The University Of Sheffield.

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Management Essentials

Personal Development

Health and Wellbeing

Department Of Human Resources.

Women's Development

Induction

Staff Development Programme

2011

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Staff Development Programme 2011

This year's Staff Development Programme contains a wide range of courses with an emphasis on Management Effectiveness and Personal Development. They will raise awareness of some of the issues around the topic, allow for discussion with others and offer some practical tools and strategies that delegates can take back to the workplace.

Booking Information

How can I find out more information about what is on offer and whether the workshop is appropriate for my needs?

For detailed information about all the courses, including further information about the workshop content, aims, learning objectives and timings please visit: www.sheffield.ac.uk/hr/sd

How can I enrol on the course I am interested in?

If you are interested in a particular course, please log into the Learning Management System (LMS) and enrol yourself on the next available session for that course. You can access the LMS from the following webpage: www.sheffield.ac.uk/hr/sd/book

Alternatively you can access the LMS by logging into MUSE and going to 'Learning and Teaching' using your usual University network login and password.

What do I do if I find I can't attend?

If you cancel your place within one week of a course, please un-enrol via LMS and contact us so that we can offer your place to someone else on the waiting list.
Please telephone (0114 2221478) or email staffdevelopment@sheffield.ac.uk

NB: non-attendance deprives a colleague of a development opportunity

How do I access course materials?

All resources for Staff Development Programme courses will be available via uSpace.
A dedicated Staff Development Programme Space has been created and can be found at: http://uspace.shef.ac.uk/community/staff_development_programme

Please note that we will not be providing hard copies of course slides or workbooks so if you wish to work from them in the session, please print them off and bring them with you.

Other Development

E-Learning

Staff Development offers a range of e-learning courses including diversity and equality training. For more information and to enrol please go to www.sheffield.ac.uk/hr/sd/staff

Other Development around the University

CiCS

A range of training on IT and software programmes is provided by CiCS. For more information please go to www.shef.ac.uk/cics/training

Learning and Teaching Services (LeTS)

Provides professional development, awards and events, teaching training, as well as bespoke programmes for learning and teaching. www.shef.ac.uk/lets/lt-supp

Student Services

'Supporting the Supporters' provides a range of support and development courses for staff with responsibilities relating to student support and student administration. www.shef.ac.uk/ssd/supsup

'Recruitment Matters' provides networking and support opportunities for staff involved in student recruitment and admissions. www.shef.ac.uk/ssd/recruitment

The Sheffield Leader Programme

A leadership development programme to enable and equip senior leaders with the confidence and capabilities required to deliver the University's aspirations - www.shef.ac.uk/hr/sd/hods/leadership

Other Resources

Books, journals and other learning resources are available through the University Library catalogue which is accessible through your MUSE login.

Staff Development Programme 2011

Induction

Welcome to the University

A chance for new staff to hear about the University's history and strategy for the future during a short presentation from the Vice Chancellor Prof Keith Burnett. The event starts with an opportunity to meet and speak with the VC and each other.

Thursday 31st March *(10.00 – 11.30)*
Thursday 16th June *(2.00 – 3.30)*
Wednesday 2nd Nov *(10.00 – 11.30)*

Personal Development

Aspiring Managers

This workshop will raise awareness of what managers and leaders do and what skills and qualities they require. Participants will explore what development opportunities are available to help them prepare to apply for and move into management roles.

Tuesday 17th May *(2.00 - 4.30)*
Tuesday 22nd Nov *(9.30 – 12.00)*

Prioritising Workload

This 1-hour workshop covers elements from Stephen Covey's 3rd Habit from his '7 Habits of Highly Effective People'. Habit 3 'Putting First Things First' focuses on time management and prioritisation techniques to improve personal effectiveness.

Thursday 24th March *(10.00 - 11.30)*
Tuesday 21st June *(10.00 - 11.30)*
Thursday 17th Nov *(10.00 - 11.30)*

Confident Communication

Even if we feel confident in getting on with people, there may be times when we wish we could be more effective in getting our message across. This workshop will identify some key principles of effective communication and give you the opportunity to develop strategies to overcome your personal barriers.

Tuesday 8th Feb *(9.30 - 12.00)*
Tuesday 22nd March *(9.30 - 12.00)*
Wednesday 4th May *(2.00 – 4.30)*
Thursday 3rd Nov *(9.30 - 12.00)*

Time Management

This structured workshop will cover tools and techniques which can be used to manage time more effectively in five key areas: work planning, emails, meetings, phone calls and dealing with people.

Wednesday 2nd March *(9.30 - 12.00)*
Tuesday 28th June *(9.30 - 12.00)*
Thursday 8th Dec *(9.30 - 12.00)*

Positive Influencing Skills

Achieving objectives at work can often be dependent on the way in which we get the help, co-operation and commitment of others. This workshop will introduce techniques that can be used to improve individuals' personal influencing skills and will provide opportunity for people to work on the real challenges that they face in the workplace.

Thursday 19th May *(9.30 - 12.30)*
Thursday 20th Oct *(9.30 - 12.30)*

Presentation Skills

Presentations need not be deathly to either the presenter or their audience. This fast-paced two-hour session will cover the use of PowerPoint, room layout, audience engagement and overcoming nerves. It will leave participants feeling more confident and better equipped to deliver high-impact presentations.

Wednesday 9th March *(1.30 - 4.30)*
Wednesday 5th Oct *(9.30 - 12.30)*

Advanced Presentation Skills

This one-day practical session is designed to develop the skills and confidence of participants to deliver effective presentations. Participants on this workshop will be required to deliver a 10-minute presentation.

Monday 28th Nov *(9.30 - 4.30)*

Project Management – The Basics Part 1

This half-day session provides a basic introduction to projects and project management and focuses on the stages of defining and planning a project. The course content is generic and can be applied to any project. Led by experienced Project Managers from Corporate Information and Computing Services (CiCS). This session is a pre-requisite to Project Management – The Basics Part 2.

Wednesday 30th March *(9.30 - 12.30)*
Wednesday 15th June *(9.30 - 12.30)*
Thursday 27th Oct *(9.30 - 12.30)*
Wednesday 30th Nov *(9.30 - 12.30)*

Project Management – The Basics Part 2

This half-day session builds on the basic principles and tools of project planning covered in Part 1 by introducing more complex tools and techniques which can be used to both plan, implement, monitor and review a project.

Wednesday 30th March *(1.30 - 4.30)*
Wednesday 15th June *(1.30 - 4.30)*
Thursday 27th Oct *(1.30 - 4.30)*
Wednesday 30th Nov *(1.30 - 4.30)*

Mind Mapping

This is a practical half day workshop where you will have hands-on experience of drawing mind maps. It concentrates on the use of mind maps for planning and organising information.

Tuesday 15th Nov *(9.30 - 1.00)*

Health and Wellbeing

Managing Personal Stress

This workshop is aimed at anyone who has an interest in being as effective as possible at work and ensuring that pressure and stress from work or home does not adversely affect them. The course will help you to understand exactly what stress is and recognise when you are under or overstressed.

Thursday 31st March *(9.30 – 4.30)*
Tuesday 11th Oct *(9.30 – 4.30)*

Relaxation

This series comprises of four 35 minute lunchtime sessions. The emphasis will be on relaxing both the mind and body so each session will focus on both mental and physical relaxation techniques. Sessions will include stretching, breathing, relaxation and guided imagery. Participants must commit to attend all four sessions.

Session 1: Thursday 10th Nov *(1.10 – 1.45)*
Session 2: Thursday 17th Nov *(1.10 – 1.45)*
Session 3: Thursday 24th Nov *(1.10 – 1.45)*
Session 4: Thursday 1st Dec *(1.10 – 1.45)*

Health, Wellbeing and Nutrition at Work

Run by a nutritional biochemist, this course will offer advice on addressing the causes of stress and fatigue by focusing on strategies relating to work-life balance and eating well to increase energy and stamina.

Tuesday 15th Feb *(9.30 – 12.30)*

Women's Development

Get Noticed

Aimed at all female staff across the University who want to make a greater impact, this highly motivating and empowering workshop is designed to help women increase their credibility, be taken more seriously, project self-confidence, present their most powerful personal and professional self and receive the recognition they deserve.

Thursday 10th Feb *(9.30 – 4.30)*

Dealing with Difficult Situations

This one-day course is aimed at all female staff across the University and will provide you with insights and specific tools for coming across more effectively, consistently and resiliently when dealing with difficult people or situations.

Tuesday 8th March *(9.30 – 4.30)*
Tuesday 18th Oct *(9.30 – 4.30)*

Networking for Women

Would you like to take the 'work' out of networking and make it more easy, enjoyable and productive? In this practical and interactive session, participants will learn how to approach both formal and informal networking in a way in which they feel comfortable, capable and in control.

Tuesday 10th May *(9.30 – 12.30)*
Thursday 10th Nov *(9.30 – 12.30)*

Speed Reading (Part 1 and Part 2)

This is a practical workshop where you learn to both read faster and to take an overview before you read to help comprehension. Two half-day workshops will be delivered three weeks apart. Session 2 consolidates and builds on the skills covered in session 1. Participants must commit to attend both sessions.

Part 1: Thursday 17th March *(9.30 - 1.00)*
Part 2: Thursday 7th April *(9.30 - 1.00)*

Chairing Meetings

Effective planning, objective setting and communication skills can transform the way your meetings run, increase productivity and enhance morale. This short workshop will provide managers and others who chair meetings with an understanding of the meeting process and how to control and energise discussion.

Tuesday 15th March *(2.00 - 4.30)*
Tuesday 4th Oct *(9.30 – 12.00)*

Networking for Results

Would you love to take the 'work' out of networking and make it more easy, enjoyable and productive? This practical and interactive course will explore the skills and benefits of effective networking. Participants will learn how to approach both formal and informal networking in a way in which they feel comfortable, capable and in control.

Thursday 24th Nov *(9.30 - 12.30)*

Minute Taking

This session will cover tools and techniques which can be used to take accurate meeting minutes. It will include tips on preparing for a meeting, taking notes during the meeting, and formatting the notes into effective minutes.

Thursday 3rd Feb *(9.30 - 12.00)*
Thursday 9th June *(9.30 - 12.00)*
Wednesday 26th Oct *(9.30 - 12.00)*

Cultural Awareness

We are usually unaware of how much our own culture influences the way we work, interact and expect the world to work until we encounter others whose culture is different to our own. This introduction to cultural awareness seeks to alert participants to some of the barriers that we can encounter in cross-/inter-cultural encounters.

Wednesday 23rd March *(9.30 - 12.30)*

Management Essentials

Motivation and Managing Performance

Effective managers achieve results through motivating their team and individual staff to achieve their full potential. This workshop will look at what motivates people at work, discuss why people may not be performing and what managers can do to ensure objectives are achieved while maintaining morale.

Tuesday 7th June *(9.30 - 12.00)*
Thursday 6th Oct *(9.30 - 12.00)*

Effective Teamworking

This workshop will show that by setting the right team objectives and developing a collaborative culture you can create effective team working. This workshop is suitable for people who manage and lead large or small teams.

Tuesday 5th April *(2.00 - 4.30)*
Tuesday 27th Sept *(2.00 - 4.30)*

Influencing Change

This workshop shows managers how they can influence change, including change happening at organisational level and change happening within individuals. The ability of a manager to successfully influence change not only makes change less stressful but it can make the change more likely to succeed.

Tuesday 5th April *(9.30 - 12.00)*
Thursday 17th Nov *(9.30 - 12.00)*

Having Managerial Conversations

The purpose of this full day workshop is to provide managers with the opportunity to enhance and practice key communication skills needed in the day to day management of staff. It will give them confidence to approach conflict situations and have those 'difficult' conversations.

Thursday 26th May *(9.30 - 12.30)*
Thursday 29th Sept *(9.30 - 12.30)*

Mentoring

The purpose of this half-day session is to explore the role of the mentor and the skills involved. The session will involve plenty of skills practice as well as discussions around mentoring and coaching.

Tuesday 1st March *(9.30 - 12.30)*
Tuesday 8th Nov *(9.30 - 12.30)*

Managing Poor Performance

This workshop will help managers identify and practice the skills required to deal with issues of poor performance. It will explain the processes in place at the University of Sheffield to help managers manage poor performance.

Thursday 5th May *(9.30 - 12.30)*
Wednesday 12th Oct *(9.30 - 12.30)*

Giving Feedback

This session will demonstrate tools and techniques which can be used to give constructive, example-based feedback which involves staff members in feedback discussions.

Thursday 17th Feb *(9.30 -12.00)*
Tuesday 27th Sept *(9.30 - 12.00)*

Art of Delegation: Empowering and Enabling Staff

This workshop will help managers identify opportunities for delegating work to others while recognising the benefits and pitfalls of delegation. It will look at the power of successful delegation to motivate, empower and enable others to achieve great results.

Wednesday 6th April *(9.30 - 12.00)*
Thursday 17 Nov *(2.00 - 4.30)*

Managing Stress for Managers

This course aims to support managers in managing pressure effectively in their teams; raising awareness and helping managers to recognise potential stressors and to take steps to create a high-performance environment.

Wednesday 29th June *(9.30 - 12.30)*
Tuesday 6th Dec *(9.30 - 12.30)*

Managing Budgets

This session is an introduction to the basics of financial management and budgeting. It includes explanations of commonly used financial/accounting terminology.

Thursday 12th May *(9.30 - 12.00)*
Tuesday 1st Nov *(9.30 - 12.00)*

SRDS Skills for Reviewers

This full-day session will focus on developing the key skills required by reviewers to carry out SRDS meetings effectively, including delivering feedback and agreeing and setting objectives.

Tuesday 24th May *(9.30 - 4.30)*
Tuesday 14th June *(9.30 - 4.30)*