

**The Equality and Diversity Unit is moving...**

From 1 August 2008 the Equality and Diversity Unit will be reporting to the University Secretary.

The remit of the Unit will be widened to include student equality issues. To reflect this, Marlene Bertrand's job title will become Equality and Diversity Manager. The Unit will remain based in Wessex House room 3.16 for the foreseeable future.

You can contact the Unit on:  
[equalsdiv@bath.ac.uk](mailto:equalsdiv@bath.ac.uk) or ext 3098

**Management Development Programmes - Support Staff**

Staff Development offer a number of management development programmes for Managers and Supervisors of support staff. To find out which course would suit your requirements, see information at:  
[www.bath.ac.uk/staff-development/community/management/mgtprov.doc](http://www.bath.ac.uk/staff-development/community/management/mgtprov.doc)

**IT Training**

This year continues to be one of exciting change for IT Training. We have introduced new courses including 'Writing wikis' and 'Content for Web Pages', 'Working with Spreadsheets' and a general 'Mail Merge' course.

Our **Online Resource** area is also being updated with new PowerPoint content, available to complete outside of scheduled sessions, and will be expanded to include Excel, Access and Bristol Online Surveys as the year moves on. Courses are open to all staff and postgraduate students (a small charge applies to postgraduate students).

We look forward to seeing you on one of our courses soon!

Sherilyn Elmes, IT Training Manager  
[www.bath.ac.uk/bucs/services/ittraining](http://www.bath.ac.uk/bucs/services/ittraining)

**E-Learning**



**News from the E-Learning Team – widening the opportunity for staff development**

The e-learning team is in the process of making changes to the way we develop staff to recognise the potential of e-learning in teaching and learning. These changes are in two broad areas:

1) **The workshop programme** - the e-learning team is widening the breadth of topics covered and also introducing more variation in the type of event offered e.g., more theme-based lunchtime events and intensive courses.

2) **A more flexible approach to staff development** - the team is re-thinking the techniques used to support you eg, rolling out more effective and appropriate online support material and making better connections between the online and face-to-face support mechanisms.

We want to make our staff development programme more flexible and responsive to your needs. These changes are being made in parallel with a broader review to develop an operational plan for e-learning at the University.

We encourage you to attend our events and to get involved by visiting our web site:  
[www.bath.ac.uk/learningandteaching/themes/e-learning](http://www.bath.ac.uk/learningandteaching/themes/e-learning)  
or emailing us ([e-learning@bath.ac.uk](mailto:e-learning@bath.ac.uk)) to discuss your needs.

Andy Ramsden, Head of E-Learning

**Refresher on Researcher Development**

The University continues to enhance and expand development opportunities for staff involved in research.

Two major national initiatives will underpin much of what we do for researchers in the next few years. A new Concordat to Support the Career Development of Researchers provides a single, unambiguous statement of the expectations and responsibilities of researchers, their managers, employers and funders: [www.researchconcordat.ac.uk](http://www.researchconcordat.ac.uk)

The Research Council-funded 'Vitae' programme has replaced UK GRAD, and expanded this national 15 million pound support programme to include both research staff and research postgraduates: [www.vitae.ac.uk](http://www.vitae.ac.uk)

Research and academic leadership will be strongly supported in the University's new leadership and management framework, and will be one element of the new Postgraduate Certificate in Academic and Professional Practice.

"**Research Skills Online**" is a package of e-learning resources for research students and staff, and will be joined by new resources on entrepreneurship and research team management: [www.bath.ac.uk/research/pgskills/RSONline.html](http://www.bath.ac.uk/research/pgskills/RSONline.html)

**New Member in Staff Development**



Dr Jeanette Müller has been appointed as the new Staff Development Manager – Research and Enterprise. After completing a PhD in Developmental Biology at the University of Bath, Jeanette organised the Students' Union's Skills and Enterprise Training, making her well-placed to understand both the life of the researcher and how to build a broad range of professional development opportunities.

*'I am planning to expand training for research staff by getting input from researchers on what they think are the most important areas. I also want to start some exciting and inspiring new activities on the topics of innovation, entrepreneurship and how to capitalise on your research, starting with a series of lunchtime workshops.'*

Jeanette will also be supporting the work of the Research Staff Working Group in developing policy and strategy around research careers, and will work closely with colleagues supporting researchers in the Careers Advisory Service.

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*We are working towards being fully inclusive. Please let us know of any dietary or access requirement, any support you require or any other specific requests (e.g. materials in a different format). We will do our utmost to meet your needs.*

**Alternative formats and a large print version are available on request from Staff Development**

This programme gives details of courses offered by Staff Development for September 2008 to January 2009. If you require further information please visit [www.bath.ac.uk/staff-development](http://www.bath.ac.uk/staff-development) or telephone Staff Development on 01225 38 6369

## PERSONAL EFFECTIVENESS

### High Efficiency Email

Fri 19 September 2.15 - 4.30  
Tony Kujawa  
Suitable for: all staff

### Personal & Professional Development for Admin Staff

Fri 10 October, 9.15 - 4.30  
Joy Smart  
Suitable for: administrative staff

### Time Management

Thurs 16 October, 9.30 - 4.30  
Sylvia Vacher  
Suitable for: all staff

### Presentation Skills

Fri 24 October, 9.30 - 4.30  
Huw Grove  
Suitable for: all staff who give presentations to colleagues

### Advanced Writing Skills for Secretaries & Admin Staff

Thurs 13 November, 9.30 - 12.30  
Jane Smith  
Suitable for: PAs, clerical & admin staff

### Appraisal Briefing for Appraisees

Mon 17 November, 12.15 - 1.45  
Angie Allcock  
Suitable for: staff being appraised for the first time

### Mind Mapping

Thurs 27 November, 9.30 - 12.45  
Jane Smith  
Suitable for: all staff

### Speed Reading

Thurs 27 November, 2.00 - 5.15  
Jane Smith  
Suitable for: all staff

### NEW! Mentoring

Weds 3 December, 9.30 - 1.00  
Angie Allcock  
Suitable for: anyone interested in becoming a mentor

### VAT - the Basics

Thurs 4 December, 9.30 - 12.30  
Richard Farrow  
Suitable for: all staff

### Negotiation Skills

Thurs 11 December, 9.30 - 4.30  
Sylvia Vacher  
Suitable for: all staff

### Questionnaire Design - an Intro

Weds 14 January, 9.30 - 12.30  
Dr Ian Walker  
Suitable for: all those involved in design of questionnaires

### Communicating Assertively

Thurs 15 January, 9.15 - 4.30  
Joy Smart  
Suitable for: all staff

### Meetings: Providing Administrative Support

Fri 30 January, 9.30 - 12.30  
Colette Milner  
Suitable for: administrators, secretaries & all those required to service meetings

## EQUALITY & DIVERSITY

### Retirement - Planning for the Future

Fri 5 December, 9.15 - 4.00  
David Burn  
Suitable for: all those planning to retire within the next 3 years

### Understanding & Working with Equality & Diversity Issues

Fri 12 December, 9.30 - 4.30  
Catherine Waithe  
Suitable for: all staff

### Equality Schemes

tbc, 12.15 - 1.45  
Marlene Bertrand, David Skidmore & Mo Kiziewicz  
Suitable for: all staff

### Learning & Teaching Workshops

A range of workshops relevant to learning and teaching can be found at:

[www.bath.ac.uk/learningandteaching/events-workshops](http://www.bath.ac.uk/learningandteaching/events-workshops)

## MANAGEMENT

### Delegation - A Tool for Empowering Others

Fri 17 October, 9.30 - 4.30  
Sylvia Vacher  
Suitable for: managers, supervisors & team leaders

### Step Up to Management - 3 part course

Thurs 23 October, 9.30 - 12.30  
Mon 3 November, 9.30 - 12.30  
Thurs 20 November, 9.30 - 12.30  
Angie Allcock  
Suitable for: clerical, admin & technical staff who hope to supervise/manage in the future

### Appraisal Training - Skills & Process: Support staff

Tues 11 November, 9.30 - 1.00  
Tues 20 January, 9.30 - 1.00  
Sandra Keith  
Suitable for: clerical, admin & technical staff appraising for the first time

### Staff Performance: Managing & Achieving Quality

Fri 16 January, 9.30 - 2.00  
Rod Ashley  
Suitable for: anyone who supervises staff

Horizons is also available in PDF format at: [www.bath.ac.uk/staff-development](http://www.bath.ac.uk/staff-development)

Please check our website for further course details when booking on a course to ensure suitability.

## RESEARCH

### Doctoral Supervision: the Process

Weds 10 September, 10.00 - 4.00  
Dr Simon Inger  
Suitable for: staff who supervise research students

### NEW! Getting the most out of your appraisal: Research Staff

Thurs 9 October, 12.15 - 1.45  
Dr Simon Inger & Dr Jeanette Müller  
Suitable for: research staff

### Leading Research Teams

Tues 14 October, 12.15 - 1.45  
Dr Simon Inger  
Suitable for: all staff who lead teams of researchers

### Writing Grant Proposals

Weds 15 October, 9.30 - 4.30  
John Wakeford  
Suitable for: research & academic staff

### Giving Presentations for Conferences Parts 1 & 2 Part 1

Mon 27 October, 9.30 - 12.30  
or 2.00 - 5.00

### Part 2 (optional)

Fri 14 November, 9.30 - 5.00  
or  
Thurs 20 November, 9.30 - 5.00  
Vox Coaching  
Suitable for: research staff  
Part 2 is optional - see website for details

### Strategies for Research Success

Weds 5 November, 1.00 - 4.30  
Robin Henderson  
Suitable for: academic & research staff

### Project Management for Researchers

Thurs 6 November, 9.30 - 4.30  
Robin Henderson  
Suitable for: academic & research staff

### Managing Research Relationships

Tues 2 December, 9.30 - 5.30  
Vox Coaching  
Suitable for: research staff

### Research Staff Conference

Date to be confirmed  
Suitable for: research staff

### NEW!

#### Capitalise on your research!

Do you want to maximise the benefits from your research? A new series of lunchtime sessions will explore how to cash in on your research and turn your ideas into products.

A list of the sessions can be found at:

[www.bath.ac.uk/research/researchers/careerdev/courses](http://www.bath.ac.uk/research/researchers/careerdev/courses)

## SAFETY, HEALTH & ENVIRONMENT

### Fire Extinguisher Training

Tues 9 September, 10.00 - 12.30  
Mon 27 October, 10.00 - 12.30  
Fireshield  
Suitable for: all staff

### Producing a Personal Evacuation Plan

Fri 12 September, 11.00 - 12.00  
Kevan Home  
Suitable for: all staff

### Lifting & Carrying

Thurs 23 October, 2.00 - 3.30  
Sue Meharg  
Suitable for: all staff

### Emergency Life Support

tbc 9.30 - 4.30  
Len Willis  
Suitable for: all staff

## STAFF INDUCTION

### Intro. to the University of Bath (essential information for new staff)

Tues 9 September, 9.00 - 3.15  
Tues 7 October, 9.00 - 3.15  
Tues 4 November, 9.00 - 3.15  
Tues 2 December, 9.00 - 3.15  
Tues 6 January, 9.00 - 3.15  
Suitable for: recently appointed staff

NEW! This event has been substantially revised to include separate sessions specifically designed for academic and research staff. For details see: [www.bath.ac.uk/staffdevelopment/courses/induction/iub](http://www.bath.ac.uk/staffdevelopment/courses/induction/iub)

## STUDENT SUPPORT

### Introduction to Counselling Skills - 2 part course

Thurs 9 October, 9.30 - 12.30  
Thurs 30 October, 9.30 - 12.30  
Sheila Trahar  
Suitable for: all staff

### NEW! Changes to Student Funding

Student Money Service Team  
Mon 10 November, 12.15 - 1.45  
Suitable for: all staff, particularly admissions tutors, departmental administrators & personal tutors

### NEW! What is Learning Support

Weds 19 November, 12.15 - 1.45  
Susannah Doyle  
Suitable for: all staff who teach or support students



#### Look out for:

Equality Schemes  
Emergency Life Support  
Research Staff Conference

We assume that if you need permission or agreement to attend any of these courses you will have arranged this before booking.

Staff Development courses are free to staff who are paid directly by the University. If you do not appear on the University payroll you may not be entitled to attend. However if spaces are available, we may be able to fit you in for a small charge.