



The University
Of
Sheffield.



The University
Of
Sheffield.

Contact:

Address
HR - Business Development
301 Glossop Road
Sheffield
S10 2HL

Telephone
0114 22 22468

Email
staffdevelopment@sheffield.ac.uk

Web
www.sheffield.ac.uk/hr/sd

Design | www.sheffield.ac.uk/cics/uniprint

Staff Development Programme.

2010



Staff Development Programme 2010

This year's Staff Development Programme contains a wide range of courses many of which are delivered in bite-size sessions. These bite-size sessions will last from 1 to 2.5 hours and 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?

For detailed information about all the courses, including timings and learning objectives 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.

Do you only offer tutor-led courses?

We also offer a range of e-learning courses which can be accessed at:

www.sheffield.ac.uk/hr/sd/staff/elearning.html

The SOLAR resource library is also available to all staff. To access the catalogue please go to:

www.sheffield.ac.uk/hr/sd/staff/solar.html

If you cancel your place within 48 hours 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.

"Remember – non-attendance deprives a colleague of a development opportunity"

New for 2010:



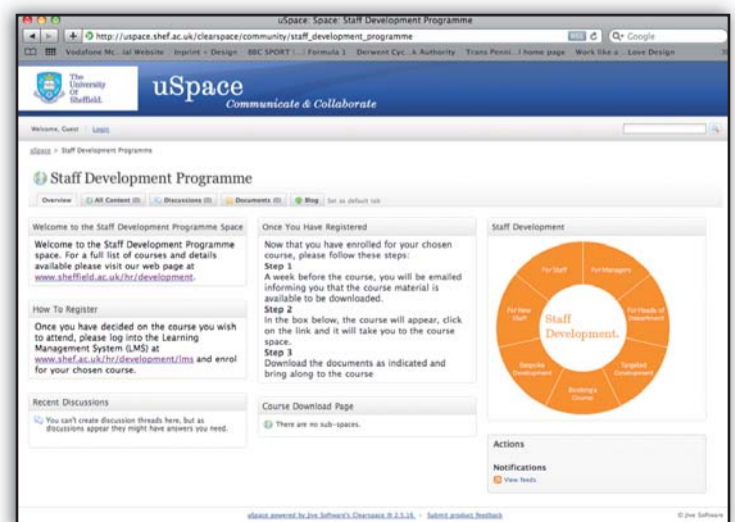
This year all resources for Staff Development Programme courses will only be available via uSpace. A dedicated Staff Development Programme Space has been created and can be found at:

uspace.shef.ac.uk/clearspace/community/staff_development_programme

This link will open up the Staff Development Programme space and log you in as a guest (if not already logged into MUSE). To view the content you will need to log in by clicking the login button in the top left corner under the University logo which will open MUSE. Enter your University login details and you will then be re-directed to the space as seen below.

Once you enrol on a course through the Learning Management System you will be given access to the area for that course within the Staff Development Programme Space (access is only given to courses you enrol on). When you access the course area you will be able to view information on the course, download the course handouts, create or comment on online discussions and vote in online polls.

These spaces are designed to create an interactive environment where users can download materials, communicate and share ideas with other course members both before and after the course.



Please note that this year 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.

Staff Development Programme

Personal Effectiveness

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 and move into management roles.

Date: Tuesday 9th March 10 (9:30 – 12:00)

Being and Staying Effective

We all react to situations differently and it can be helpful to understand why this is so, particularly how we respond to pressure. In this workshop we will explore why we react differently and what can be done to manage ourselves more effectively.

Date: Tuesday 25th May 10 (9:30 – 10:30)

Being Proactive

Being proactive requires us sometimes to change our own and others' mindset. This workshop will identify blocks to positive thought and action, and provide the opportunity to practice ways of overcoming them.

Date: Tuesday 25th May 10 (11:00 – 12:00)

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 with an understanding of the meeting process and how to control and energise discussion.

Date: Tuesday 4th May 10 (10:00 – 12:30)

Confident Communication

Even if we feel confident in getting on with people, there may be times when we wish we could be more effective with colleagues and customers. This workshop will identify principles of effective communication and give you the opportunity to practice some techniques of assertive communication.

Date: Tuesday 25th May 10 (2:00 – 3:00)

Giving Feedback

Would you like to learn how to give effective feedback which gets results? This workshop will demonstrate tools and techniques which can be used to give constructive, ongoing feedback which involves staff members in feedback discussions.

Date: Thursday 11th February 10 (10:00 – 12:30)

Harnessing Change – Looking at the Future

Change can be an exciting adventure. Explore a variety of change models to help you harness change and create your own action plan for success.

Date: Thursday 11th March 10 (3:30 – 4:30)

Influencing Skills

This workshop is aimed at anyone who has to influence others to get things done, to gain commitment and foster collaboration.

It will help participants identify the skills required to be an effective 'influencer', consider how to build rapport and how to overcome resistance and inertia in others.

Date: Tuesday 4th May 10 (2:00 – 4:30)

Managing Change

Managing change positively and maintaining performance is a key challenge for our leaders and managers. This half-day workshop concentrates on change management in the University context and identifies the actions required to successfully plan and support future changes.

Date: Thursday 11th March 10 (9:30 – 12:30)

Managing Conflict

How does conflict affect you? Do you seek or avoid it? Attend this workshop and learn tools and techniques to gain positive results.

Date: Thursday 22nd April 10 (11:30 – 12:30)

Managing Difficult Situations

Which situations do you find difficult? Do you know why? This workshop explores the dynamics of power, the games people play and more importantly what to do about them.

Date: Thursday 22nd April 10 (10:00 – 11:00)

Motivation Skills

This workshop offers tried and tested methods to help you stay motivated, drawing on the basic principles of positive thinking.

Date: Wednesday 27th January 10 (9:30 – 10:30)

Personal Power and Dealing with Difficult People

Handling those "difficult" people in your life can be one of the most stressful aspects of the modern working environment. By seeking to understand your own and others Thinking Styles you can communicate more effectively to achieve what you want. Attend this half-day and identify your own Personal Power and boost your self - confidence and influencing skills.

Date: Thursday 22nd April 10 (1:30 – 4:30)

Presentation Skills

Presentations need not be deathly to either the presenter or their audience.

This fast-paced two hour session on presentation skills will cover the use of PowerPoint, room layout, audience engagement and over-coming nerves. It will leave participants feeling more confident and better equipped to deliver high-impact presentations.

Date: Wednesday 14th April 10 (2:30 – 4:30)

Understanding Change

Why do people react so differently to change? This workshop explores the reasons why and how to influence your own (and others) reactions to change.

Date: Thursday 11th March 10 (2:00 – 3:00)

Managing Workload

Art of Delegation

This workshop will help managers identify opportunities for delegating work to others while recognising the benefits and pitfalls of delegation.

Date: Wednesday 21st April 10 (10:00 – 12:30)

Decision Making

This workshop will look at the importance of using information in decision making. The workshop will then cover two popular decision making techniques: Edward De Bono's Six Thinking Hats process and Force Field Analysis. Some of the techniques covered in this Decision Making workshop can also be used in problem solving.

Date: Wednesday 21st April 10 (2:00 – 4:30)

Identifying Priorities

Indecisiveness and procrastination are major time-wasters (sometimes for good reasons, it is true). How can we check what's going on for ourselves with these habits? This workshop will practise techniques to support effective prioritisation.

Date: Wednesday 3rd February 10 (9:30 – 10:30)

Managing Your Own and the Team's Performance in Challenging Times

This workshop will provide some positive practical messages to people who know how to be good managers but who also appreciate some down-to-earth advice at a time when mounting pressures can blur priorities. Managers will have the opportunity to reflect on their own pressures, to consider how pressure affects how they behave with their teams, and to make a practical action plan for any areas in which they decide to change their way of working.

Date: Tuesday 9th February 10 (10:00 – 12:30)

Project Management: The Basics – Part I

This half day session will provide participants with a basic introduction to projects and project management. The session focuses on the stages of defining and planning a project, with an emphasis on hands-on exercises. Course content is generic and can be applied to any project. You do not need to be directly managing a project to attend this session. The session is a pre-requisite to Project Management - The Basics Part II.

Date: Wednesday 5th May 10 (9:30 – 12:30)

Project Management: The Basics – Part II

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

Date: Wednesday 5th May 10 (1:30 – 4:30)

Time Management: Tools & Techniques

Do you ever feel like there aren't enough hours in the day? Would you like to make the most out of your time? This workshop will cover tools and techniques which can be used to manage time more effectively.

Date: Tuesday 13th April 10 (10:00 – 12:30)

What it's Good to Know About Change

The rate of change has accelerated exponentially in most of our lifetimes. Even when welcome, change can be difficult. What do we know, and what can we do, to help ourselves handle change effectively? In this workshop we will identify common effects of change and consider our own resources for handling change confidently.

Date: Wednesday 27th January 10 (1:00 – 2:00)

Women's Development

Dealing with Difficult Situations

This course for women will work on raising your emotional intelligence and the options available to you by looking at coping with criticisms, parrying put-downs, rebuilding credibility after mistakes, managing negativity, saying 'no', standing your ground, dealing with difficult people and situations, standing up to stereotypes, building in 'breathing room time' and sustaining the success that you have created.

Date: Thursday 13th May 10 (9:30 – 5:00)

Networking for Women

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

Date: Thursday 25th February 10 (9:30 – 12:30)

Wellbeing

Assertiveness

This half day course is partly taught, part interactive in a fun and supportive atmosphere. Participants will have the opportunity to learn about effective communication, deal with difficult situations and people and have a strategy for defusing anger and potential conflict.

Date: Thursday 18th March 10 (9:30 – 12:30)

Fit for the Future

What do we know and put into practice to help us look after ourselves, particularly when things change? In this workshop we will consider a variety of ways to maintain wellbeing.

Date: Wednesday 27th January 10 (2:30 – 3:30)

Wellbeing – Looking after yourself

This workshop invites you to identify the nature of hardness and to consider appropriate treats, rewards and relaxation when you need to look after yourself.

**Date: Wednesday 3rd February 10 (2:00 – 3:00),
Tuesday 25th May 10 (3:30 – 4:30)**

Managing Stress

This half day session is designed to help participants understand the causes and effects of positive and negative stress and considers the mind body connection. A range of stress management techniques will be outlined.

Date: TBA

Skills Development for Academics

Networking for Academics

A particular focus of this session will be on effectively networking and promoting yourself within an academic context and objectives. This will include engaging each other as a key resource for exploring and expanding your connections.

Date: Thursday 25th February 10 (1:30 – 4:30)

For more skills development for academics, please visit: www.shef.ac.uk/lets/lt-supp/

Diversity

We are currently reviewing our Diversity provision but online diversity packages can be found at www.sheffield.ac.uk/hr/sd/staff/elearning.html

If you are interested in a particular course, please log into the Learning Management System and enrol yourself on the next available session at:

www.sheffield.ac.uk/hr/sd/book

Staff Review and Development Scheme

SRDS Skills for Reviewers

This full day session will focus on developing the key skills required by reviewers to carry out SRDS meetings effectively. (Delivering feedback and agreeing and setting objectives)

Dates: Tuesday 16th March 10, Wednesday 28th April 10, Tuesday 18th May 10, Wednesday 9th June 10 (All sessions 9:30 – 4:30)

SRDS Information Briefing Session

This 45 minute session aims to provide information to staff who are either new to the organisation or new to the role of SRDS reviewer.

**Dates: Monday 15th March 10 (3:00 – 4:00),
Tuesday 20th April 10 (10:00 – 11:00),
Wednesday 12th May 10 (3:00 – 4:00),
Tuesday 8th June 10 (10:00 – 11:00)**

Bite Size Training: Writing an ECA Recommendation

This session is designed to give SRDS reviewers and Heads of Departments an understanding of exceptional and sustained excellent contribution; it gives guidance on how to write an ECA recommendation that effectively describes the contribution.

**Dates: Monday 17th May 10 (10:00 – 11:00),
Thursday 10th June 10 (10:00 – 11:00)**

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.

Dates: Monday 1st March 10, Monday 14th June 10