and delivery of University conferences and externally-led regional events including:
 - the annual University Teaching and Learning Conference
 - the annual Campus Connect event (Support Staff Conference) in conjunction with final year students from Huddersfield Business School
- facilitating access to regional and national events
- conducting University-wide training needs analyses
- CMI roll-out across all relevant staff.

Staff Development Champions group

Programme development and dissemination is supported by the Staff Development Champions group. All Services have a Staff Development Champion and each School has an Academic and a Support Staff Champion. The group meets on a regular basis to help us to plan, review, and communicate relevant information. Please contact us if you would like to know more.



How to use this Handbook

This Handbook provides you with information relating to the scope of opportunities available at the University. It also directs you to the Staff Development website where you can identify appropriate programmes and information about further support.

The Staff Development website allows you to search for a course by keyword, category, and by A-Z listing of course titles.

You will also find information on how to book one of our training rooms.

If you are unable to identify a course, programme or activity that meets your needs we will work with you to develop your ideas and support you in the design and facilitation of an event. Facilitation may be provided by Staff Development, by other appropriate University colleagues, or via an external professional provider (where the latter option has a cost implication, costs would be met by the sponsoring School or Service).

If you wish to access any of the consultancy services referred to in this Handbook, or within the programme category sections outlined later in the Handbook, contact Staff Development to arrange an appointment and discuss your requirements.

How to book

All our programme dates are published via the staff web pages. You'll find the link at the top of every right hand page in this Handbook.

Each course has its own page on the University's website from where you can either make a course booking or identify the route to further information.

To book 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. If you do not receive an email confirmation, please email **staffdev@hud.ac.uk**. 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 a notification to the Staff Development administration team 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 **staffdev@hud.ac.uk** to ensure you have a place booked.

You can also email **staffdev@hud.ac.uk** with queries about any session. Please remember to include the course title and date.

NB: When booking onto a programme it is your responsibility to inform your line manager and secure their support for your attendance and participation at events.

Cancellations

Please remember that when you apply for an event, you are making a commitment to attend.

Each event requires weeks of preparation, involving time and money. Failure to let us know in advance that you won't be attending a course leads to a waste of resources in terms of documentation, equipment, and catering. It can also be a lost opportunity for a colleague on the waiting list to attend.

However, we understand that there may be occasions when, due to extenuating circumstances, you may be unable to attend. If this should happen, please inform us as soon as you can.

General booking and information enquiries:

Elaine Eastwood, Becky Gregson-Flynn:

email **staffdev@hud.ac.uk** or phone ext. 2799 (01484 472799).

The Staff Development team aims to respond to all questions and queries within two working days.

Staff Development Themes

Over the next 12 months, Staff Development will be embedding the following themes into our work. Each theme directly aligns to an element of the University Strategy. Themes include:

Change

In the current higher education landscape, change is inevitable. The University needs to be able to respond to these changes quickly in order to maintain a competitive edge and to meet the needs of students. Change is also an opportunity for staff to learn new skills, to develop themselves, and to be creative. Some people embrace change and enjoy the experience whilst others struggle with it, feeling uncertain about the future. From time to time people resist change and the risks that come with it.

Communication

Every member of staff is responsible for communication with students, colleagues and external partners. The evolution of communication technologies means that there is a broader range of channels used to deliver content. In the meantime, the volume of communication has greatly increased, leading to a widely-reported sense of 'overwhelm'. Staff Development and the IT Training team offer a wide range of training courses on communication and communication technology. We are happy to discuss the delivery of our courses for teams or departments with specific needs.

Customer Service

To ensure we provide the best customer service we need to:

- ensure colleagues are equipped with knowledge and tools to deliver
- know what our customers consider to be good customer service
- take the time to find out customers' expectations
- follow up on both positive and negative feedback we receive
- ensure that we consider customer service in all aspects of our business
- continuously look for ways to improve the level of customer service we deliver.

Effective Teams

Staff Development will support team development in a number of ways:

- training for colleagues who manage teams
- training for colleagues who are members of teams
- events for teams
- events for management teams.

Our activities will be varied, interesting and provide an engaging range of activities to support staff to reflect on the nature of teams in general and their team in particular, focusing on real, work-based issues.

Managing Performance

To ensure we manage performance effectively we need to:

- align performance with the right tools to develop skills and talent
- foster a culture of effective communication through better conversations
- get the best from staff by helping them to meet their full potential
- set SMART targets in order to develop talent
- address poor performance
- induct and set clear goals for new colleagues

Supporting our Staff to help Students with Wellbeing and Disability Issues

This Theme aims to support our staff to better deal with students' non-academic issues. To ensure we support our staff effectively we need to:

- raise mental health and disability awareness across the whole University population
- train colleagues in mental health awareness and referral protocols
- foster a culture of open communication through better conversations
- make sure tutors and front line staff are aware of how they can help in a crisis.

Wellbeing

The aim of this theme is to enhance the quality of staff wellbeing at the University. Training delivered under this Theme will also be an active response to the Quality of Working Life results. In order to do this we will:

- raise awareness of the positive steps people can take to greater wellbeing
- share a range of practical tools and techniques to help improve wellbeing
- create a safe environment for colleagues to self-reflect and develop an action plan tailored to their own wellbeing needs.

Staff Development is working on other Themes which will emerge over the next year.

Induction

The design of an Induction programme for new staff is the responsibility of their department within their own School or Service. The Induction process is designed to enable a smooth transition into working at the University or into a new role. It encourages the new employee to:

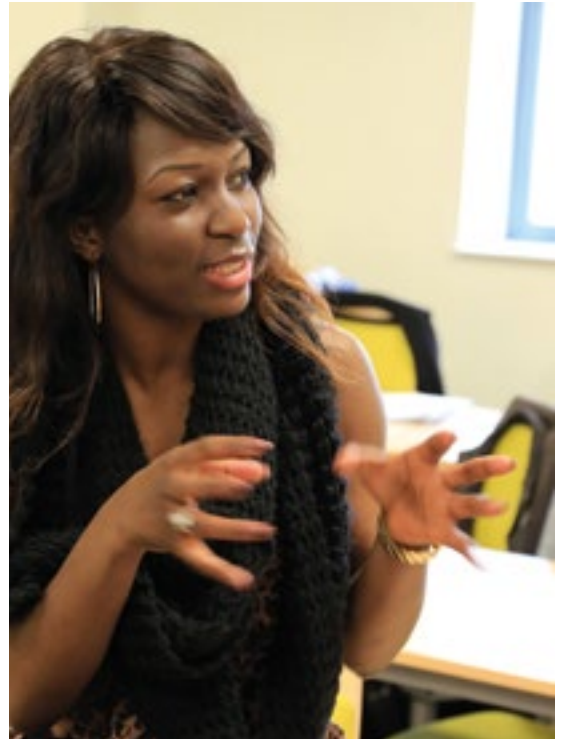
- ask questions regarding issues not covered during recruitment
- familiarise themselves with the environment to enable them to become effective quickly
- understand University processes and Health and Safety requirements
- gain an understanding of the details of their role requirements.

New employees should expect on day one (with some variation depending on the specific requirements of their role and the nature of the School or Service) activities to include:

- a tour of the School or Service/University
- the opportunity to meet immediate team/colleagues
- resources to start working i.e. staff ID card, PC/IT passwords and, where applicable, uniform and/or specialist equipment
- information on the School or Service Health and Safety requirements
- assessment of need for familiarisation with relevant equipment e.g. photocopier or specialist equipment.

By the end of the first week (with variation as outlined above), new employees should be aware of, or be provided with, the following:

- central training provision information (see below)
- training in specialist equipment (or scheduling)
- the opportunity to meet colleagues outside the team, School or Service as appropriate to the role
- key work tasks and activities, including expected role objectives
- information relating to key University procedures e.g. annual leave, financial regulations, reporting sickness.



Staff Development Induction Courses and Resources

To support new colleagues and those changing role, Staff Development provide the following courses:

- Meet the Vice-Chancellor
- Campus Awareness
- Appraisee Briefing.

There is also a range of online resources signposted via the Induction section of the Staff Development website relating to:

- Equality and Diversity
- Health and Safety
- Helping our Students (Student Services)
- Introduction to ASIS
- Library Services
- Making the most of IT
- New Managers' Induction
- Recruitment and Selection
- University and Student Finance.

LearnUpon Modules

The LearnUpon modules are provided for staff by the Human Resources department.

All staff have access to, and are expected to complete within the first 6 months of employment, the following modules:

- **Diversity in the Workplace**

Diversity in the Workplace provides an introduction to the concepts of diversity, equality and equal opportunities and an explanation of why diversity is important, along with an overview of current legislation. The programme uses quizzes and an end of programme assessment to check understanding and learning.

- **Information Governance – Data Protection**

All staff should be aware of information governance procedures at the University and are expected to complete training on Data Protection.

- **Prevent**

All staff should be aware of the Prevent duty and its relevance to higher education institutions and it is recommended that they complete the Prevent training course.

In addition, **anyone sitting on an interview panel MUST have completed the Recruitment and Selection and Unconscious Bias training programmes.** It remains the University's policy that colleagues involved in recruitment and selection activities should refresh their understanding and knowledge **every three years.** If you haven't completed the programmes, or undertook them over three years ago, please ensure you complete or retake the programmes prior to involvement with any recruitment panels.

Any member of staff who is a budget holder and/or any member of the Senior Management should also complete the **Bribery Awareness** module.

To access any of the LearnUpon modules, please visit hud.ac.uk/hr/intranet/e-learning

If you have any questions about the LearnUpon programme, please contact James Marsden by email j.h.marsden@hud.ac.uk or phone ext. 2774.



Personal and Professional Development

The Staff Development team provides support for colleagues to develop a broad range of interpersonal and planning skills that allow them to perform more effectively in their role. Dates and details of current planned provision can be found on the Staff Development web pages.

Some of our Current Sessions

Please check our website for a full list of current sessions and an A-Z course list.

- Assertiveness for Effectiveness (2-part course)
- BOOST – Confidence and Effectiveness
 - Part A: Self Image and Awareness
 - Part B: Taking Control
 - Part C: Power and Survival Skills
 - Part D: Cementing Success
- Core Skills for Trainers
- Customer Service: Walking In Your Customers' Shoes
- Developing Effective Presentation Skills
- Developing Further Skills for Trainers
- Developing Your Creativity
- Eating Disorders
- NEW: Greek Language for Beginners
- Handling Difficult Behaviour at Work
- Happiness Workshop
- Intentional Listener
- Leading Effective Meetings
- Leading Yourself
- Making the Most of Challenging Feedback
- Managing Stress and Anxiety
- Managing Your Emails So They Don't Manage You
- Mind Mapping Workshop
- Overcoming Self-Limiting Beliefs
- Positive Steps to Wellbeing
- Project Management
- Presentation Masterclass
- Presenting With Presence
- Role of a Committee Secretary
- Sharing Best Practice
- Time Management
- Trainers' Forum
- Transgender Awareness
- Understanding Anxiety
- Understanding Depression
- Voice Awareness
- Writing Skills Workshop for Administrative Staff.



Planning for your future

- How Your Pension Works and how to increase Your Contributions
 - Teachers' Pension Scheme
 - West Yorkshire Pension Fund
 - Universities Superannuation Scheme
- Pre-Retirement Seminar
- Wills and Trusts Awareness for All.

Campus Connect (Support Staff Conference)

Final year Event Management students from the Huddersfield Business School deliver the annual University Campus Connect event (Support Staff Conference) in partnership with the Staff Development team. The programme is created by the Event Steering Group with representation from the University's Schools and Services. The event provides an opportunity for colleagues to network, discover what is taking place in other Schools and Services, and sample a number of developmental opportunities in an engaging and accessible format.

For more information, please email ssc@hud.ac.uk



University Systems and Processes

Agresso (the University finance system)

Training is delivered by the Agresso support team. Please contact them by email agressosup@hud.ac.uk to book a place on one of the Agresso training sessions or visit the Staff Development website.

The training programme includes:

- Agresso Overview
- Agresso Enquiries – Desktop Users
- Agresso Enquiries – Web Users
- Agresso Advanced Enquiries
- Agresso Budgets
- Agresso Budget Holder Approval
- Agresso Purchase Card Process
- Agresso Web-based Requisitions
- Agresso Web-based Sales Order Processing
- Agresso E-market Place Training
- Expenses – Online Expense Claims
- PCIDSS – Payment Card Industry Data Security Standards
- PAPA – Peer and Ethics Review.

Other Finance Training

- Accounting Terminology – Learn A New Language In 60 Minutes
- Budgetary Control for Non-Accountants
- Local Asset Register (LAR) Training.

Bribery Awareness

Senior academic staff and those with budget holder approval should be aware of anti-bribery procedures at the University and are expected to complete training on Bribery awareness. Training is provided via an e-learning format from LearnUpon.

For more information visit

hud.ac.uk/hr/intranet/e-learning

If you have any questions about the LearnUpon programme, please contact James Marsden by email j.h.marsden@hud.ac.uk or phone ext. 2774.

ASIS Training

(the University student records system)

The ASIS team offer training on a variety of ASIS functions. Please contact them direct for more information **asissup@hud.ac.uk**

Data Protection

All staff should be aware of information governance procedures at the University and are expected to complete training on Data Protection. Training is provided via an e-learning format from LearnUpon.

New staff are required to complete this online training within the first 6 months of employment.

For more information visit

hud.ac.uk/hr/intranet/e-learning

If you have any questions about the LearnUpon programme, please contact James Marsden by email **j.h.marsden@hud.ac.uk** or phone ext. 2774.

Digital Marketing and Web Training

- Social Media Surgeries (arranged directly with the Central Marketing team)
- Using Social Media for University Business.

For more information about these sessions, please contact the Central Marketing Team **centralmarketing@hud.ac.uk**

Disability Training Scheduled Sessions

Colleagues from Wellbeing and Disability Services also offer the following sessions:

- Adult Mental Health First Aid Awareness half-day session
- Mental Health First Aid (two-day course: attendance must be approved before attending by Occupational Health)
- Working with Students with Asperger Syndrome
- Working with Students with Dyslexia.

Bespoke Disability Training

If you have a specific disability issue you want to explore further, the Disability team will work flexibly

with Schools and Services to tailor specific training arrangements. In addition to the scheduled training sessions, they can offer briefing sessions, question and answer sessions, attendance at existing staff or team meetings, surgery sessions, etc. to inform:

- disability legislation
- disclosure and confidentiality
- inclusive practice in teaching, learning and assessment
- practical ideas for supporting students
- the role of the Disability Co-ordinator
- understanding mental health issues
- what is a reasonable adjustment in the Equality Act?
- working with disabled students
- working with students with Asperger Syndrome
- working with students with Dyslexia.

Please get in touch to talk about your training requirements: Gary McGladdery (Disability and Inclusion Manager) **g.mcgladdery@hud.ac.uk** or phone ext. 1831, Emma Carpenter (Wellbeing Manager) **e.carpenter@hud.ac.uk** or phone ext. 1120, or Lynsey Gray **l.m.gray@hud.ac.uk** or phone ext. 1350.

Environment and Sustainability

The Sustainability team can help signpost staff to specialist training accredited by relevant professional bodies and associations. This could include the following topics:

- Waste Awareness
- Hazardous Waste Management
- Energy Management
- Sustainable Procurement
- Sustainability Leadership
- Education for Sustainable Development.

Training might be particularly appropriate for staff with responsibilities for managing or handling waste, purchasing equipment, managing the operation of School buildings, or who deliver teaching activities to students.

For further information contact the Sustainability team by email **sustainability@hud.ac.uk**

Equal Opportunities and Diversity

All staff should be aware of Equality and Diversity procedures at the University and are expected to complete the Diversity in the Workplace training provided via an e-learning format from LearnUpon. This training has been developed specifically for higher education and further education, and provides the necessary basic knowledge relating to this important aspect of law and its relationship to individual roles and responsibilities.

Diversity in the Workplace

Diversity in the Workplace provides an introduction to the concepts of diversity, equality and equal opportunities and an explanation of why diversity is important, along with an overview of current legislation. The programme uses quizzes and an end of programme assessment to check understanding and learning.

It is essential that all staff complete the Diversity in the Workplace programme, which takes approximately one hour.

For more information visit

hud.ac.uk/hr/intranet/e-learning

If you have any questions about the LearnUpon programme, please contact James Marsden by email j.h.marsden@hud.ac.uk or phone ext. 2774.

Health and Safety

The University is committed to supporting colleagues in maintaining healthy working practices and behaviours. Dates and details of current planned courses below can be found on the Staff Development web pages.

The Office of Health and Safety provides a number of Health and Safety skills-based programmes which can be accessed via UniLearn. Topics include:

- Fire Safety – General Awareness
- Handling Violence and Aggression in the Workplace
- Manual Handling Safety – General Awareness
- Noise Awareness And Protecting Our Hearing
- Risk Assessment and Management
- Safe Use of Ladders and Stepladders.

This approach enables colleagues to access the training they need when convenient and to complete modules at their own pace. Please visit the Health and Safety website hud.ac.uk/services/healthandsafety/training to complete the training.

Accredited Training – IOSH Managing Safely

A nationally-recognised certificated training programme developed and accredited by the Chartered Institution of Occupational Safety and Health (IOSH) equipping those attending with the necessary knowledge and understanding to take practical and effective steps to manage the health and safety risks within their areas of responsibility.

Further information can be found on the training area of the Office of Health and Safety's web pages hud.ac.uk/services/healthandsafety/training/ioshmanagingsafely

For those who have previously completed this training, the University has adopted the IOSH recommendation of fully revisiting the training every five years.

Specialist Areas

The Office of Health and Safety works closely with individual Schools and Services to assist in identifying, developing and delivering areas of training specific to the areas of risks and activities encountered.

For further information, contact the Health & Safety Office by email hands@hud.ac.uk or by phone ext. 2860.

International Students – Support for Staff

The International Office offers a range of Staff Development sessions on demand to Schools and Services in support of the University's International Strategy. These events can be tailored to individual School requirements and the level of current understanding.

- International Students, Immigration and You. For academic and support staff and covering: Home Office requirements, compliance, attendance monitoring, reporting and documentation
- The International Student Experience – It's Not

Just About Study. For academic and support staff in frontline roles and covering induction, customer service, on-going support (academic, pastoral, social) and the role of the International Office

- The International Strategy Map – Workshop for Managers. For senior managers and academics and covering the international strategy and how it relates to School plans and the impact on financial, marketing and strategic planning for the next five years
- International Markets and You. Information for School staff who are interested in marketing their courses overseas and what markets would work for them
- Understanding International Admissions. For all staff involved in making offers to international applications, this session will give an overview of the processes in place and how international qualifications are assessed.

For further information about these sessions or regarding international students in general, please contact Elena Nikoulina by email

e.nikoulina@hud.ac.uk or phone ext. 3370, or Joanne Ryan by email j.ryan@hud.ac.uk or phone ext. 2071.

Occupational Health

Occupational Health seeks to promote and maintain the health and wellbeing of employees to ensure a positive relationship between an employee's work and health. There are many benefits to Occupational Health; managing the health and wellbeing of people at work and having access to specialist occupational health practitioners is key to unlocking these benefits.

Occupational Health also:

- provides advice and support if you're experiencing ill health which is impacting upon your ability to undertake your duties within the workplace
- works with management and Human Resources to implement policies and ensure health and safety compliance
- conducts pre-employment health assessments
- undertakes Health Surveillance assessments such as Audiometry, Spirometry, Skin and Hand Arm Vibration
- supports health promotion and education programmes
- provides advice and counselling to employees



- provides your employer with advice and guidance around making reasonable adjustments to your working conditions
- manages of First Aid and Display Screen Equipment (DSE) provision
- provides vaccinations and support for Human and Health Students in line with the Department of Health Regulations – Fitness for Practise.

Please visit the Occupational Health website for further information hud.ac.uk/oh.

Prevent

All staff should be aware of the Prevent duty and its relevance to higher education institutions and it is recommended that they complete the Prevent training course. This training is provided via an e-learning format from LearnUpon.

For more information visit

hud.ac.uk/hr/intranet/e-learning

If you have any questions about the LearnUpon programme, please contact James Marsden by email j.h.marsden@hud.ac.uk or phone ext. 2774.

The Advisory, Conciliation and Arbitration Service (ACAS)

ACAS provides free e-learning packages relating to:

- Age Discrimination
- Bullying and Harassment
- Redundancy Handling
- Religion or Belief
- Sexual Orientation
- Working Parents.

These packages can be accessed (new users must register first) via acas.org.uk/elearning

Technology Skills

As an accredited training department, the IT Training team adhere to the Code of Practice set out by the Learning and Performance Institute.



IT Training Courses

The IT Training team offer introductory to advanced training on the following software packages:

- Access (on demand)
- Curation
- Excel
- OneNote
- Outlook
- PowerPoint
- Presentation Tools
- Project
- Publisher
- SPSS
- Terminal Four (on demand)
- TopDesk (on demand)
- UniShare
- Visio
- Word.

Dates and details of current planned provision can be found on the Technology Skills section of the Staff Development website hud.ac.uk/hr/staffdevelopment/cit

Accredited Courses

The IT Training team also support the following accredited courses:

- European Computer Driving Licence (ECDL)
- Advanced ECDL.

To discuss the requirements for undertaking an ECDL qualification, or for any other queries, please contact the IT Training team by email i.t.training@hud.ac.uk

Bespoke Sessions/One-To-One Training

The IT Training team delivers bespoke training to teams and individuals on request. Contact them for further details by email i.t.training@hud.ac.uk

Learning Technology Pick 'n' Mix Workshops

- Adding and Modifying Content in Brightspace
- Advanced UniConnect – Managing your UniConnect Sessions
- Advanced UniConnect – Sharing Applications
- Advanced UniConnect – Using Breakout Rooms
- Communication Tools and User Management in Brightspace
- Electronic Assessment and Originality (Plagiarism) Checking with Brightspace and Turnitin
- Introduction to Building High Quality Screencast Lectures
- Introduction to Online Quizzes and Surveys in Brightspace
- Introduction to UniConnect (two-part course)
- Using Blogs in Brightspace
- Using Camtasia to Build Screencasts
- Using Groups and Release Conditions to Control Content Publication
- Using Multimedia to Enhance Learning
- Using Wikis in Brightspace.

Other Learning Technology Courses

- Designing Materials for Online Delivery
- Facilitating Online.

In addition, there are the following monthly sessions:

- Learning Bytes
- Learning Technology Drop-in Sessions.

For more information about these sessions, an archive of past sessions, how-to guides and screencast guides on the tools in UniLearn and our other Learning Technologies, please visit ipark.hud.ac.uk

HudStudy (Accessibility Software)

- MindView: Software For Mind Mapping
- Read&Write: Software That Supports Reading And Writing.

For more information about the HudStudy programme, please contact Ros Walker r.j.walker@hud.ac.uk



Leadership and Management

Given the challenges the higher education sector is faced with today, good leadership is arguably more important than ever before. We are committed to developing Leadership and Management programmes that are both challenging and informative, enabling staff to immediately apply what they learn to their role in the workplace. We aim to support the development of current and aspiring leaders and managers at our University.

We have recently partnered with the Chartered Management Institute (CMI). The CMI is the only chartered professional body in the UK dedicated to promoting the highest standards in management and leadership excellence, and the only organisation awarding Chartered Manager status. The Staff Development team is now an accredited CMI Centre, which enables us to directly deliver CMI programmes and qualifications to University staff. These will be designed and delivered based on our University needs whilst also satisfying the CMI learning outcomes and assessment requirements.

Within the next year, Staff Development will be rolling out a number of new Chartered Manager programmes aimed at Senior, Middle, and First Line Managers, and accredited to CMI Level 7 and 5. In addition, we will develop a new programme for aspiring managers.

Our partnership with the CMI is helping us create a culture in which great leadership is embedded at all levels and across Schools and Services. Our Chartered Manager community will ensure good leadership practice is shared, and poor leadership is challenged. For further information about the CMI programmes, please email cmi@hud.ac.uk.

Developing Specific Management Skills

In addition to the CMI programmes above, we also provide individual sessions on a number of topics. These include:

- Appraisal Skills for Appraisers
- Developing Great Teams
- NEW: Effective Probation Training For Managers
- Emotional Intelligence
- Gender Equality in Recruitment
- IOSH Managing Safely (via the office of Health and Safety)

- Approaching Change
- Managing a Customer Service Team
- Managing Difficult Conversations – Leadership Programme
- NEW: Strategic Thinking in the HE Context.

Further information can be found on the Staff Development website.

Recruitment and selection and Unconscious Bias Training Programmes

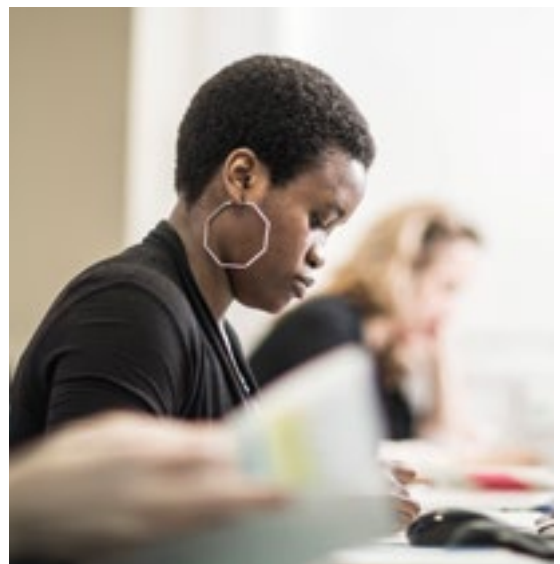
These are provided via an e-learning format from LearnUpon and are for all staff who are expected to sit on an interview panel. The LearnUpon programme allows those staff involved in the recruitment and selection process to complete the training online.

It remains the University's policy that colleagues involved in recruitment and selection activities should refresh their understanding and knowledge every three years. If you haven't completed the programmes, or undertook them over three years ago, please ensure you complete or retake the programmes prior to involvement with any recruitment panels.

For more information visit

hud.ac.uk/hr/intranet/e-learning

If you have any questions about the LearnUpon programme, please contact James Marsden by email j.h.marsden@hud.ac.uk or phone ext. 2774.





Coaching and Mentoring

Coaching and mentoring are widely recognised as incredibly useful and personalised development interventions. We are currently working on the further development and expansion of our existing coaching and mentoring provision. This includes recruiting high-calibre external coaches, and in partnership with regional HE institutions, developing and growing a regional internal coaching pool.

In order to develop out internal coaching pool, we will be offering selected staff the opportunity to undertake extensive coaching development. In addition to the training, once qualified, staff would need to commit to being part of a regional HE coach register, attend regular coaching supervision meetings and accessing ongoing CPD.

The Staff Development team helps colleagues to find a coach or mentor on request. The one-to-one support that a coach or mentor provides facilitates individual development and personal growth. Although coaching and mentoring are separate and distinct from one another, they can often overlap.

Coaching

A coach's role at the University is to support staff with specific work challenges, including projects and/or career progression. The coach supports the development of the staff member by asking the right questions and assisting them to uncover their own knowledge and skills and change their behaviours.

Coaches encourage coachees to deliver a stronger work performance. A coach believes that the coachee has all the tools and resources available within them to work towards their goals.

Current sessions offered to support coaching at the University include:

- Developing your Coaching Skills.

We also deliver a non-accredited Coaching Skills Development Programme for internal coaches. Where external coaches are engaged, the cost is borne by the sponsoring School or Service.

Mentoring

A mentor's role at the University is to work with a less experienced member of staff (the mentee) either formally or informally, supporting them to set developmental goals and devise action plans. A mentor has experience in a particular area of work and supports the mentee's development, often using coaching style questions to get better results to help staff work towards where they want to be. They act as a sounding board for the mentee, helping them to develop their ideas and formulate new working practices.

If you would like to know more about finding a mentor or coach, or if you are interested in becoming a coach or mentor, contact Christian McGrath email c.mcgrath2@hud.ac.uk or phone ext. 2197.

Teaching and Learning

Staff Development offers some sessions to support general Teaching and Learning provision. However, Teaching and Learning support now sits within your own School. Please contact your Associate Dean for Teaching and Learning/Director of Teaching and Learning if you require any specific support or information.

Learning Technology Pick 'n' Mix Workshops

- Adding and Modifying Content in Brightspace
- Advanced UniConnect – Managing your UniConnect Sessions
- Advanced UniConnect – Sharing Applications
- Advanced UniConnect – Using Breakout Rooms
- Communication Tools and User Management in Brightspace
- Electronic Assessment and Originality (Plagiarism) Checking with Brightspace and Turnitin
- Introduction to Building High Quality Screencast Lectures
- Introduction to Online Quizzes and Surveys in Brightspace
- Introduction to UniConnect (two-part course)
- Using Blogs in Brightspace
- Using Camtasia to Build Screencasts
- Using Groups and Release Conditions to Control Content Publication
- Using Multimedia to Enhance Learning
- Using Wikis in Brightspace.

Other Learning Technology Courses

- Designing Materials for Online Delivery
- Facilitating Online.

In addition, there are the following monthly sessions:

- Learning Bytes
- Learning Technology Drop-in Sessions.

For more information about these sessions, an archive of past sessions, how-to guides and screencast guides on the tools in UniLearn and our other Learning Technologies, please visit ipark.hud.ac.uk.

D4 Curriculum Design Workshops

- D4 Curriculum Design for Active Learning
- D4 Curriculum Design for Attainment
- D4 Curriculum Design for Employability
- D4 Curriculum Design for Large Groups
- D4 Curriculum Design for Retention.

General Academic Programme

- Admissions and Recruitment Forum
- Contract Cheating Awareness
- Course Assessment Boards (CABs) Refresher
- Employability – Meeting Institutional Strategies Together
- Personal Academic Tutor Sessions
- Speed Reading
- Voice Awareness
- Introduction to using LEGO in your Teaching and Learning.

Higher Education Academy

The Higher Education Academy (HEA) supports the work of the HE sector. Their Professional Recognition Scheme is based upon the UK Professional Standards Framework (UKPSF). Through the scheme you can become an Associate Fellow (AFHEA), Fellow (FHEA), Senior Fellow (SFHEA), or Principal Fellow (PFHEA). The different categories relate to your level of engagement in teaching and learning related activities. Gaining fellowship allows staff an opportunity to reflect upon their professional practice in respect of teaching and learning. In 2012, the University became the first in the UK to recognise 100% of colleagues involved in teaching and learning as Fellows of the Higher Education Academy (FHEA). Colleagues who have successfully gained HEA recognition for their teaching and learning should continue to reflect and develop upon this grounding and keep their expertise current and up-to-date.

For more information about how to gain HEA recognition, contact your Associate Dean for Teaching and Learning/Director of Teaching and Learning. Further details about the UKPSF can be found on the Higher Education Academy website heacademy.ac.uk.

Academic Professional Development

An alternative route to achieving fellowship can be undertaken via one of the following routes:

- Certificate in Education (Lifelong Learning); PgCert in Education (Lifelong Learning)
- MA in Professional Development (Higher Education Practice)
- MSc/PgCert/PgDip Technology Enhanced Learning
- PGCE (Lifelong Learning)
- PgCert in Higher Education (PGCHE) – recommended for all new teaching staff who do not have a teaching qualification accredited for the HE sector.

To find out more about any of these qualifications, please contact Wayne Bailey w.bailey@hud.ac.uk in the School of Education and Professional Development.

- MSc Health Studies – Health Professional Education

Contact Angela Darvill, a.darvill@hud.ac.uk in the School of Human and Health Sciences.

National Teaching Fellowship Scheme

- Applying for National Teaching Fellowship Scheme

Each year, three internal candidates are selected to go forward in the highly prestigious National Teaching Fellow Scheme (NTFS). An annual information event is held where the scheme is discussed with our existing NTFs. This is an opportunity to explore how to develop your teaching and learning profile. Mentoring support can be offered if you are developing your teaching profile and considering applying in the future.

Collaborative Awards For Teaching Excellence (CATE)

The Collaborative Award for Teaching Excellence was established in 2016 by the Higher Education Academy. CATE aims to celebrate excellence in a team context which positively impacts on the student experience in creative and innovative ways. Each award will recognise a team who has enabled a change in practice for colleagues and/or students at an institutional or discipline level. The University can nominate one team for the award and operates an internal selection process. Contact your Associate Dean for Teaching and Learning/Director of Teaching and Learning to register an interest.



Teaching And Learning Conference 2018

Diversity in the Curriculum – Designing Learning for all our Students.

Date: Wednesday 12 September 2018

The conference is intended to provide opportunities to build on the previous two conferences, which considered differential achievement to come to a better understanding of the composition of our student body and its implications for teaching and learning. The 2018 conference will focus on how we can design curricula that enable all our students to feel they are fully represented. It will consider content, including reading materials and resources, and will examine how we can develop more inclusive teaching strategies and methods. The event is open to all University staff, but will be specifically relevant to academic staff and those in academic-related roles. For further information, please email tlconf2018@hud.ac.uk.

Research and Enterprise

The Staff Development team, the Research and Enterprise Office, the Researcher Environment team, and the Graduate School work together to create an extensive programme of workshops, seminars, forums, groups, and associations to support researchers at all stages of their careers. The programme has been developed in line with the principles set out in the “Concordat to support the career development of researchers” and is reviewed and updated to meet the aspirations of the Vitae Researcher Development Framework which ‘...sets out the knowledge, behaviours and attributes of effective and highly skilled researchers’ ([vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)).

Vitae is a national organisation championing the personal, professional, and career development of doctoral researchers and research staff in higher education institutions and research institutes. The Vitae website contains extensive information and resources on developing as a researcher, and managing your career [vitae.ac.uk](https://www.vitae.ac.uk).

Forums, Groups and Associations

- Public Engagement Forum
- University of Huddersfield Professoriate Network
- University Staff Part-Time Doctoral Support and Development Group.

The Researcher Environment team can also support the development of new groups. Contact Anna Seabourne (Head of Researcher Environment) by email a.seabourne@hud.ac.uk or by phone ext. 2019

Good Practice in Research

A full suite of supportive training is available for all members of academic staff who engage in research. This will be developed in line with the Research Strategy to include:

- Fast Track to Impact
- Open Access
- Mentoring and Leadership in Research
- Publication and Citation Strategy and Processes
- Pure and Your Staff Profile
- Research Data Management (on demand)

- Researcher Environment
- Research Ethics
- Research Excellence Framework
- Research Information Management
- Research Integrity
- Research Strategy
- SciVal: Introduction and Intermediate sessions
- SCOPUS
- Writing for Impact.

For further information regarding support for research staff and discipline/School-specific training, please contact Anna Seabourne (Head of Researcher Environment) by email a.seabourne@hud.ac.uk or by phone ext. 2019.

Training for Research Supervisors

- Briefings on Changes to the Regulations (run by Registry when required, contact registryresearch@hud.ac.uk).
- Internal Examiner Training for Research Degrees
- Refresher Sessions for Experienced Supervisors of Research Degrees
- Supervision Fundamentals for New Supervisors of Research Degrees (multi-part programme for new supervisors).

For further information regarding skills development for Research Supervisors please contact Anna Seabourne (Head of Researcher Environment) by email a.seabourne@hud.ac.uk or by phone ext. 2019.

Innovation and Enterprise

- Intellectual Property Rights and Copyright
- Knowledge Exchange and Commercial Awareness.

For further information regarding Innovation and Enterprise provision and discipline/School-specific training, please contact Barry Timmins (Head of Business Development) by email b.timmins@hud.ac.uk or by phone ext. 1165.

Research Funding

- Budgeting/Finance for Research Bids
- Developing Successful Proposals – General
- Developing Successful Proposals – Research Council Specific



- Pre-Award Support Introduction to Research Funding.

In addition, there are bite-sized briefings (a programme of short briefings on specific topics) and Challenge Led Sandpits (ad hoc). For further information regarding bid support provision and discipline/School-specific training, please contact Jacqui Pybus (Head of Pre-Award) by email j.pybus@hud.ac.uk or by phone ext. 3901.

Postgraduate Researchers

The Researcher Environment team provides a programme of workshops, online training, and other initiatives such as the Teaching Assistant Preparation Programme to develop postgraduate researchers, including members of staff undertaking doctoral study part-time. Full details are available on Brightspace. The team also offers one-to-one consultations to both Postgraduate Researchers themselves, and staff who wish to offer sessions in Schools or as part of other PGR training. Contact pgrskills@hud.ac.uk for further information.



Staff Development Team

General bookings and enquiries:

Ext. 2799 (01484 472799)

Email. staffdev@hud.ac.uk

hud.ac.uk/hr/staffdevelopment

