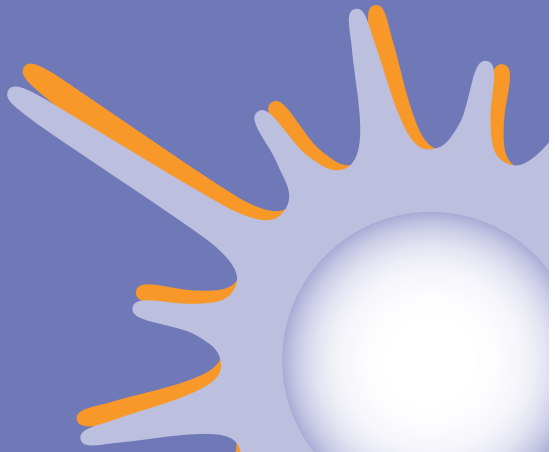# STAFF
DEVELOPMENT
NEWSLETTER
08/09

University of
BRISTOL

Welcome to the 08/09 Staff Development Newsletter, which is issued to all staff in December of each year. This Newsletter supplements the Staff Development Handbook and will fit neatly into the back of your personal copy.

The Newsletter provides a brief overview of new and existing projects and initiatives being undertaken within Staff Development, plus information and dates of new courses. I hope you will find something that will meet your development and training needs.

Kim England
Head of Staff Development

NEWS

NEW STAFF DEVELOPMENT MANAGER

We are very pleased to announce that Kemi Oladapo will join the Staff Development Team in December as a Staff Development Manager, replacing Kate Tapper.

Kemi has been a training consultant for many years and also held a senior personnel role within the NHS. Kemi will be covering a general training portfolio, but will be spending a lot of her time in supporting change management across the University.

ROGER MORLEY TO RETIRE

Sadly, I will be retiring from the University at Easter 2009, by then I will have been at the University for seven years.

Looking back there have been good and bad experiences, my unfortunate episode of illness was especially stressful, but luckily I was able to return to work, continue where I had left off and enhance my work at the University.

Parkinson's Law states that work expands to fill the time available, how true that is. Initially, a few people were a little suspicious about what my role was, not surprising as it was a new position. However, this situation quickly changed and I'd like to think I encouraged, and probably cajoled in some cases, people

to take responsibility for development and adopting a 'can do' approach.

I feel my achievements have been manifold, but I would like to mention a few.

I am particularly pleased with all the work I have done with Estates, especially the cleaners and porters. We now have a large number of staff with NVQ's and management qualifications. Many porters have successfully learnt to use computers and some of the cleaners have learnt to use them in their own time. Something I am very proud about is getting people help with their literacy and numeracy, something difficult to admit to in the first place.

It seems a long time since the inauguration of the Technical Managers' Group, which has developed into the Resource Managers' group, a very influential body within the University. Also not forgetting the Investors in People Award for the whole of Support Services. Thank you all for your hard work and commitment.

I will miss all the friends I have made at the University, but I would especially like to thank Beckie and Mark, the members of the Staff Development Team who have been there longer than myself. Also Derek Telling and Kim England for firstly employing me and being so supportive.

NEW COURSES 2009

ALL STAFF

INTRODUCTION TO UK IMMIGRATION: WHAT YOU SHOULD KNOW AND WHAT YOU MUST REFER TO INTERNATIONAL ADVICE AND SUPPORT

This course is intended for anyone recruiting, admitting or working with international students and will be an introduction to the UK student immigration rules. The aim is to help you to understand enough about UK immigration to allow you to answer very basic questions, but also to know when a student must be referred for immigration advice to International Advice and Support. The Points Based System will be addressed, but only to the extent that definitive information is available at the time of the workshop.

Dates: Wed 18 Feb 09:30 – 12:30
Course code: SD1UKI

SELF DEVELOPMENT

UNIVERSITY FAMILY LIFE

new

UFL COFFEE MORNING FOR STAFF WITH ELDERCARE RESPONSIBILITIES

An opportunity for staff with responsibility of caring for elderly parents/relatives to come together and share experiences.

Dates: Fri 09 Jan 11:00 – 12:00
Course code: ED1FCM

new

PLANNING MATERNITY LEAVE

This session will deal with the reality of planning and taking maternity leave, and also returning to work. It will cover issues such as: managing your manager, using keeping in touch days, sorting out maternity cover, returning to work positively and with confidence, and avoiding as many of the detrimental career implications as possible.

One of the problems of having a baby for the first time, is that it is extremely difficult to predict how you will feel both about the baby and about work before it arrives. Even second and third babies can be so different from the first that parents find themselves needing to change their attitudes and behaviour unexpectedly. Despite this, the University needs to know when we will return to work, whether we want to be full or part-time and to negotiate flexible working arrangements weeks before we come back to work and are in a position to know how our working and caring commitments will balance.

Dates: Tue 23 Jun 12:00 – 14:00
Course code: ED1PML

INTERNATIONAL STAFF

new

ADAPTING TO ACADEMIC LIFE IN THE UK

This course is for academic and academic-related staff who are new to working in a UK university. It will cover aspects of culture and University policies and procedures that you may not be familiar with, and will give you the chance to meet other international staff and ask any questions you may have.

Dates: *Fri 13 Feb 09:00 – 13:00*
Thu 11 Jun 09:00 – 13:00
Course code: *SD1AAL*

UNDERSTANDING THE NATIONAL HEALTH SERVICE

Dr. Tony Butler, Director of the Students' Health Service, explains how the National Health Service (NHS) works and conducts a question-and-answer session about the NHS.

Dates: *Wed 11 Mar 12:00 – 13:00*
Course code: *SD1NHS*

UNIVERSITY OF BRISTOL PRECINCT TOUR

Explore points of interest in the University precinct – hopefully seeing parts of the University beyond your department! Led by Mark Lawrence, Space and Property Manager at the University.

Dates: *Wed 25 Mar 12:00 – 13:00*
Course code: *SD1BPT*

HERITAGE BRISTOL – CITY TOUR

A walking tour of Bristol with a qualified city tour guide, exploring how societal and cultural changes over the century have shaped the City of Bristol we know today. Led by Elvyn Griffiths, Blue Badge tour guide.

Dates: *Wed 04 Mar 12:00 – 13:30*
Course code: *SD1HBT*

USS (THE UNIVERSITY OF BRISTOL'S PENSION SCHEME) AND UK INCOME TAX

Tim Smith, Payroll and Pensions Manager, explains USS, the University of Bristol's pension scheme and conducts a question-and-answer session regarding pensions and income tax in the UK.

Dates: *Wed 18 Mar 12:00 – 13:00*
Course code: *SD1UIT*

FINANCE

INTRODUCTION TO THE FINANCE OFFICE

Dates: *Wed 18 Feb 09:30 – 13:00*
Course code: *SD1IFO*

UNIVERSITY FINANCES

Dates: *Wed 20 May 13:30 - 16:30*
Course code: *SD1UNF*

`new`

DEPARTMENTAL FINANCIAL MANAGEMENT

Dates: *Wed 18 Mar 10:00 – 12:00*
Course code: *SD1DFM*

`new`

RESEARCH FINANCIAL MANAGEMENT

Dates: *Wed 25 Mar 10:00 – 12:00*
Course code: *SD1RFM*

IT TRAINING

MICROSOFT OFFICE COURSES

Dates of courses in Word, Excel and PowerPoint were not available at the time of going to press, but will be available in the IT training sections of the Staff Development website at **www.bristol.ac.uk/staff development** If you do not have access to the Web, please contact Staff Development directly Tel: **0117 33 16752**.

At least the following will be offered, many in Office 2003 and 2007:

- Converting to Office 2007
- Getting started with and Further Word
- Word for theses
- Mail merge with Word
- Forms in Word
- Getting started with and Further PowerPoint
- Getting started with and Further Excel
- Advanced Excel: Introduction to macros.

MICROSOFT OFFICE 2007

Whether or not you use Office 2007 (the latest version of Office) you might be effected by it. This is because Office 2007 can save files in a new format that is incompatible with previous versions of Office, which could cause confusion and frustration for people who exchange files or who transfer files between PCs. Everybody who uses Microsoft Office, regardless of the version you use, should consult the website below for recommendations and tips to minimise problems. You will also find learning materials to help you find your way around the redesigned Office interface and further information about the availability of Office 2007 training. **www.bristol.ac.uk /is/office2007**

GENERAL IT COURSES

GETTING STARTED WITH PCs
Dates: Mon 23 Mar 09:30 – 12:30 and
Mon 30 Mar 09:30 – 12:30 and
Mon 06 Apr 09:30 – 12:30
Course code: CC1GPC

MULBERRY EMAIL FOR ABSOLUTE BEGINNERS
Dates: Wed 04 Feb 09:30 – 11:00
Tue 31 Mar 09:30 – 11:00
Course code: CC1MAB

MAKING MULBERRY AND SMARTSIEVE WORK FOR YOU
Dates: Thu 12 Mar 09:30 – 11:30
Wed 01 Apr 09:30 – 11:30
Thu 14 May 09:30 – 11:30
Wed 08 Jul 14:00 – 16:00
Course code: CC1MSS

USING AND DESIGNING ACCESS DATABASES
Dates: Tue 17 Mar 09:30 – 13:00 and
Tue 24 Mar 09:30 – 17:00 and
Thu 26 Mar 09:30 – 17:00
Tue 21 Apr 09:30 – 13:00 and
Tue 28 Apr 09:30 – 17:00 and
Thu 30 Apr 09:30 – 17:00
Tue 12 May 09:30 – 13:00 and
Tue 19 May 09:30 – 17:00 and
Thu 21 May 09:30 – 17:00

Mon 22 Jun 09:30 – 13:00 and
Mon 29 Jun 09:30 – 17:00 and
Wed 01 Jul 09:30 – 17:00
Mon 20 Jul 09:30 – 13:00 and
Mon 27 Jul 09:30 – 17:00 and
Wed 29 Jul 09:30 – 17:00
Course code: *CC1ACC*

PLANNING YOUR DATABASE
Dates: *Fri 31 Jul 09:30 – 13:00*
Course code: *CC1PYD*

ACCESS SQL
Dates: *Thu 23 Jul 09:30 – 13:00*
Course code: *CC2SQL*

ACCESS BUTTONS AND MACROS
Dates: *Thu 16 Jul 09:30 – 13:00*
Course code: *CC2ABM*

ACCESSING THE DATAHUB USING ODBC
Dates: *Tue 14 Jul 09:30 – 13:00*
Course code: *CC1ADH*

WEB COURSES

PLANNING A DEPARTMENTAL WEBSITE
Dates: *Mon 16 Mar 10:00 – 16:00*
Fri 19 Jun 10:00 – 16:00
Course code: *CC1DWS*

WRITING FOR THE WEB
Dates: *Tue 03 Mar 09:30 – 13:00*
Fri 08 May 09:30 – 13:00
Tue 07 Jul 09:30 – 13:00
Course code: *CC1WWW*

WEB ACCESSIBILITY AND WHY IT MATTERS
Dates: *Wed 04 Mar 13:30 – 17:00*
Tue 07 Apr 09:30 – 13:00
Fri 22 May 09:30 – 13:00
Fri 10 Jul 09:30 – 13:00
Course code: *CC3WAU*

INTRODUCTION TO WEBPAGE CREATION IN XHTML
Dates: *Thu 12 Feb 09:30 – 16:30*
Fri 27 Mar 09:30 – 16:30
Fri 24 Apr 09:30 – 16:30
Tue 19 May 09:30 – 16:30
Tue 16 Jun 09:30 – 16:30
Wed 01 Jul 09:30 – 16:30
Course code: *CC1WPC*

FURTHER WEB DESIGN: CASCADING STYLE SHEETS
Dates: *Wed 11 Feb 09:30 – 16:30*
Wed 15 Apr 09:30 – 16:30
Fri 15 May 09:30 – 16:30
Thu 02 Jul 09:30 – 16:30
Course code: *CC2FWD*

MAINTAINING A UNIVERSITY TEMPLATE BASED ZOPE WEBSITE USING EDIT-ON-PRO
Dates: *Fri 06 Feb 09:30 – 13:00*
Course code: *CC1ZEP*

MAINTAINING A DEPARTMENTAL WEBSITE WITHIN THE CMS
Dates: *Tue 03 Feb 10:00 – 16:00*
Fri 13 Mar 10:00 – 16:00
Wed 08 Apr 10:00 – 16:00
Wed 06 May 10:00 – 16:00
Tue 02 Jun 10:00 – 16:00
Thu 09 Jul 10:00 – 16:00
Course code: *CC1MDW*

PROMOTING YOUR WEBSITE
Dates: Tue 10 Mar 09:30 – 13:00
Wed 27 May 09:30 – 13:00
Course code: CC1PYW

SCANNING AND OPTIMISING IMAGES
Dates: Fri 20 Mar 10:00 – 16:00
Mon 27 Apr 10:00 – 16:00
Wed 24 Jun 10:00 – 16:00
Course code: CC1SOP

CREATIVE IMAGE MANIPULATION USING PHOTOSHOP
Dates: Mon 09 Feb 10:00 – 16:00
Thu 16 Apr 10:00 – 16:00
Tue 30 Jun 10:00 – 16:00
Course code: CC1CIM

GETTING STARTED WITH ORACLE CALENDAR
Dates: Mon 16 Feb 14:00 – 16:00
Thu 12 Mar 14:00 – 16:00
Wed 22 Apr 14:00 – 16:00
Wed 20 May 09:30 – 11:30
Mon 06 Jul 09:30 – 11:30
Course code: CC1GOC

FURTHER CALENDAR
Dates: Mon 16 Mar 09:30 – 11:30
Mon 06 Jul 14:00 – 16:00
Course code: CC2FCC

GETTING STARTED WITH THE SPSS STATISTICS PACKAGE
Dates: Wed 17 Jun 14:00 – 17:00
Wed 01 Apr 14:00 – 17:00
Course code: CC1STA

ENDNOTE BASICS
Dates: Fri 20 Feb 09:30 – 13:00
Thu 02 Apr 13:30 – 17:00

Mon 11 May 09:30 – 13:00
Fri 12 Jun 09:30 – 13:00
Thu 16 Jul 13:30 – 17:00
Course code: CC1ENB

USING TECHNOLOGY IN TEACHING AND LEARNING

USING HANDHELD MOBILE DEVICES FOR LEARNING AND TEACHING
Dates: Mon 23 Mar 14:00 – 17:00
Course code: LT1HMD

FINDING RESOURCES ON THE INTERNET FOR LEARNING, TEACHING AND RESEARCH
Dates: Tue 23 Jun 14:00 – 17:00
Course code: LT1FRI

INTRODUCTION TO BLACKBOARD
Dates: Tue 17 Mar 14:00 – 17:00
Mon 11 May 14:00 – 17:00
Course code: LT1OLE

NEW WEB-BASED TOOLS FOR COLLABORATION AND REFLECTION IN LEARNING AND TEACHING
Dates: Thu 14 May 14:00 – 17:00
Course code: LT1INT

FURTHER DEVELOPING YOUR BLACKBOARD SKILLS
Dates: Wed 22 Apr 09:30 – 12:30
Thu 04 Jun 09:30 – 12:30
Course code: LT2FDB

ADDING INTERACTIVITY TO YOUR BLACKBOARD COURSE
Dates: Tue 26 May 14:00 – 17:00
Course code: LT1AIB

EFFECTIVE E-SUBMISSION (ELECTRONIC SUBMISSION) USING BLACKBOARD AND TURNITIN

Dates: Mon 06 Apr 14:00 – 17:00
Course code: LT1EES

DEVELOPING YOUR ONLINE TEACHING SKILLS

Dates: Thu 11 Jun 14:00 – 17:00
Course code: LT1SSD

FURTHER DEVELOPING YOUR COURSEGENIE SKILLS

Dates: Fri 01 May 09:30 – 12:30
Course code: LT3CGS

ONLINE ASSESSMENT: WHAT DOES IT HAVE TO OFFER?

Dates: Fri 06 Mar 14:00 – 17:00
Course code: LT2OAB

USING AUDIO IN TEACHING AND LEARNING

Dates: Thu 05 Mar 14:00 – 17:00
Course code: LT1ATL

UNIVERSITY SYSTEMS

BORIS FOR DEPARTMENTAL STAFF

Dates: Tue 10 Feb 10:00 – 11:30
Tue 28 Apr 10:00 – 11:30
Thu 18 Jun 10:00 – 11:30
Course code: CI1BDM

FEC PROJECT COSTING

Dates: Thu 12 Mar 10:00 – 13:00
Thu 14 May 10:00 – 13:00
Mon 13 Jul 10:00 – 13:00
Course code: CI1FEC

IRIS FOR DEPARTMENTAL STAFF

Dates: Tue 24 Feb 09:30 – 11:30
Tue 12 May 09:30 – 11:30
Mon 29 Jun 10:00 – 12:00
Course code: CI1IDS

PIMS FOR DEPARTMENTAL ADMINISTRATION

Dates: Wed 18 Mar 10:00 – 12:00
Wed 13 May 10:00 – 12:00
Thu 09 Jul 10:00 – 12:00
Course code: CI1PDM

GETTING MORE FROM PIMS SNAPSHOT USING EXCEL

Dates: Tue 31 Mar 09:30 – 11:30
Tue 02 Jun 09:30 – 11:30
Course code: CI1PEX

PIMS FOR GENERAL ENQUIRERS

Dates: Tue 14 Jul 10:00 – 11:00
Course code: CI1PGE

PIMS STAFF SNAPSHOT

Dates: Tue 24 Mar 09:30 – 11:30
Thu 21 May 10:00 – 12:00
Wed 15 Jul 10:00 – 12:00
Course code: CI1PSS

TARGETED DEVELOPMENT

TEACHING

TEACHING AND LEARNING FOR HEALTH PROFESSIONALS

This popular programme provides training in teaching skills for health professionals, with

modular units that build up into a Postgraduate Certificate, Postgraduate Diploma or MSc. This enables both the novice and the experienced teacher to build substantially on their level of expertise. Emphasis is on the practical application of educational methods and theory, and the development of reflective, evidence-based practice. Please see our website **www.tlhp.bris.ac.uk** for further details about the content and dates of units, course structure, application process (there are three entry points each year), fees and bursaries. Why not join the many others enjoying our interactive, inter-professional study days and gain a qualification as well!

RESEARCH STAFF

`new`

PEOPLE MANAGEMENT SKILLS FOR RESEARCHERS

This course, designed for those with little or no management experience, will introduce you to key skills required to become a good manager of people, whether on an informal or formal basis.

Dates: Thu 19 Mar 09:00 – 17:00
Course code: SD1PMR

CAREER MANAGEMENT COURSES

Since the publication of the Handbook in September, we have reviewed some of the career management courses. In place of 'Academic CVs and interviews' and 'Working towards a lectureship' we are now offering the following two courses:

• STRONG ROOTS: MANAGING THE EARLY STAGES OF YOUR RESEARCH CAREER

This course is designed for research staff who are looking to apply for postdoctoral and other research positions.

Course code: SD1ESC

Details and dates can be found on the research staff website at: **www.bristol.ac.uk/research staff/training/rstailoredcareerman.html**

• WORKING TOWARDS LECTURESHIPS AND FELLOWSHIPS

This course is designed for senior postdoctoral research staff who will be applying for more senior roles relatively soon.

Course code: SD1TLF

Details and dates can be found on the research staff website at: **www.bristol.ac.uk/research staff/training/rstailoredcareerman.html**

Please continue to look at the research staff website for details of more courses which will be added during the year.

LEADERS AND MANAGERS

PERFORMANCE MANAGEMENT (ALL STAFF)

Managers at all levels sometimes need to deal with issues of poor performance, sickness absence and other 'people management' problems. A practical and participative session guiding you through University policy, offering advice on good practice and helping you to develop the appropriate skills to tackle these difficult issues. Suitable for anyone with people management responsibilities.

Dates: Wed 08 Apr 09:00 – 12:30
Course code: SD1PMW

EQUALITY *& diversity*

INVESTOR IN PEOPLE

POSITIVE WORKING environment