UNIVERSITY OF CHICHESTER

Professional Development
Programme 2020-21

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University Strategy 2018-25:
'Open for Change'

The Professional Development Programme 2020-21 has been developed to support the University's strategic themes, with a broad range of opportunities for staff across the whole University.

> Please click here to view the page where you can download our University Strategy 2018-25.

'Open for Change' sets out our vision to achieve international recognition for the excellence of our teaching, research and innovation, whilst being an outstanding university with a strong external-facing focus.

The key strategic themes are:
- We will strengthen the distinctiveness of the Chichester student experience as high-quality, personalised, accessible and aspirational.
- We will increase the size and diversity of our student body
- We will provide an excellent staff experience based on the core values of the University community
- We will achieve disciplinary and cross-disciplinary excellence in research and innovation
- We will increase external academic engagement, meeting regional needs and securing national and international recognition
- We will build on our heritage in teacher education
- We will contribute to the development of a strong economic ecosystem in West Sussex through imaginative business partnerships, enterprise education and support for graduate start-ups
- We will develop attractive and environmentally sustainable campuses

> We will create the capability needed for future success by tailoring a programme of professional development opportunities to encourage and support innovative thought and activity in individual and team professional practice.
>
> University Strategy: 'Open for Change' 2018-2025

People Strategy 2018-25:
'Working together – Supporting each other'

'Working together – Supporting each other' sets out how we will support the talent and aspirations of our staff to realise the University's Strategic Plan.

The continued ability of staff to lead, create and innovate, and the University's ability to attract, develop and retain teams of talented professionals, is critical to our success.

We only achieve what we do well because of our people and it requires each and every one of us to play our part in making the University a great and successful place to work. With your support, our People Strategy objectives will help us to realise this together.

> Please click here to view the page where you can download our People Strategy 2018-25.

Professor Jane Longmore,
Vice-Chancellor

"This year we are extremely fortunate to offer such a wealth of opportunities for all staff to participate in, whether it be online or in small group sessions and workshops. We are extremely fortunate to have such a dedicated small team of professional development colleagues - Natasha Loveday, Kevin Botto and Lissie Whitaker - who have put together this comprehensive programme. There is so much for all of us to learn here and I hope you will enjoy selecting as many sessions as possible and also take advantage of the range of resources available via our professional development area in Moodle. The Vice-Chancellor's Group are choosing as I write!"

Professor Jane Longmore,
Vice-Chancellor

Professional Development Policy 2019-2022

1. Vision

All employees have a role to play in supporting our University Strategy 2018-25 'Open for Change', our People Strategy 2018-25 'Working together – Supporting each other', our Learning, Teaching and Student Experience Strategy, Research and Enterprise Strategy and underpinning sub-strategies/policies.

We all make a commitment to provide a high-quality experience for our students, apprentices and employers, and we will continue to provide a proactive, accessible and bespoke range of centralised professional development, ensuring that our staff recruitment and interview practices include an essential requirement to understand and actively embrace our distinctive sensibility, the qualities, values and characteristics expected of everyone working for our University. Our commitment to actively maintaining sector knowledge and to meeting employer, learner and staff needs are set out in our strategies, at recruitment, induction, during probation, through regular one-to ones between individuals and line managers and the annual PRDP (Performance Review Development Plan) process.

2. Introduction

The University firmly believes in the value of continuous professional development, making learning an essential part of professional life through the responsibilities shared by all staff. Our staff recruitment practices, supported by managers and staff at all levels, stipulate that we will recruit high-quality people with relevant experience, qualifications and teaching expertise. Recruitment specifications set out the requirements for occupational, sector and teaching experience. Induction plans developed for successful candidates will identify any gaps in either area which need to be filled, and PRDP plans will help to focus on skills development where there are new and/or changing role requirements.

Our academic staff are involved in a full range of joint activity with employers in their subject or sector areas. Staff will deliver skills programmes internally and with employers, supporting student and apprentice placements in industry and participating in joint research projects with individual employers or groups of employers or industry bodies. This knowledge is applied where developing, designing and delivering content for our degrees and degree apprenticeships. Many of our staff, both academic and professional services, support our professional development activities helping to meet the present and future learning needs of our staff, students and apprentices.

3. Principles

- The development of professional development activities acts on feedback and evidence of good practice and needs arising from induction, probationary and PRDP reviews, professional development surveys and peer review.
- The frequency and nature of development opportunities offered will be contingent on the resources available.
- All employees have equal access to appropriate development opportunities, in accordance with the Equality Act and the University's Equality and Diversity Policy.
- Responsibility for professional development is shared between a member of staff and their manager.
- All managers are responsible for exemplifying this process through their own development.
- Professional development opportunities should be relevant to the needs of individuals, teams and University objectives and where programmes are set, as with an apprenticeship.

Please click here to view the page where you can download the full Professional Development Policy 2019-2022.

Introduction to the Programme

Welcome to the Professional Development Programme for 2020-21. This programme has been developed with managers and staff across the University by our Professional Development Coordinator Natasha Loveday led by Elisabeth Whitaker and Kevin Botto. We are located in the Gatehouse at Bishop Otter Campus but work across both campuses supporting the delivery of professional development sessions, alongside our responsibilities for the induction, mentoring, PRDP and Probationary Schemes.

If you would like to participate in the programme, lead a session, would be interested in assisting with the future planning of the programme, or if you have any other queries at all, please email us at staffdevelopment@chi.ac.uk.

The Professional Development Team

- Elisabeth Whitaker, Chief Human Resources Officer,
  Email: E.Whitaker@chi.ac.uk, Ext: 6119

- Kevin Botto, Human Resources/Professional Development Manager,
  Email: K.Botto@chi.ac.uk, Ext: 6047

- Natasha Loveday, Professional Development Coordinator,
  Email: N.Loveday@chi.ac.uk, Ext: 6248

Booking a Learning Event

1. Log onto HR Self Service (You can access your HR Self Service via the home page on the Staff Intranet) with your University User name and Password and select 'book onto a learning activity' from the 'Quick links' menu.
2. Click on the 'search courses' button. Enter the full name, or part of the name of the learning event or leave blank to search all events, and press 'search'.
3. A list of learning events will then be displayed. Click on the most suitable learning event date and time, and follow instructions on the following page. To book, click save. If no dates or times are convenient, click 'add to waiting list' to register your interest in attending future planned sessions. This page also gives you further information on the course.
4. The Professional Development team will confirm your booking. Your booking will also be displayed in your HR Self Service. You will receive an email confirmation and diary booking for the learning event. A guide on how to book learning events is available from the HR Self Service help pages, via the Staff Intranet.

Alternatively, please contact the Professional Development team for further help at staffdevelopment@chi.ac.uk.

As well as being able to book onto sessions on your HR Self Service, you can also add yourself to the waiting list for sessions that do not have organised dates or are already fully booked. It is important to seek line management approval before a session is booked.

HR Self Service Personal Learning Account

On your HR Self Service you can add your own 'Personal Learning Events' (using the 'Add personal learning' button) that you have participated in outside the Professional Development Programme. This list can be used to keep an up-to-date learning log and prompt discussions at PRDP meetings. Once logged into your account, using your usual University log in details, you can access this by clicking on the 'Career and Development' tab at the top of the screen.

Cancellation Policy

Please try and prioritise the sessions you have booked onto. Where a member of staff drops out of an externally facilitated session, the costs incurred still have to be paid. In this case, if prior notice is not given within two working days of the session taking place, the costs will be recharged to your department.

Professional Development Survey 2020

In July 2020 we sent out a survey to all staff at the University to capture some feedback about thoughts on the next academic year's professional development priorities and enable us to improve the current offering and consider new ideas

Breakdown of Responses

Researcher 1%
Associate Lecturer 5%
Professional Services 50%
Academic 44%

Total: 118 Responses
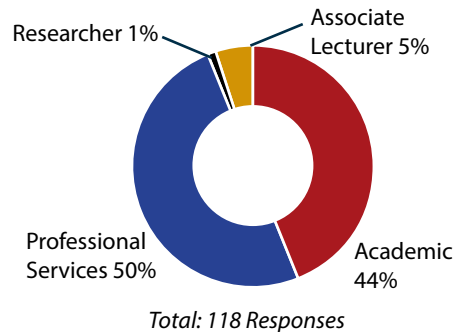
72% Had attended training through the Professional Development Programme in the past 12 months

94% Strongly agreed or agreed that the training had been beneficial.

What training would support you in your role? (No. Of requests)

- Information Technology - 21
- Inclusivity - 11
- Leadership and Management & Skills Development - 24
- Learning and Teaching - 24
- Health and Wellbeing -7
- Research - 6
- Health, Safety & Environment - 4

Using different types of learning

- 89% of respondents said they would be very likely or likely to access **training via an online platform** over this year. We have therefore made sure a lot of sessions are running virtually over thus academic year.

- 81% of respondents said they were very likely or likely to access **E-learning modules** at anytime. We are continuing to create more E-Learning modules for staff to access; over the summer we have added an Unconscious Bias training and an updated Equality, Diversity & Inclusivity Online Training. These can be found by clicking underline.

What's New This Year?

New Training Sessions for 2020-21

We have some exciting new training sessions planned for 2020-21 facilitated by excellent internal colleagues and external trainers.

- **Inclusive Leadership**
Facilitated by Challenge Consultancy, see page 102

- **Managing and Growing Your Wealth & Making the Most of Your Money**
Facilitated by Silviya from HSBC, see page 118 & 119

- **Building Strong Relationships**
Facilitated by Mark Wilson from Mark Wilson Coaching, see page 89

- **White Privilege Training**
Facilitated by Dan Sanders an external trainer, see page 108

- **Diversifying Leadership**
Programme facilitated by Advance HE, see page 71-72

- **Managing Coronavirus Anxiety**
Facilitated by Michelle Spirit from West Sussex MIND, see page 103

- **Bite size Sustainability**
Facilitated by Kate Cathie, Environmental and Sustainable Development Co-ordinator, see page 136

- **Understanding and Managing Conflict**
Facilitated by Mark Wilson from Mark Wilson Coaching, see page 91

New E-Learning Modules

- Unconscious Bias

- Equality, Diversity & Inclusivity

Meet Our Trainers

"The University would not be able to deliver such an extensive programme of Professional Development activities without our academic and professional services colleagues delivering the events.

Many thanks to all of the internal University facilitators who are delivering sessions as part of this year's Professional Development Programme. We very much appreciate all of your help and support."

Elisabeth Whitaker, Chief Human Resources Officer

Mark Wilson, Mark Wilson Coaching

Mark is a qualified professional coach with over thirteen years' experience of working in HE institutions. One of Mark's main focus points is that he does not see himself as someone who 'helps' others. Rather, he sees his role as contributing to a process of change, the pace, direction and success of which is wholly theirs.

Julia Carden, Carden Consulting Ltd.

Julia Carden has worked extensively in the public and private sectors. Julia's focus is on behaviours in the work-place and how they impact others – she is curious as "to why people behave in the way they do". Her management and leadership development work is aimed at challenging those she works with to consider their intended versus actual impact.
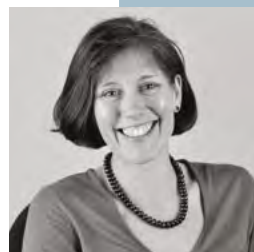
Josh Willacy, Challenge Consultancy

Josh Willacy is a trainer and consultant and has provided equality, diversity and inclusion advice and training to organisations across the private, public and third sector for a number of years. Josh has developed and delivered training courses to staff at all levels in Equality, Diversity and Inclusion, Inclusive Leadership, Dignity at Work and Unconscious Bias. He has worked with a large number of organisations including universities, the police, third sector and public-sector institutions.

Simon Wilson, Wilson Sherriff Training

Simon is Director of Wilson Sherriff, an experienced consultant, certified facilitator and trainer. He has worked with a wide range of organisations including universities and research councils. This work includes both delivering courses and supporting strategy development, facilitating research development workshops, and supporting collaboration between institutions.

Louise Elgin, Guiding Minds.

With a collective experience of over 20 years working in mental health within both the NHS and private practices, our team of therapists have seen how challenging mental ill health can be. Guiding Minds understands the importance of listening to the unique challenges and experiences of organisations and thus offering services that best suit the people who work there. Their aim is to take a proactive rather than reactive approach to the mental wellbeing of people at work.
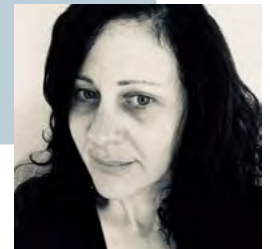
Dan Sanders

Dan Sanders has been delivering anti-racism training to a wide range of audiences for 15 years. Before that he worked in casework supporting targets of racism. Dan currently delivers training on the Prevention of radicalisation into violent extremism for a local authority.

Esther Smith, TLT Solicitors

Esther specialises in all areas of contentious and non-contentious employment law. She is an experienced advocate and regularly represents her clients in the Employment Tribunal. Her experience and knowledge of her clients' businesses enables her to provide pragmatic and business focused solutions. TLT Solicitors have worked closely with the University for a number of years and all of the training delivered is tailored to our Policies and Procedures.

Steve Creffield, Evolve Integral Ltd.

Steve Creffield is a trainer, coach and facilitator who has been working in the education sector for over 15 years. He works both in the UK and overseas with cross-cultural groups and at all levels. He works with teaching staff, support staff, leadership teams, researchers and students. Steve offers skills around facilitation, presenting, coaching, mentoring and being resourceful at work. The workshops that he hosts are highly dynamic, interactive and grounded in practice.

Sue Crabtree, Crabtree Nutrition

Sue Crabtree is fully accredited member of the British Association of Applied Nutrition and Nutritional Therapy (BANT) and Complementary and Natural Healthcare Council (CNHC). Her aim is to change your perception of what it means to be healthy with her trusted and credible advice - to look and feel better.

Chichester and Arun Wellbeing

Both Chichester District Wellbeing and Arun Wellbeing are friendly and impartial services which come from the local authority and other partners. The majority of their services are completely free to users and aim to help support you to improve your health and wellbeing by helping you and your family to get more active, eat more healthily, or simply improve your general wellbeing

West Sussex MIND

West Sussex MIND provides a variety of workshops designed to increase people's skills, knowledge and confidence in supporting others with mental health issues. They are an independent local mental health charity working in West Sussex, offering mental health services along with associated training and support. Alongside this, they work in communities to raise awareness and challenge stigma and discrimination, with their services supporting young people, adults, older adults, carers and families affected by mental health problems.

Gendered Intelligence

Gendered Intelligence (GI) is a not-for-profit Community Interest Company, established in 2008. Their mission is to increase understanding of gender diversity and specialise in supporting young trans people aged 8-25. Gendered Intelligence is made up of a host of highly skilled facilitators.

Essential Training

When you join the University and during your employment

Data Protection Online Training

This online module provides staff with a general overview of the current Data Protection and GDPR guidelines to ensure we as a University remain compliant. It is essential that all members of staff complete this online module.

Please click here for the direct link to the Data Protection training.

We also run a Data Protection Workshop facilitated by the University's Data Protection office which moves beyond the essential training module and takes a more informal, hands-on look at the subject. More details for this session can be found on page 76.

Further information and guidance, including the University's Policy on Data Protection, can be found here: Data Protection.

Equality, Diversity & Inclusivity Online Training

This training will provide you with an understanding of the principles of equality, diversity and inclusivity, the legislation applicable to the University and how we can ensure discrimination does not occur in the workplace.

Please click here for the direct link to the Equality, Diversity & Inclusivity training.

Health and Safety Online Training

Fire Awareness & DSE Workstation Risk Assessment
This module is essential as it meets the University's legal requirement to give all staff fire safety training.

DSE Workstation Risk Assessment
This module is a part of Health and Safety law, and ensures that you have your workspace set up comfortably and safely.

Please contact healthandsafety@chi.ac.uk for the link to complete both of these training modules. See page 133 for more details.

The Prevent Duty

The University is required to be compliant with the legal duties placed on it. These include taking all reasonable measures to ensure that risks of harm to vulnerable adults or children are minimised, including the risks to vulnerable adults and children coming on to campus and risks of students being drawn into terrorism and the extremist ideologies. It is necessary for the University to report on all training related to the Prevent Duty to OfS, so completion of relevant training will be recorded and monitored throughout the year.

Online Training

The online 'Meeting the Prevent Duty' training e-learning module has been developed by the Home Office to give individuals a general understanding of the Prevent Duty, and is essential for any new member of staff or anyone with roles and responsibilities relating to the Prevent Duty.

Please click here for the direct link to the Prevent Duty online training module. *(Please forward the certificate of completion to staffdevelopment@chi.ac.uk to log that you have completed the training)*

This training is required to be refreshed every 3 years after completion. Please click here for the direct link to the Prevent Duty refresher online training module.

Face to Face/Virtual Training

If you would rather attend a face to face/virtual session, this training session facilitated by Dave Corcoran, Director of Student Support and Transition, covers the Prevent Duty and Safeguarding in further detail.

Further Details
Dates for these face to face/virtual sessions will be announced in the monthly professional development reminder emails.

Further information can be found in the following University Policies:

- Safeguarding Policy
- Academic Freedom and Freedom of Speech Statement
- Freedom of Speech Code of Conduct
- External Speaker or Performance/ Event Policy

Unconscious Bias

This is now essential training for all staff at the University to complete. It explores the concept of unconscious bias: covering the relationship between implicit bias, stereotypes and attitudes and how that impacts on individual and organisational behaviours. The University recognises that acknowledging and taking responsibility for unconscious bias is not just a moral imperative, it is also financially and reputationally important, as making biased decisions affects the recruitment and selection of staff and students, and the ability of staff and students to achieve their full potential.

Online Training

This e-learning module has been developed by the Human Resources team and covers what Unconscious Bias is, the various biases that we may have and how we can make sure they do not affect our decision making in the workplace.

Please click here for the direct link to the Unconscious Bias online training module.

Face to Face/Virtual Training

If you would rather attend a session run by a trainer either virtually or face to face, this session, facilitated by Challenge Consultancy, uses real examples and participants will explore the link between implicit bias and the impact on personal relationships and organisational performance. Participants explore the effects of implicit bias on recruitment, performance management and talent development.

Dates:
- Monday 16th November 2020, 9.30am-12.00pm, Virtual Session
- Thursday 18th February 2021, 9.30am-12.00pm, Virtual Session
- Tuesday 4th May 2021, 1.30pm-4.00pm, Virtual Session

Health, Safety and Environment Induction

As well as essential training for new employees, we encourage all staff to refresh their skills and knowledge. Full details on the induction can be found on page 134.

Dates
- Wednesday 21st October 2020, 9.00am-11.30am
- Thursday 14th January 2021, 9.00am-11.30am
- Wednesday 31st March 2021, 9.00am-11.30am
- Thursday 27th May 2021, 9.00am-11.30am

Introduction to Copyright

This brief introductory session, facilitated by Karen Lloyd, University Librarian, will provide an overview of Copyright legislation and discuss common misconceptions and issues that arise with Copyright in a Higher Education environment. It will cover what can and what cannot be copied along with exceptions and how to properly reference material, where relevant.

The session will also explain some of the licences and resources that University staff have available to them to enable them to provide better resources to students whilst still complying with the law.

Dates
- Tuesday 27th October 2020, 9.30am-10.30am, BOC
- Wednesday 20th January 2021, 9.30-10.30am, BRC
- Wednesday 24th March 2021, 9.30-10.30am, BOC
- Thursday 3rd June 2021, 9.30-10.30am, BRC

Welcome Lunch for New Staff

This is an opportunity for new employees at the University to meet and network with other colleagues who have recently commenced in post as well as members of the Vice-Chancellor's Group over an informal lunch.

We hope to run the first Welcome Lunch in December 2020, subject to government guidelines and social restrictions, with invitations being sent directly to new employees nearer the time.

Essential IT for Staff

This 45 minute session, facilitated by the Skills Team, guides participants through their daily interactions with IT to promote paperless working and a collegial working ethos.
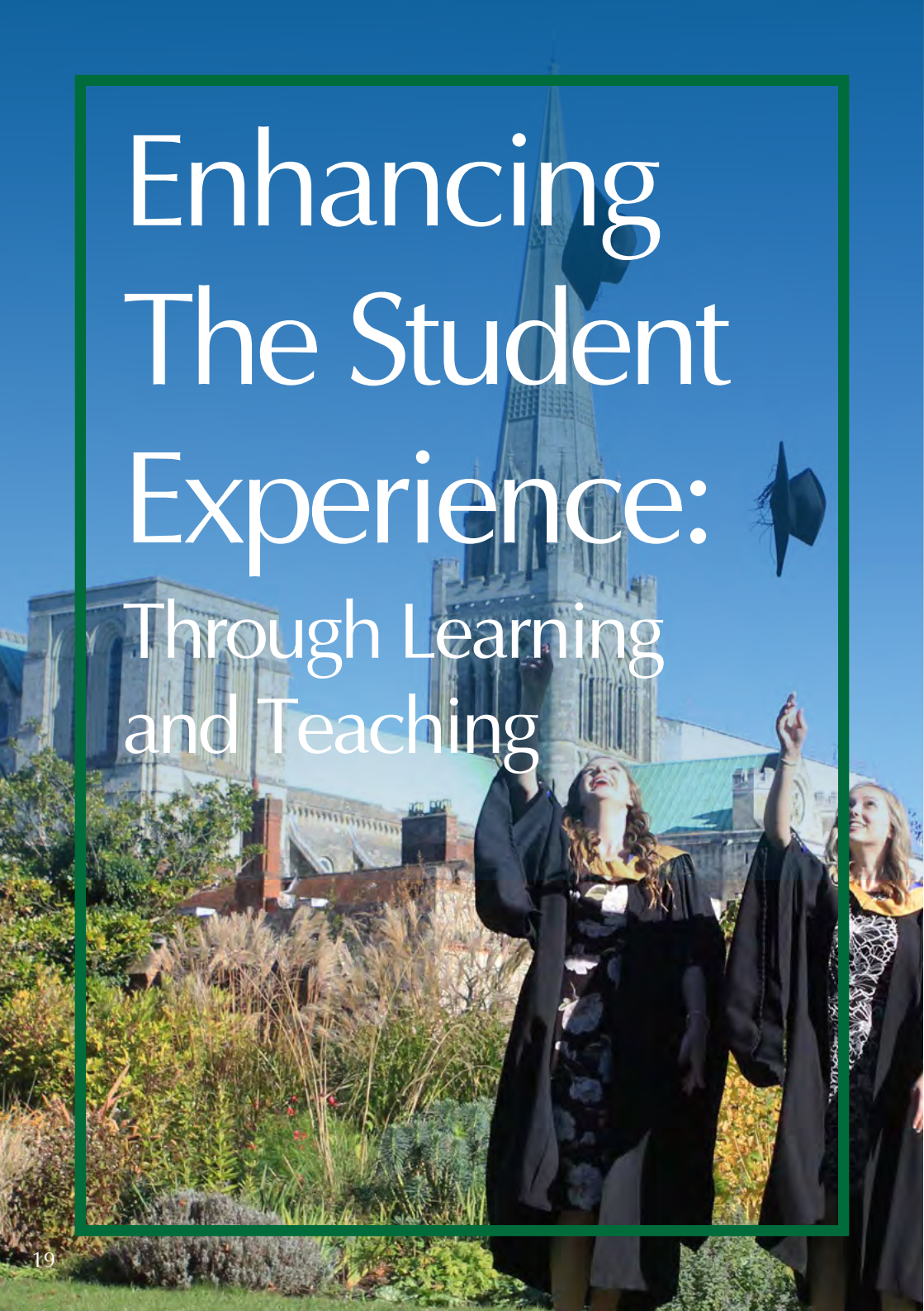
The session covers:
- Best practice advice for calendar use
- Managing meetings
- Working with OneDrive documents
- Skype for Business
- Personalising your Office 365 account (photo and email signature)

For more information, or to book a space on one of these sessions, please email the IT Skills team at ITSkills@chi.ac.uk.

The skills team also recommend attending the following IT sessions that are available to all staff:

Microsoft Teams - (For Business and/or For Teaching)

Digital Accessibility (Designing out barriers to learning)

Introduction to ChiPlayer

Moodle Overview

More information about all of these sessions can be found on pages 35 & 36.

Enhancing The Student Experience:

Through Learning and Teaching

We will inspire and motivate staff and students to work together in effective ways to ensure that we continue to be a University that is known for delivering outstanding learning and teaching informed by high-quality research.

University Strategy: 'Open for Change' 2018-2025

Learning, Teaching and Student Experience Strategy: 2018-2025

How will the strategic theme be delivered?
We will strengthen the distinctiveness of the Chichester student experience as high-quality, personalised, accessible and aspirational.

- Inspire and motivate staff and students to work together in effective ways to ensure that we continue to be a University that is known for delivering outstanding learning and teaching informed by high-quality research.

- Build up the confidence, aspirations and resilience of every student through an engaged and responsive admissions, academic advisor and module co-ordinator system so as to optimise student retention and progression.

- Continue to provide a proactive, accessible and bespoke range of centralized student support and wellbeing services.

- Ensure that all our staff recruitment and interview processes include an essential requirement to understand and actively embrace our distinctive sensibility, the qualities, values and characteristics expected of everyone working for our University.

- Enhance the digital literacy of staff and systematic development of our digital learning environment to ensure that it meets the present and future learning and teaching needs of our students and staff.

- Embed both employability and enterprise education in all undergraduate and taught postgraduate programmes.

- Equip our students to make the most of life opportunities

Please click here to download the complete Learning, Teaching and Student Strategy 2018-2025.

UK Professional Standards Framework (UKPSF)

The UK Professional Standards Framework helps us focus our professional development in University learning and teaching.

We use it to plan the University's Professional Development programme so that our events encompass all of the areas of activity, core knowledge and professional values that form the Framework's Dimensions of Practice.

The Framework also describes key characteristics of those teaching and supporting learning. According to role and experience, University lecturers and those supporting learning in many different ways can receive recognition as an Associate Fellow, Fellow, Senior Fellow or Principal Fellow of the Higher Education Academy.

Find out more about the Framework at www.heacademy.ac.uk/ukpsf. Your line manager or one of the Principal Lecturers in Learning and Teaching can explore with you a possible route to receiving recognition, or check the Learning and Teaching pages on Moodle and follow the link to 'UK Professional Standards Framework'.

Teaching Excellence Framework (TEF)

The University of Chichester has been awarded Silver in the Teaching Excellence Framework (TEF). The Silver award recognises that we consistently deliver high quality teaching, learning and outcomes for our students and consistently exceed rigorous national quality requirements for UK higher education.

As a University with a long-standing commitment to widening participation, it is of particular significance that satisfaction with academic support among BAME and disadvantaged student groups is recognised as a strength.

Postgraduate Certificate/University Certificate in Learning and Teaching in HE

The Postgraduate Certificate (PGCert) and University Certificate programmes are Higher Education Academy (HEA) accredited programmes of professional development. The Postgraduate Certificate consists of three modules which run consecutively over 18 months. Successful completion results in both a postgraduate certificate award from the University and Fellowship of the HEA – national recognition of achievement in learning and teaching. The University Certificate is a one module programme that gives Associate Fellowship of the HEA on successful completion. Where a member of staff is new to teaching in Higher Education, there is an expectation for successful engagement in professional development focused on learning and teaching in Higher Education.

These programmes are appropriate for people who have direct contact with students as part of their roles: including lecturing staff who are new to HE, postgraduate students who teach, and learning support staff. Those with substantial teaching or student support will find the PGCert appropriate for their needs, while the University Certificate programme will suit those on Associate Lecturer contracts or who have limited contact with students. The courses aim to equip you with the knowledge and skills to undertake your professional duties confidently and well, increasing satisfaction and enjoyment in the teaching/support role and making a major contribution to student learning.

This can also be undertaken as an Academic Professional Apprenticeship, subject to eligibility requirements.

Further Details
For further details please contact Professor Bev Hale, Professor in Learning and Teaching, at B.Hale@chi.ac.uk.

Fellowship of the Higher Education Academy (HEA)

All focusing on Fellowship of the Higher Education Academy, these sessions are facilitated by Dr Duncan Reavey, Principal Lecturer in Learning and Teaching. Please register your interest by emailing staffdevelopment@chi.ac.uk.

Fellowship of the Higher Education Academy (FHEA) by Portfolio

Fellowship of the Higher Education Academy is a very public acknowledgment of your expertise in University learning and teaching, and of your commitment to becoming even better. If you have several years of experience in HE promoting student learning, you can complete a 3000-word portfolio to achieve Fellowship. Lots of support is provided on the way and you keep those letters "FHEA" after your name for life and for free.

Senior Fellowship of the Higher Education Academy (SFHEA)

Senior Fellowship of the Higher Education Academy is for experienced University teachers or facilitators of learning who help other University teachers develop their own practice in creative, positive ways. Lots of support will be provided as you reflect carefully and develop a portfolio to submit.

Fellows (FHEA) and Senior Fellows (SFHEA)...Remaining in "good standing" with the Higher Education Academy

This is for all those who are already Fellows or Senior Fellows of Higher Education Academy. Sooner or later the Higher Education Academy will require us all to show that we remain in "good standing" and that we adhere to the Code of Practice for Fellows.

The Learning and Teaching Team Lead Contacts

- Mark Mason, Deputy Vice-Chancellor (Student Experience)
  M.Mason@chi.ac.uk. Ext 6422

- Beverley Hale, Professor in Learning and Teaching
  B.Hale@chi.ac.uk, Ext 6347

- Duncan Reavey, Principal Lecturer in Learning and Teaching
  D.Reavey@chi.ac.uk, Ext 2008

Learning and Teaching Discussion Group

A brand new discussion group is being formed by Bev Hale, Professor in Learning and Teaching, and Duncan Reavey, Principal Lecturer in Learning and Teaching. The group will be led each time by Postgraduate Certificate Students discussing different research papers and will be an opportunity for existing Senior Fellows to discuss current Learning and Teaching issues.

The discussion group meetings will most likely take place around February and March 2021 and the topic and research paper being discussed will be advertised in the monthly reminder email so keep an eye out for those to see what is coming up.

Further Details
For further information on the discussion group, or to register your interest in attending on in the future please email staffdevelopment@chi.ac.uk.

Decolonising the Curriculum: Developing an Inclusive Educational Sensibility

In this session, Dr Mark Mason (Deputy Vice-Chancellor - Student Experience) will discuss with participants the University's commitment - as set out in our Learning, Teaching and Student Experience Strategy: 2018-2025 - to 'systematically review our curriculum across all areas so as to affirm and ensure inclusivity, diversity and equality'.

This is an opportunity to consider how, working together, we can best (as is also stated in the strategy) 'actively support and involve students (and staff) from minority backgrounds (in terms of participation and progression in/at this higher-education institution, and including international students) in learning, teaching and student experience initiatives so as to enhance the pedagogic quality, cultural awareness and inclusivity of our community'.

We will reflect, together, on various aspects of what it means to 'decolonise the curriculum', with particular emphasis being given to inculcating a sensibility in our learning community that is inclusive and committed to transforming ourselves, our country, and the world.

In so doing we will consider more or less helpful ways of 'being' as educators as well as an understanding of educational freedom built on the notion of every student 'mattering'; 'mattering' here understood as a verb.

Further Details
This session will take place in semester two and so the date will be advertised nearer the time. For more information or to register your interest please email staffdevelopment@chi.ac.uk.
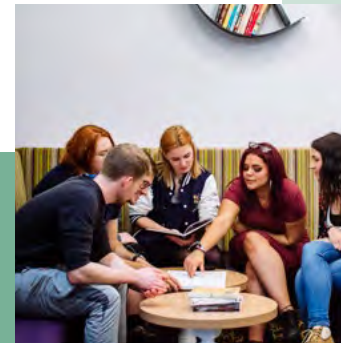
Academic Adviser Briefing

These briefings are aimed at colleagues providing academic, pastoral and professional development tutorial support. The role has a variety of names between the Departments including Academic Adviser, Personal Academic Tutor and Professional Development Adviser.

These roles have many strands in common and the purpose of the briefings and Q&A sessions is to provide advice and guidance where this is relevant to each particular role. A guide will be provided on the role of the 'Academic Adviser' which will also be available on the new 'Tutorial Support' Moodle pages.

The intent is to provide accessible and updated online resources that can be continually tailored to reflect changing needs and which will be readily available to Academic Advisers in tutorials. The resource is intended to support Academic Advisers in their roles and to assist them in sign-posting students to specific and/ or specialist support.

This session, facilitated by Dave Corcoran, Director of Student Support and Transition, is not only for academics, but open to all staff to come along to.

Further Details
Ideally an arrangement would be made for Dave to come at a time that is mutually convenient for him and your team to go through the session together. This would be able to be personalised and made completely relevant for the job roles involved in the session.

If this is something you would be interested in please contact staffdevelopment@chi.ac.uk to help arrange it.

Engaging Learners

Do you feel like some of your students have become too passive in sessions? That you are working harder than they are? In order to engage students more fully in their learning, teachers and students should work in partnership. This session will consider how we can facilitate active involvement in learning in a variety of teaching contexts.

In this session, facilitated by Professor Bev Hale, Professor - Learning and Teaching, and Rachel Mackinney, SL/Programme Coordinator BA PE in Primary & PGCE Primary PE, you will challenge how activities are planned and show how you can develop different methods of teaching and change the learning environment to engage students. Using different approaches to learning that will help you reflect on how students learn. The session will provide food for thought for the Professional Standards framework (PSF) criteria A1, A2, K2 and K3 in particular.

Date: Tuesday 23rd February 2021, 4.00pm-5.30pm

Learning through Failure

Are we doing students a disservice if we do not allow room for failure in our classrooms? If we believe popular philosophy we are! How can we support our students to take risks, try, fail and learn?

This session, facilitated by Professor Bev Hale, Professor - Learning and Teaching and Katie Akerman, Director of Quality and Standards, will enable some reflection on the Professional Standards Framework (PSF) criteria A1, A2, K1, K2, K3 and K5.

Date: Wednesday 25th November 2020, 4.30pm-5.30pm, Academic Building 1.03, BOC
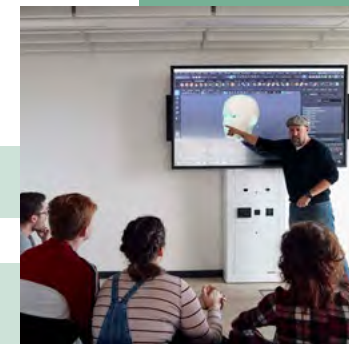
ChiReadingLists: a quick guide to creating an electronic reading list for your Moodles

Subject Librarian, Ruth Clark, will lead a session on how to create an electronic reading list, add books and other resources and then add the link to your module Moodle. This session is for beginners who have not yet created an electronic reading list. For more information contact Ruth R.Clark@chi.ac.uk

Dates:
• Tuesday 3rd November 2020, 10.00-11.00am, MS Teams
• Tuesday 17th November 2020, 2.00pm-3.00pm, MS Teams
• Wednesday 10th February 2021, 10.00-11.00am, MS Teams
• Monday 22nd February 2021, 2.00pm-3.00pm, MS Teams

Help!...I Need to Write Reflectively

This session, facilitated by Professor Bev Hale, Professor - Learning and Teaching and Dave Bright, Senior Lecturer in Sports Coaching, explores different ways that we can write reflectively about our professional practice.
It is aimed at those completing the University Certificate/PGCert in L&T or planning FHEA/SFHEA through the CPD route. It will familiarise you with how to reflect on your practice within the framework of the Professional Standards Framework (PSF).

Date: Wednesday 24th March 2021, 4.30pm-5.30pm

"I Wish I'd Known That Earlier"

The aim of this introductory Professional Development session, facilitated by Professor Bev Hale, Professor in Learning and Teaching, which is held at the beginning of each academic year, is for academic staff new to the University to demystify some of the idiosyncrasies of the University of Chichester.

Further Details
This workshop usually takes place at the start of each academic year, so if you are interested in attending please email staffdevelopment@chi.ac.uk or add yourself to the waiting list on HR Self Service.

Field Trips and/or Off-site visits

Can better learning happen off campus? Is it worth the extra effort? This session, facilitated by Dr Duncan Reavey, Principal Lecturer in Learning and Teaching, takes a look at the practicalities (including risk assessment) included for day trips/overnight residentials.

Developing your Academic Career to focus on University Learning and Teaching

We aspire to be a University in which all researchers teach and all teachers research. But what if teaching and learning becomes the part of the job that excites you the most? Join Dr Duncan Reavey, Principal Lecturer in Learning and Teaching, for this interactive session.

New Kinds of Assessments: Blogs

This session, facilitated by Dr Duncan Reavey, Principal Lecturer in Learning and Teaching, looks a real life examples of how to make blogs work for learning and for summative assessment-with practical details on how this can work best for students and teachers.

All sessions without a scheduled date, are delivered on a 'register your interest' basis. Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service.

Developing Digital Literacy Skills

We will enhance the digital literacy of staff and systematic development of our digital learning environment to ensure that it meets the present and future learning and teaching needs of our students and staff.

Learning, Teaching and Student Experience Strategy: 2018-2025

Introduction to the Skills Team 2020-21

The Skills Team is the University's in-house team of staff and student trainers. They cover a range of specialities including; Technology Enhanced Learning, IT software, systems & services, academic study skills, developing digital literacies, digital accessibility, blended learning and online learning & teaching. A handful of their workshops are listed here but more are developed and advertised throughout the academic year.

Sessions will be promoted via all-staff emails, so please check your inbox. If you would like to request 121 support or a bespoke training event for your department, please email Roz Hall, Learning Technologies & Skills Development Manager at M.Hall@chi.ac.uk .

Roz Hall Learning Technologies & Skills Development Manager

Roz Hall has over a decade of experience working in Learning Technologies, having been involved with the original launch of Moodle at the University of Chichester. Since those early days, he has overseen the adoption of Turnitin, ChiPlayer, Digital Accessibility, Distance Learning, Electronic Management of Assessment, Skype for Business, Microsoft Teams and Digital Literacies.
He is a member of the Association of Learning Technologists (ALT) and a Fellow of the Higher Education Academy (FHEA) and is currently working toward Senior Fellowship status. Roz teaches on the Post Graduate Certificate in Learning and Teaching in Higher Education, specialising in blended learning.

Dan Carline IT Skills Trainer

Dan is the University IT trainer with years of experience supporting staff and students of all abilities. Having previously ran an independent IT support service, he joined the University in 2016, where his specialisms include: Office 365 applications, assistive technologies, corporate systems, and classroom technologies. Dan is available for group sessions but is also able to deliver bespoke one-to-one training to meet your individual needs.

Darren Thompson Learning Technologist (TEL)

Darren is an established Certified Microsoft Innovative Educator expert, a member of the Association of University Administrators and Association of Learning Technologists (ALT). He is currently working towards his fellowship for the Higher Education Academy.
Darren has a passion for all things technology, with a particular focus on how pedagogy can be enhanced with the use of technology.
Darren has extensive experience of developing training initiatives using a variety of technological methods, and for a wide range of purposes including, developing digital literacies, learner analytics, and developing accessible learning for staff and students. From planning, and gathering key content, through to development and release of new products/materials to the target audience.
His specialities are: 1-1 Module development guidance (implementing technology), Gamification, Developing Digital Literacies, Accessible content design, Blended Learning, Student engagement, Online learning and Moodle.

Helen Rea Associate Learning Technologist (TEL)

Helen Rea has been an Associate Learning Technologist for the last 3 years and supports and promotes the pedagogical use of technology. Her interests are Developing Digital Literacies, Technology for Collaboration in Learning and Teaching, and lecture capture software. She runs numerous Professional Development sessions, writes help resources and offers one-to-one support. She has a BA (Hons) in IT management for Business, an HND in Computing (Software Development), is a certified PRINCE2 practitioner and is currently working towards her fellowship for the Higher Education Academy.

Alison Wright Academic Skills Advisor

Alison has worked supporting students in further and higher education for the last sixteen years and has specialised in academic skills support for the last ten. She is a Fellow of the Higher Education Academy (FHEA) and has a Master's Degree in Education in which her research focused on the student experience of transition to higher education.
Alison works with students across all disciplines and years at the University, helping them to develop skills such as academic referencing, critical thinking, essay planning, and effective writing. She also works on developing digital tools to help students to improve their academic skills. Alison also runs sessions for staff to help them to enhance their writing skills.

Essential IT Training

Essential IT for Staff

This 45 minute session guides participants through their daily interactions with IT to promote paperless working and a collegial working ethos.

The session covers:
- Personalising your Office 365 account (photo and email signature)
- Best practice advice for calendar use
- Managing meetings
- Working with OneDrive documents

The following essential training sessions are available, on the help site, for people to watch in their own time.

Digital Accessibility (Designing out barriers to learning)

This one hour session will show you how to create accessible learning resources for your students, to comply with the government regulations coming into effect in September 2020.

The session covers:
- What the regulations say
- What is covered/not covered
- University suggested workflows

Moodle Overview

In this one hour long workshop, find out about the exciting new changes in Moodle 3.8 such as H5P which can enable you to create dynamic content. We will also look at how to access your modules, and commonly used functions to make sure you are getting the best out of Moodle. We'll also look at Moodle Minimum standards, and accessibility.

Microsoft Teams

Depending on your role at the University, it is essential that you should complete at least one of these training sessions on Microsoft Teams

For Business

How to utilise Microsoft Teams for business use. Find out how to:
- Create Teams for internal communication
- Create online meeting events that can be joined by both internal staff and external guests
- Check your input and output devices before you join a meeting and can't hear anyone!

This session should cover everything you need to know.

For Education

How to create a lecture link, set meeting options, manage a Teams lecture by sharing your screen, recording, using a splash screen, manage your participants and how to set up Breakout rooms for students.

Introduction to ChiPlayer

ChiPlayer (also known as Panopto) is the University's service. We can use it to record lectures or video resources for posting onto Moodle.
Getting started! This 30 minute session is focused on accessing the ChiPlayer recorder, basic sound and audio settings, and capturing the perfect lecture, Vodcast or Podcast
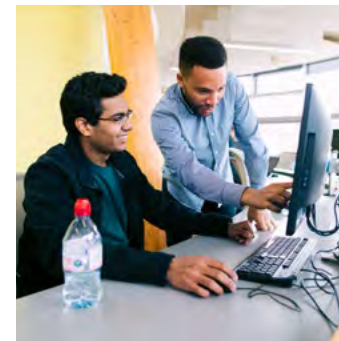
Technology Enhanced Learning (TEL)

Facilitating Group Work and Collaboration

In this one hour session we see how Moodle, online office apps, OneDrive and Teams could be used for collaboration and to facilitate student group working

Engaging Students in Blended Learning

"For online learning to be successful and happy, participants need to be supported through a structured development process" (Salmon, 2011)
This one hour session will lead you through Gilly Salmon's 5 stage model. Each stage includes tips and clear examples of things you could do to improve your students engagement with learning outside of the classroom.

Teaching Online

This one hour session aims to guide you through the University's Blended Learning toolkit and our supported workflows for teaching synchronously and asynchronously

Turnitin: Understanding the Originality Report

This one hour session, shows examples of how to understand and utilise the originality report in Turnitin. Essential knowledge for Academic areas.
The session will look at:
• Accessing the originality report
• Locating matches
• Filtering matches
• Poor practice vs. malpractice

Electronic Management of Assessment (EMA)

This one hour training session, will lead you through the online version of the University's assessment and feedback process.
The session will cover:
• Introduction to the flexible online workflow
• Setting assignments in Moodle
• Viewing and allocating submissions
• Managing deadlines and extensions
• Using Moodle assignment annotation tool
• Exporting feedback for MAF Online

MAF online for Tutors

This forty minute session leads you through the Module Assessment Feedback Online system.
You will be shown how to:
• Navigate and personalise MAF Online
• Add additional markers
• Leave feedback (text and attachments)
• Work with second markers and moderators
• Manage non-submissions, extensions, fails and investigations
• Release marks to students and the assessment tea

MAF online for Administrators

This thirty minute session shows you how to administer MAF Online.
This session includes:
• Searching for feedback via module code
• Searching for feedback via student name
• Adding tutors to modules
• Adding administrators to modules

Upcoming TEL workshops are run by Darren and Helen, the TEL team, and will be promoted via all-staff emails. If you would like to request 1-2-1 support or find out more information please email Tel@chi.ac.uk.

ChiPlayer Workshops

Introduction to ChiPlayer: Getting Started

This thirty minute session, is focused on accessing the ChiPlayer recorder, basic sound and audio settings, and capturing the perfect lecture, Vodcast or Podcast.

Advanced ChiPlayer: Edit and Share your Recordings

This thirty minute session, is focused on accessing the ChiPlayer web view (where the recordings are stored). We also look at editing, sharing, and administration of your recordings.

ChiPlayer for Student Assessment

This thirty minute session, will focus on the assignment folder feature, which allows students to record and submit their own audio and video assessments into a secure location.

Upcoming TEL workshops are run by Darren and Helen, the TEL team, and will be promoted via all-staff emails. If you would like to request 1-2-1 support or find out more information please email Tel@chi.ac.uk.

Moodle Workshops

Introduction to Moodle - Getting Started

This thirty minute session is aimed at staff new to our Virtual Learning Environment.

Setting Up Scheduler in Moodle

Save time administering your tutorials. This thirty minute session, is focused on setting up, and appropriate use of schedulers within Moodle.

Setting up a Moodle Quiz, Choice/Vote or Questionnaire

Engage with your students! This thirty minute session is an introduction to these powerful tools to support learning and teaching in fun ways.

Setting up groups in Moodle

Learn how to use groupings to make an activity visible to only a specific student or set of students in a Moodle course at this thirty minute workshop.

Moodle for Faculty Administrators

This thirty minute workshop is an introduction to Moodle specially focussed on the responsibilities of the Faculty Administrator.

Moodle Minimum Requirements

This thirty minute session will guide you through the University's minimum requirements for your module pages. Learn how to work within the template to build a consistent and accessible experience for your student.

IT Skills Workshops

Microsoft OneNote Masterclass

This one hour workshop is ideal for those who wish to use OneNote for a variety of tasks: for either personal or professional use. It can be utilised for personal organisation, team communication or simply chronicling your information free-form. Add Drawings, files, videos, audio, links and clippings to create your own encyclopaedia of information.

By the end of this workshop, you will learn how to:
- Add information such a text, images and links
- Add audio
- Linking between pages to create a 'contents' page/encyclopaedia style document
- Use drawing tools to annotate or sketch your desired outcome
- Store this file OneDrive so it's available on all your devices, including your mobile device

Microsoft OneDrive Masterclass

This thirty minute session aims is to introduce you to Microsoft's cloud Storage (OneDrive).
- Save your files online for easy access wherever you have an internet connection.
- Synchronize OneDrive with file explorer so you don't need to log into the browser.
- Collaborate on documents simultaneously
- Version history
- Hyperlinking to resources stored in OneDrive

Microsoft PowerPoint Masterclass

This one hour workshop is for staff who are comfortable with the PowerPoint basics, but need to use the special slide show effects, multimedia and create templates with custom themes and contents.

By the end of this workshop, you will learn how to:
- Create PowerPoint templates with slide masters
- Add special effects with animation and transition
- Use hyperlinks and action buttons within a PowerPoint slide
- Import and export data from other applications
- Customise graphs and SmartArt graphics

Microsoft Word Masterclass

This one hour workshop is ideal for those who need to create or edit long documents and produce professional reports and newsletters that have a consistent and polished presentation. The course covers; using Styles, document themes and Templates, images, diagrams and SmartArt.

After the workshop you will have the skills to:
- Create styles for headings, customise automated bullets and numbering, document consistency
- Create and edit templates for document standardisation
- Generate and edit an automatic Table of Contents
- Insert graphics, charts, screenshots and diagrams into documents without text wrapping making a mess.
- Use Section and Page breaks to create different layouts within the same document

Microsoft Outlook (Data Protection)

This one hour session is aimed at teaching all you will need to know to effectively manage your emails and Outlook items in Outlook 2019 to be compliant with Data Protection legislation. From finding old emails, migrating those that you need to keep and using rules to keep your inbox up-to-date. Learn a variety of skills which should assist with keeping on top of your mailbox.

Excel Workshops

Functions and Formulas (Beginner)

This one hour session is aimed at familiarising you with the basics of Excel. Learn how to create functions that will total the values you select, find the average of them or even apply any mathematical operatives (arithmetic) you wish to use. After this session you will be able to name the components of Excel and handle basic data entry with no issue. But even if you're happy with the basics, come along to learn the faster ways of entering them.

- Identifying the parts of Excel (cells, columns and Rows, functions, formula bar, Fill handle) Data Entry (Number formatting)
- Flash Fill and auto-filling
- The basic 5 functions (SUM, AVERAGE, MAX, MIN and COUNT)
- Sorting and filtering data
- Creating tables
- Basic cell referencing

=IF Excel was Easy (Intermediate)

Continuing from the previous session, this one hour tutorial will enable you to master the conditional IF's on your functions, then utilise these IF functions in order to generate tables of data, perfect for creating charts. We'll then learn how to add an extra series of data if needed and finally how to customise a spreadsheet using colours, patterns and borders to make it easy to interact with. You'll then learn how to check for errors and how to resolve them.

During the workshop you will look at:
- IF Functions
- Charts (with multiple series of data and dual axis)
- Spreadsheet formatting
- Error checking and troubleshooting tips

Excel with Spreadsheets (Advanced)

This one hour lesson aims to provide skills for the more complex spreadsheet users. Use pivot-tables to negate the need for long functions and to make charts interactable with your data with a few clicks. We'll then look at functions designed to return an answer to a query using Lookup Functions. If we have time left we can look at recording Macros which can repeat a process for you

During the workshop you will look at:
- Pivot-tables and pivot-charts
- Vlookup and Hlookup Functions
- Recording Macros

PowerMaps

This 45 minute session will be a master class on using the PowerMaps feature of Excel. Used for displaying geospatial data on maps over a period of time. This will effectively provide you with a time-lapse of your data shown overlaid onto the locations on a map. Brilliant for creating visually stunning visualisations of your data.

Upcoming IT Skills workshops are run by Dan Carline, IT Skills Trainer and will be promoted via all-staff emails. If you would like to request 1-2-1 support or find out more information please contact Dan directly at ITSkills@chi.ac.uk.

Research Development

We will achieve excellence in research and innovation through a supportive research environment in which all of our academics are both encouraged and expected to contribute to knowledge creation through research, so that 'all of our teachers research and all of our researchers teach'.

University Strategy: ''Open for Change' 2018-2025

Development & Training for Researchers

The University is committed to undertaking and supporting research as an integral part of its provision and for its contribution to our standing as an institution that delivers high quality teaching.

The development and training programme for researchers is seeking to provide relevant opportunities for every academic at each stage of their career. Due to the current circumstances surrounding the pandemic, dates given are approximate and will be confirmed closer to the event. Look out for our regular email updates.

Since 2015 the University has been a subscriber to Vitae, the national researcher development organisation who oversee the Researcher Development Framework. University Strategy: "Open for Change' 2018-2025.

Please register your interest in any of the following 'Research' sessions by emailing research@chi.ac.uk. If you have a particular training/development need then do please get in touch and the Research Office will endeavour to accommodate your needs.

The Research Team Lead Contacts

- Professor Simeon Keates, Deputy Vice-Chancellor has overall responsibility for research at the University.

- Antonina Pereira, Co-Director-Institute of Education, Health and Social Sciences with Cross-Institutional Responsibility for Research, A.Pereira@chi.ac.uk

- Charles Green, Senior Research Officer, Charles.Green@chi.ac.uk

- Analise French, Research Office Coordinator, A.French@chi.ac.uk

- Clemmie Quinn, Postgraduate Research Coordinator, C.Quinn@chi.ac.uk

Online Resources

In addition the University of East Anglia Online course package (see page 65) there are a variety of online resources available on Research Moodle and PGR Moodle.

Examples:
- Vitae Professional Development Planning Online Course
- Elsevier Free Online Researcher Courses
- Discovering Your PhD Potential: Writing a Research Proposal
- Research Impact: Making a Difference

Virtual Drop-in Sessions with the Research Office

The Research Office are pleased to facilitate a series of virtual drop in events from 3.00pm-4.30pm.

You can use the time to network with other students or seek advice on pertinent matters from members of the Research Office and the University Community. Please email PGRSupport@chi.ac.uk if you have any particular topics you would like discussed or people you would like to meet. We are also willing to facilitate evening meetings, subject to request.

Dates:
- Thursday 22nd October 2020, 3.00pm-4.30pm. Special Guests – Library Staff
- Thursday 4th February 2021, 3.00pm-4.30pm. Special Guests – Student Support
- Thursday 18th March 2021, 3.00pm-4.30pm. Special Guests – Careers Service
- Thursday 6th May 2021, 3.00pm-4.30pm. Special Guests TBC

Virtual Christmas Quiz 2020

Join the Research Office for an online virtual Christmas quiz, test your general knowledge and win prizes. Wear your best Christmas Jumper – Supervisors also welcome. More will be announced nearer the time.

Date: Thursday 17th December 2020, 3.00pm - 4.30pm.

Vitae

The University subscribes to Vitae the pre-eminent researcher training organisation in the UK. Vitae operate the Researcher Development Planner and they also have lots and lots of accessible and usable training materials.

All members of the University can register to the Vitae site with their University of Chichester email address https://www.vitae.ac.uk/membership/register

How do I use it?

The University has a limited number of licenses for individuals to use the RDF Planner online tool. This tool allows individuals to explore options for development, to plan development actions and to log their progress. If you'd like to explore the RDF Planner tool and what it can do for you then please do contact the Research Office at research@chi.ac.uk.

Mapping your development with the RDF

You can map your development against relevant domains of the Vitae Researcher Development Framework (see below). For more information about the RDF visit https://www.vitae.ac.uk/researchers-professional-development.

Researcher Development Framework

The Researcher Development Framework articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development.

The framework is a comprehensive new approach to enhancing the careers of researchers. It was developed by and for researchers, in consultation with academic and non-academic employers.

Who is it for?
- Researchers within Higher Education to evaluate and plan their own personal, professional and career development
- Managers/supervisors of researchers in their role supporting the development of researchers
- Trainers, developers, human resources specialists and careers advisors in the planning and provision of support for researchers' development
- Institutions in making decisions about their strategic approach to development of researchers
- Funders of researchers and other stakeholders with an interest in the development of researchers
- Non-Higher Education employers in identifying the benefits of employing researchers
- People interested in training as a researcher or researchers looking to move into Higher Education from other sectors

Researcher Development Series 2020-21

The Research Office organises a series of workshops and sessions throughout the year. The programme is informed by the Researcher Development Framework and will draw primarily on in-house expertise, but experienced external trainers and/or facilitators may be invited, as appropriate.

There will be information sharing, group work and discussion as well as an opportunity to network with your colleagues. Previous sessions have included; grant/bid writing, working with the media, public engagement, research integrity, working with policymakers, research planning, leveraging online resources, editing books/journals, setting up/running a research centre, exploiting intellectual property, leading research, Open Access, PhD student supervision, and Research Data (public access).

Readers and Professors

Readers and Professors will be invited to join the Research Office in facilitated discussions around their role in research leadership and to identify specific development needs pertinent to their career stage. If any Reader or Professor would like to receive training in coaching then they should get in touch with the Research Office in the first instance, via email at research@chi.ac.uk.

Online Resources

Researchers (both staff and students) can also find a variety of online training resources, including free impact training, on the Research Moodle page. Click here to take you to it.

Impact Working Group

This group is for academic staff who are currently leading on Impact Case Studies for submission to REF2021. An external reviewer is available to review each Impact Cast Study and provide written feedback and a 30-minute Skype session. Reviews are done via email and a Microsoft Teams sharing platform.
The group meet on an 'ad hoc' basis when one of the case studies has been reviewed by the external consultant in order to share their experience and feedback.

Purpose:
- To share best practice around writing the impact case studies and how to maximise impact
- To share any feedback from the external reviewer which may be relevant to other members of the group

Further Details

If you are an academic who is leading or co-writing an Impact Case Study for REF2021, please let the Research Office, research@chi.ac.uk, know so that you can be added to the mailing list for the group.

Independent Chair Training

A viva voce (oral) examination is an essential part of any doctoral degree, providing research students with a unique opportunity to discuss and defend their theses, and helping examiners to assess whether those students have met the requirements of the degree for which they have studied.

Given their fundamental importance, viva examinations are typically officiated by an Independent Chair, whose job it is to monitor good practice over the course of proceedings (which can sometimes last several hours). While Independent Chairs do not take any part in the judgement of the thesis, their role is therefore a vital one, and needs to be filled by an academic staff member with both substantial understanding of postgraduate research supervision, and who has received appropriate training for the task.

This session will provide you with an opportunity to explore how Independent Chairs can best support students and examiners at this crucial moment. It is particularly suited to those members of staff who have yet to serve as an Independent Chair, though all researchers – however experienced – are also welcome to attend.

Date: Tuesday 15th December 2020, 10.30am-12.00pm

Preparing to be a Research Degree Examiner or Assessor

This session, will help you gain a clear understanding of the role of research degree examiner and preparedness to undertake the role.

Course content:
• Exploring the role of the MPhil/PhD examiner and/or Major Review assessor
• Understanding the assessment/examination requirements
• Strategies for examining theses and also the viva examination
• Avoiding and managing difficult situations
• Reflection on the appropriate regulations and University guidance

Further Details
This session is for Academic members of staff who are likely to be asked to examine and/or assess research degrees at MPhil and/or PhD level. It is also relevant for those who are going to be Major Review upgrade assessors.

Date: This session will take place in semester two, the date will announced nearer the time.

Using NVivo

NVivo is a software tool to help analyse qualitative data and support mixed methods research. Aimed at all research staff and PhD students, this course will help researchers learn how to get the best use of the software. The software is available in the 'Managed Software Centre' of all University Computers.

Nvivo is a piece of software that enables users to conduct qualitative analysis on not just text files but pictures, audio and video recordings, and data from various internet sources. Around a central storage system are a huge variety of tools that can help a researcher carry out an analysis. However central to working with the system is the ability to get your data into NVivo, to be able to make notes associated with it and to be able to code.

Further Details
Online videos on how to use NVivo are available on the Research Moodle page under "Links to External Websites and Resources" https://moodle.chi.ac.uk/course/view.php?id=70370. Postgraduate Research Students can also access the training sessions with the University of East Anglia online training series (see PGR Moodle).

Open Access and the University's ChiPrints Repository

This session explores the Open Access landscape, including the different routes to making research outputs Open whilst complying with funder mandates, REF requirements and copyright law. Discuss how Open Access can assist the development of your own research, and learn how using the University of Chichester's ChiPrints repository can help achieve your aims.

The second half of this session is practical; you will be guided in uploading your own outputs to ChiPrints in a workshop setting, so please bring one or two examples with you.

Learning outcomes
• Introductory understanding of the Open Access debate and what it means for your own research
• Knowledge and skills to use, and upload your own items to, the University ChiPrints repository

Further details
This course is primarily for active research staff, but can also be tailored for other members of staff and PhD students on request. Refresher sessions are also available. The course is facilitated by the Library's ChiPrints Team.

Additional information
ChiPrints is available for anyone to search or browse here http://eprints.chi.ac.uk.
For links to user guides, information on licenses, ORCIDs and more, visit the Open Access reading list: http://bit.ly/2u2xWQS.
For help with a specific issue, email the ChiPrints Team at eprint@chi.ac.uk.
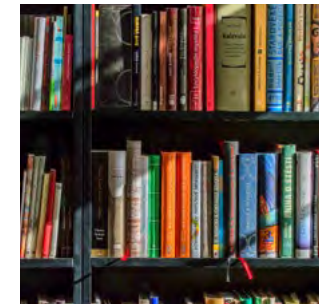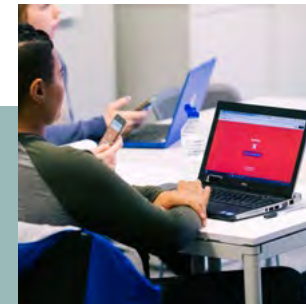
Introduction to Mendeley

An online workshop, facilitated by Ann Jones, Subject Librarian. Normally delivered in small groups on campus, this would include opportunities for practical exercises using Mendeley reference management software.

It has now has been adapted for online delivery, so hands-on exercises are limited. However, there will be plenty of opportunity for questions during the session and follow up one-to-one support.

Course content:
• What is reference management.
• How to collect, store and organise references.
• Input your own references.
• Import references from databases.
• Create bibliographies.
• Integrate with MS Word.

Learning outcomes:
Attendees will learn how to manage references efficiently. By the end of the session, attendees will be able to set up a reference library, know how to create bibliographies in a chosen bibliographic style and integrate with MS Word to produce documents.

Further Details
This will be a joint session with the Postgraduate Research Student Programme and a knowledge of searching library databases is desirable.
Session dates will be advertised in the monthly email reminders.

'SPSS' or 'R' Software for Statistics in Research Training

There are a number of different workshops available, facilitated by Professor Bev Hale, Professor in Learning and Teaching, to help further understand the SPSS or the R software packages and get the most from them The sessions are as follows:

Getting Started with SPSS or R

Do you feel a need to use SPSS but have little or no confidence in your ability to enter data or begin to use the analysis tools? If so then this session is for you. The session will be a practical introduction to the use of SPSS and some consideration of the application of the analysis tools to the individual contexts of those attending the session.

Using SPSS or R for Descriptive Statistics

This session assumes you know how to enter data into an SPSS data sheet, or import it from other sources. It will look at the range of descriptive statistics that SPSS offers and how to use the package to compute them in the most appropriate ways for your work, and also check that you know when each different type of description is suitable.

Conducting Difference Tests on SPSS or R

If you work with experimental or quasi-experimental data where you need to evaluate group differences then this session is for you. It will look at the circumstances when different tests are appropriate and try out the tests. Importantly, we will also consider how results should be reported and interpreted.

Simple Statistical Modelling (Correlation and Simple Regression)

Observational studies that generate quantitative data are often suitable for correlational or regression analysis. This session will explore different ways of using SPSS to analyse data for relationships and predictions of outcomes. More advanced statistical modelling. This session will extend the correlation and regression analysis form the previous session and look at specific situations where specialist modelling and regression tools could be appropriate.

Further Details: If you would like to attend any of these workshops, please contact The Professional Development team at staffdevelopment@chi.ac.uk.

Supervision of PhD Students

Postgraduate Supervision Training Series

Across four sessions, this training programme will cover essential information and skills related to postgraduate supervision, providing also for developmental peer group work designed to enhance supervisory practice and culture across the University.

Dates of sessions:
- Wednesday 7th October 2020
- Wednesday 4th November 2020
- Wednesday 10th February 2021
- Wednesday 3rd March 2021

Existing supervisors should expect an invitation via email. Please contact the Research Office at pgrsupport@chi.ac.uk to reserve your place on any of these sessions, or to find out more about them.
It consists of two strands:

i) PGR Supervision: The Basics

These sessions, facilitated by the Research Office Team, will take place once per semester. While geared especially towards new research supervisors, it is also recommended that each active supervisor attend at least once every three years.

They will cover:
- Responsibilities of the supervisor within the current regulations and Code of Practice
- Key administrative processes relating to postgraduate research
- Monitoring and reporting on progress
- Enhancing the student experience
- Good practice in supervision
- Equality and Diversity
- Health and Safety
- International students (including Visa issues)
- Overview of other University services relevant to PGR support

ii) Supervisor Development Workshops

These workshops, also run once per semester by the Research Office, will provide an opportunity for supervisors to share best practice and concerns related to postgraduate supervision. Drawing on the extraordinary wealth of supervisory experience within the University's academic community, they represent a safe space in which to discuss all aspects of PGR supervision and pedagogy, along with any more specific challenges you may be facing.

The Researcher Development Supervisor Workshops are also open to those academic members of staff who may be interested in becoming supervisors in the near future, who may want to familiarise themselves with the kinds of challenges and rewards PGR supervision can present.

Online PhD Supervision Training

This online questionnaire programme offers an alternative and supplementary way of learning and revising the ground covered in **PGR Supervision: The Basics,** linking up with all key University resources governing PGR supervision, including the Regulations, Code of Practice and the Vitae Researcher Developer Framework (https://www.vitae.ac.uk/ researchers-professional-development).

The questionnaire takes no longer than 30 minutes, with an expected pass rate of 80%. Some of the material is presented as multiple-choice. The link is available through the Research Moodle and is accessible at http://moodle.chi.ac.uk/mod/ quiz/ view.php?id=312892

Considerations when Costing and Budgeting

Prof Steve Myers (Institute of Sport) is the leader of the Occupational Performance research Group (OPRG) team at Chichester. In this session he will give insight on considerations when approaching costing and budgeting for projects. The OPRG have successfully bid on multiple externally funded research and consultancy projects.

Date: This session will take place in semester two, the date will be announced nearer the time.

Demystifying Research Bid Costing and Pricing

Does the thought of working out how much money you'll need for your research project fill you with dread? Do you want to make sure you're following the correct process when applying for research funding?

If you've answered 'yes' to any of these questions, then this is the workshop for you.

Run by Alison Davies, the University's Research and Enterprise Finance Officer (and go-to person on research bid costing), this session will explore all the stages of how to approach bid costings in a simple, step-by-step way, giving an overview of the principles of FEC (Full Economic Costing) in the process.

Date: This session will take place in semester two, the date will be announced nearer the time.

How to Get Your Research into Parliament

Engaging with Parliament may provide researchers with the opportunity to shape and change policy, the policy agenda, and legislation, thereby allowing researchers to not only raise the profile of their research but to also have a demonstrable research impact. Indeed in the 2014 REF around one in five impact case studies included some reference to UK Parliament.

The aim of this interactive workshop, facilitated by Melissa Day Reader in Sport and Exercise Psychology, is to provide inspiration and guidance for how your research could be used to inform Parliament. The workshop will outline a number of potential pathways into Parliament, exploring who uses research in Parliament and how this is put into practice. We will consider some actual written examples of research submitted to Parliamentary select committees and debate good practice in providing written information. At the end of the workshop you will be asked to map out what you see as the most promising pathways into Parliament for your own research and what future actions you need to take in order to achieve this vision.

Date: Wednesday 12th May 2021, 1.00pm-2.30pm

Amplifying Research in the Media

The reach and significance of research impact is an ever-growing concern within the university sector, the Research Excellence Framework (REF), and society at large. More than ever, researchers are required to demonstrate how and why their work effects positive change in the world, whether economic, cultural, environmental, scientific or health related.

As such, digital and media literacy are fast becoming essential skills for researchers, for whom traditional and social media can provide opportunities for various kinds of dissemination and impact that were never available to previous generations.

This workshop, facilitated by Dr Andrew Smith, is open to all University researchers, will offer an overview of these changes, along with practical advice for researchers at all levels who want to design and share their research more effectively.

Date: This session will take place in the week beginning 7th June 2021. The exact date will be announced nearer the time.

How to Get Your Research Published

This How to Get Published session, facilitated by Ian Tyndall, Senior Lecturer in Psychology, will give you some great tips on increasing your chances of having a journal article accepted for publication.

We will talk about key factors that impact the chances of an article being accepted for publication, such as:
• Ensuring the quality of your research methodology,
• Choosing the right journal,
• Preparing your manuscript,
• Responding appropriately to the peer-review process.
• Building collaborations and collegial relationships

By the end of this session, you will have gained insight into the publication of a journal article, and you will have some top tips that you can use as you prepare your research for publication, and some helpful resources to help you on your journey.

Date Friday 22nd January 2021, 10.00am-12.00pm

Postgraduate Research Student Training

All of these Postgraduate Research Student sessions, detailed below, have been carefully designed for Postgraduate Research (PGR) students, but are open to all staff whether or not they are studying for a PhD. Supervisors may also wish to encourage their PhD students to attend.
For exact dates and times of these sessions, please contact the Research Office directly via email at research@chi.ac.uk.

Postgraduate Research Student Induction

The induction is an opportunity for new PGR students to get to know each other and the institution. Sessions are run about learning resources, careers, and the PG Cert in Learning and Teaching. Other elements include learning about the wider context of research at Chichester and key stages in MPhil/PhD candidature.

Dates
- Thursday 1st October 2020
- Monday 1st February 2021
- Monday 1st June 2021

Induction Sessions Include:

Research Approval Stage

The Research Approval Stage is the first significant milestone in an MPhil or PhD student's candidature at Chichester. This session is highly recommended for new students and encompasses both the academic and administrative requirements of Research Approval.

Dates: October 2020, February 2021 & June 2021

Research Ethics

Understanding the principles of ethics in research and the process of gaining ethical approval. All research projects need to operate within the University's Research Ethics Policy, and those involving human participants in any way will need formal approval. Come and learn about the principle and practice of Research Ethics, and how to navigate the approvals process.

Dates: October 2020 & June 2021

PhD Stages and Milestones

These sessions are optional for new students and highly recommended for continuing students. They encompass both the academic and administrative requirements of each milestone.

Dates: October 2020 & June 2021

Preparing for Major Review

Candidates registered for a PhD must undertake a major review during their studies (this has replaced Upgrade). This session provides advice on preparing for the major review.

Dates: February & June 2021

Preparing for the Submission/Viva

The viva is the culmination of years of study and the opportunity to discuss ones research in depth with experts in one's field. It can also be a nerve-wracking experience for some. This session provides guidance on how best to prepare for the final submission and viva.

Dates: February & June 2021

Re-Induction Making Progress with your Research

This online session, facilitated by Dr Charles Green and Clemmie Quinn, is aimed at Postgraduate Research Students to aid them in progressing at the various milestones within their research. Perhaps you want to find out what the next stage of your research will entail so that you can get ahead? Perhaps you need a chance to refocus and reinvigorate your motivation? If so this 'Re-Induction' session is for you.

Dates:
- Wednesday 2nd December 2020, 1.00pm-2.30pm
- Thursday 25th March 2021, 1.00pm-2.30pm

PGR focus week: Equality, Diversity and Inclusion Matters

Join us for a week of events for, and by, Postgraduate Researchers focusing on Equality, Diversity and Inclusion Matters. The week will include PGR student and academic staff presentations and pertinent discussion opportunities for PGR Students. Schedule to be published January 2021.

Dates: Week commencing 19th April 2021

PhD Research Day 2021

The PhD Research Day is a full day for postgraduate research students to meet up, learn about each other's research, and develop new ideas. The content of the day will be decided in consultation with the student body. Past days have included a Vitae Three Minute Thesis (3MT) competition and the Images of Research competition, the former is an opportunity for students to be involved in a national competition.
Who should attend?
Specifically PhD students, but staff and MA/MSc students are welcome to attend. All Postgraduate Research students are encouraged to attend.

Date: Friday 4th June 2021 - more details to be announced nearer the time.

PGR Study Days

Inspired by 'Shut up and write', our regular PGR Study Days give you the chance to take a break from solitary study, with structured working sessions, guilt-free breaks, group discussion and reflection on the day.

What's the thinking behind this?

While independent study is always going to be at the heart of postgraduate research, making it the uniquely rewarding undertaking it is, such work can also sometimes lead to feelings of isolation, self-criticism and lost focus. PGR study days offer practical solutions to these challenges, using a guided 'time boxing' working pattern to achieve 'SMART' goals that are Specific, Measurable, Attainable, Relevant and Time bound. In sharing and discussing these with the group, first thing in the morning, participants support each other in achieving their goals.

These techniques can help you to:
- Boost your concentration by eliminating distractions for set periods of time
- Feel accountable for your progress (in a good way!)
- Stay realistic about what can be achieved within a specific time frame
- Switch off at the end, celebrating the little things
- Meet with peers, sharing ideas/ concerns, and integrating with the University's postgraduate community

Dates:
- Thursday 24th September 2020
- Thursday 29th October 2020
- Thursday 26th November 2020

Further Details:
Please contact Dr Charles Green (charles.green@chi.ac.uk) for more information, or to reserve your place on an upcoming PGR Study Day.

UEA Online Training Series for Postgraduate Research Students (PGR'S) 2020-21

The University subscribes to an online training series run by the University of East Anglia. This offers research and professional skills training for postgraduate research students (PGR's) in a 'live-taught' online format.

The 'University of East Anglia (UEA) Online Training Series' offers research and professional skills training for postgraduate research students (PGRs) in a 'live-taught' online format. Training sessions are delivered via a virtual classroom, often on Tuesday and Wednesday evenings between 7pm-9pm, but also on weekday mornings between 10am-12pm. The series is organised and administered by Dr Simon Watts, PGR Training Coordinator for the Faculty of Social Science at UEA, who also teaches the majority of sessions. For your convenience, the training has been organised into five modules, each focused on a specific area/topic. You are nonetheless free to sign up for individual sessions (and not a whole module) if you prefer.

In the 2020-21 academic year, all sessions will open for booking THREE WEEKS BEFORE THEY ARE DUE TO RUN. The booking facility is available on the website: https://bookwhen.com/ueaonlinetraining

Here is a full schedule of the modules, individual sessions, and relevant dates and times for 2020/21:

Module 1: Academic Writing
(1) What Should a Literature Review Do?
Tues 6th Oct 2020, 7-9pm; Weds 7th Oct 2020, 7-9pm; Tues 17th Nov 2020, 7-9pm; Tues 12th Jan 2021, 7-9pm; Tues 9th Feb 2021, 10am-12pm; & Tues 16th Mar 2021, 10am-12pm
(2) Writing Effectively
Tues 13th Oct 2020, 7-9pm; Weds 14th Oct 2020, 7-9pm; Tues 19th Jan 2021, 7-9pm; Weds 10th Feb 2021, 10am-12pm; & Weds 17th Mar 2021, 10am-12pm
(3) Academic Publishing
Tues 20th Oct 2020, 7-9pm; Tues 26th Jan 2021, 7-9pm; Tues 16th Feb 2021, 7-9pm; & Tues 23rd Mar 2021, 7-9pm
(4) Writing & Structuring an Effective Thesis
Weds 21st Oct 2020, 7-9pm; Weds 14th Oct 2020, 7-9pm; Weds 18th Nov 2020, 10am-12pm; Tues 2nd Feb 2021, 7-9pm; Weds 17th Feb 2021, 10am-12pm; & Weds 24th Mar 2021, 10am-12pm.

Module 2: Qualitative Research Skills
(1) A Comparison of Qualitative Methods
Tues 3rd Nov 2020, 7-9pm; Tues 1st Dec 2020, 10am-12pm; Tues 9th Feb 2021, 7-9pm; & Tues 20th April, 7-9pm
(2) Qualitative Interviewing
Tues 10th Nov 2020, 7-9pm; Weds 2nd Dec 2020, 10am-12pm; Tues 16th Feb 2021, 7-9pm; & Tues 27th April, 7-9pm
(3) Analysing Qualitative Data
Tues 17th Nov 2020, 7-9pm; Tues 8th Dec 2020, 10am-12pm; Tues 23rd Feb 2021, 10am-12pm; & Weds 28th April 2021, 7-9pm
(4) Using NVivo for Qualitative Research
Tues 24th Nov 2020, 7-9pm; Weds 9th Dec 2020, 10am-12pm; Tues 23rd Feb 2021, 7-9pm; & Tues 4th May 2021, 7-9pm

Module 3: Finishing your PhD
(1) Preparing for your Viva
Weds 25th Nov 2020, 7-9pm; Weds 24th Feb 2021, 7-9pm; Tues 13th April 2021, 10am-12pm; & Weds 5th May 2021, 7-9pm
(2) On the Job: Securing a First Academic Post
Tues 1st Dec 2020, 7-9pm; Tues 2nd Mar 2021, 7-9pm; & Weds 14th April 2021, 10am-12pm
(3) Preparing Impactful Research Proposals & Grant Applications
Weds 2nd Dec 2020, 7-9pm; Tues 9th Mar 2021, 7-9pm; & Tues 20th April 2021, 10am-12pm

Module 4: Teaching Skills
(1) Preparing & Delivering Seminars
Tues 8th Dec 2020, 7-9pm; Tues 16th Mar 2021, 7-9pm; & Weds 21st Apr 2021. 10am-12pm
(2) Preparing & Delivering Lectures
Weds 9th Dec 2020, 7-9pm; Tues 23rd Mar 2021, 7-9pm; & Tues 27th April 2021, 10am-12pm
(3) Assessment, Feedback & Module Design
Tues 15th Dec 2021, 7-9pm; Tues 13th April 2021, 7-9pm; & Weds 28th April 2021, 10am-12pm

Module 5: Quantitative Research Skills
(1) A Beginner's Guide to Quantitative Research
Tues 11th May 2021. 7-9pm & Weds 12th May 2021,10am-12pm
(2) An Introduction to Scale Development
Tues 18th May 2021, 7-9pm & Weds 19th May 2021, 10am-12pm
(3) An Introduction to Structural Equation Modelling
Tues 25th May 2021, 7-9pm & Weds 26th May 2021, 10am-12pm

Leaders, Managers and those aspiring to be

Leaders and managers across all levels of the University must have the capability and commitment to model the behaviours and values that are critical to our success.

Our managers play a vital role in realising the potential of staff alongside helping staff to adapt to new challenges and ways of working and to translate the University's vision into actions.

We will develop tailored programmes to align with the needs of new or emerging managers, and promote excellence in HE management and administration, enhancing links with the Association of University Administrators and other professional bodies.

People Strategy 2018-2025 'Working Together-Supporting Each Other'

Apprenticeships in Management

Chartered Manager Degree Apprenticeship (CMDA) ⬢⬢⬢⬢⬢⬢⬢⬢⬢⬢

This BA (Hons) Management Degree Apprenticeship aims to provide you with a firm grounding in the principles of management, through exploring your own experience at work, develop as a self-aware and reflective manager, and build your management skills in practice.

The programme is organised around six strands:
1) Human Resources   2) Operations and Strategic Management
3) Finance and Law   4) Marketing and Communications
5) The Manager   6) The Organisation

Duration:
It takes place one day per week over three terms for four years, with the individual needing to spend 20% of their time on off-the-job-learning.

"I thought I would feel out of place starting my Chartered Manager Degree Apprenticeship but the other students have been great, getting back into education after such a long time was a worry but I have enjoyed the challenge. It tied in quite nicely with my family life as the kids are both now in secondary school and we can all do our homework together, I hope I'm setting them a good example. The lecturers have been so welcoming and supportive and the range of modules gives a good all round knowledge. We have studied HR, Accounting, IT, Marketing and Law to name a few, which can be used in many areas of working life and can help you understand your organisation as a whole."

Current Chartered Manager Degree Apprenticeship (CMDA) Student

Senior Leader Masters (MBA) Degree Apprenticeship ⬢⬢⬢⬢⬢⬢⬢⬢⬢⬢

This part-time MBA programme combines experiential workplace learning along with theoretical and practical input at the University. The purpose of the programme is to develop your knowledge and understanding as a leader and manager, and you will learn about strategy, HR, finance, marketing and operations, applying those skills through work-based projects. The learning objectives for the MBA cover personal development (focusing on becoming a more adaptable and confident learner in a changing work environment), leadership, and practical tools and skills, equipping the individual with knowledge of strategy, HR, marketing and finance.

There are eight modules during the Apprenticeship:

Year 1
• Organisational impact: an operational perspective
• Developing people and teams: operational perspective
• Understanding self and our wider impact: an operational perspective

Year 2
• Organisational impact: a wider strategic perspective
• Developing people and teams: strategic perspective
• Understanding self and our wider impact: the strategic view

Consultancy project (6-12 months)
• Consultancy and business solutions: proposal development
• Consultancy and business solutions: consultancy project

Duration:
This 2.5 year course, is delivered one day a month (excluding July and August) for the first two years, with another four days of learning required outside of the delivered sessions per day of attendance. The third year is primarily spent working on your project/dissertation, which alongside other off-the-job learning, equates to one-day per week.

Further details, including course content and indicative modules are here. If you any further queries about the content or structure, please contact Rob Warwick, Reader in Management and Organisational Learning via email at R.Warwick@chi.ac.uk.

Diversifying Leadership – Advance HE

Diversifying Leadership Development Programme

There is a clear under-representation of from Black, Asian and Minority Ethnic backgrounds (BAME) leaders in HE institutions in the UK at all levels but particularly at senior levels. There is also documented evidence of the poor experiences of many BAME academic staff in UK HE including experiences related to leadership roles.

The Diversifying Leadership programme is designed to support early-career academics and professional services staff from Black, Asian and Minority Ethnic backgrounds who are about to take their first steps into a leadership role.

It explores themes of power and influence, demystifying leadership, cultural identity and cultural capital, increasing your visibility and authentic leadership and features leadership stories from high-profile HE leaders.

What are the programme outcomes?
Institutions wanting to build a more diverse leadership pipeline will gain leaders better equipped to navigate organisational culture with a clearer perspective on their own potential – and the potential of others – and how to access it.

Participants will have explored concepts such as 'authentic leadership', allowing the self-identity of their own leadership style and role as a leader to emerge, as well considering their motivation and influences. The programme enables exploration of various elements of leadership and has been designed to provide a safe place in which to discuss issues relating to their experiences of working in HE. As a result, participants build confidence, feel empowered and expand their professional strengths.

Who can apply?
The Diversifying Leadership programme is designed to support early career academics, professional services staff, Lecturers and Senior Lecturers from BAME backgrounds.

How do I apply?
Applicants will be asked to submit a personal statement outlining the benefits of attending for themselves, their department and the University. Full details of how to apply and the selection process will be published in due course, and will be available on Professional Development pages of the Staff Intranet.

Dates
The programme comprises three one-day online workshops, two facilitated online action learning sets and access to online resources as part of the programme.

- Orientation webinar: Tuesday 26th January 2021 (delegates who join after this date will receive the recorded version)
- Tuesday 16th February 2021: Leadership, 'BAME leadership' and lessons from the labyrinth
- Tuesday 9th March 2021: Leadership, power and influence: changing the game
- Tuesday 23rd March 2021 (Action learning set): Speaking actions into existence
- Wednesday 28th April 2021: Leadership tomorrow: vision, voice and visibility
- Wednesday 19th May 2021 (Action learning set): Speaking actions into existence

Further information
Further details about the programme and resources are available from the Advance HE website.

Inclusive Leadership

Research has shown inclusive leadership leads to better performance from staff and improves retention, commitment and discretionary effort. Inclusive leadership built into organisational culture will also increase financial and reputational success.
This session, facilitated by Challenge Consultancy, aims to enable leaders to explore how they can contribute to the development of high performing inclusive working environments

By the end of the session participants will be able to:
* Make the business case for diversity including the benefits of diverse teams
* Recognise their individual role in the creation of inclusive working environments
* State the importance of inclusive leadership in the current climate
* Identity and address common barriers to the development of inclusive and
* Respectful work environments

Date: Thursday 18th February 2021, 1.30pm-4.00pm, Virtual Session

Effective Accountable Management

Successful project management depends on getting the right balance of time, scope and resources. Managers need to map and understand the core decisions and activities that will enable them to achieve goals. This builds in accountability. Monitoring, review and evaluation ensure follow through.

This session, facilitated by Simon Wilson from Wilson Sherriff Training, builds on recognised project management practice to explore how to manage projects effectively. This session is suitable for anyone who manages projects but is also relevant to strategic management of business as usual.

At the end of the session you will:
* Understand the key components of managing projects and business as usual
* Have explored how to develop a project initiation document, determine accountabilities, take and record key decisions, monitor, review and evaluate actions
* Have worked with 'live' examples to maximise effectiveness and accountability
* Have considered the barriers to effective and accountable management and how to overcome them.

Date: Tuesday 8th June 2021, 9.30am-4.30pm

Cognitive Behavioural Therapy (CBT) for Management

Within this workshop, facilitated by Guiding Minds, we will present scenarios that have been designed to provoke discussion and open minds to new ways of working.

CBT principles and techniques will be explained, and attendees will have an opportunity to reflect on how these could be useful tools for looking after themselves and others.

Cognitive behavioural therapy is an evidence based therapy that works on here and now issues. The key idea of CBT is that the way we think (cognitive) and what we do (behaviour) affects the way we feel. During times of stress we often think differently, and these unhelpful thoughts make us feel worse, which can lead to us behaving in a way that prolongs the distress.

This workshop won't be "quick fix" but the beginning of a commitment from managers and senior staff to better support their teams and break the stigma of mental health in the workplace.

Date: Tuesday 27th April 2021, 9.30am-4.30pm

"The 'CBT for Management' course gave me useful practical techniques to use in the workplace with myself and others. Thank you so much for this outstanding session. I would recommend it for all managers at the University."

Understanding Others for Leaders and Managers - Using SDI

Participants will gain an understanding that all colleagues have strengths and all operate differently. This session, facilitated by Julia Carden from Carden Consulting, will explore how individuals can contribute and add value to teams, which will in turn help your leadership skills.

During the workshop each delegate will complete a Strengths Deployment Inventory (SDI), and this will be used as the basis for understanding others. SDI is a self-development tool that gives us an indication of what really makes us tick and why we do the things we do. It looks at our motivations when things are going well and when faced with conflict and opposition. It provides an effective means for understanding ourselves and for understanding others so that interpersonal relationships can be mutually productive and gratifying.

Through SDI participants will discover:
- A practical and simple approach to understand and improve all types of relationships (home, work, supplier, client, school, social or otherwise)
- A proven, memorable tool for improving team and individual skills in relationship building and conflict management
- The understanding that people can choose how they communicate based on their intended outcome and who they are communicating with. This will result in enhanced communication and reduced misunderstandings when managing others.
- The ability to generate greater flexibility to respond to evermore demanding working environments.

Date: Monday 14th June 2021, 9.30am-1.00pm

"This 'Understanding Others..' training would really help all teams to understand each other better and strengthen that team."

Performance Review Development Plan (PRDP) Overview

This overview workshop, facilitated by the Human Resources Department, focuses on the Performance Review Development Plan. The University's performance review process that involves staff, including those in fixed-term appointments, who have successfully completed their probationary period.

PRDP is a mandatory and continuous process of plan-review-appraise-re-plan which provides an effective tool for personal career development and supports the delivery of University priorities. The review process is firmly based on the premise that all staff perform their work better, and with greater job satisfaction, when they receive support and guidance to achieve agreed objectives, and have the opportunity to discuss and agree what is expected of them.

Further details
Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service.

Data Protection Workshop

This session, facilitated by the University's Data Protection Office, will move beyond core legislation and terminology and provide a more informal, hands-on look at the requirements of the current data protection legislation and how this impacts the work of the University. Attendees are expected to already have a basic knowledge of data protection legislation and key terminology.

The main focus of the workshop is to be practical and relevant to the day to day roles of attendees, who are, therefore, encouraged to bring their own examples and/or queries to the session for discussion.

Further details
Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service.
We also run a session on 'Microsoft Outlook (Data Protection)' which you may find useful, please turn to page 42 for further details.

Recruitment and Selection of Staff

This workshop, facilitated by the Human Resources Department, is relevant to all managers and staff who are likely to be involved in recruiting staff to the University. It takes you through the basics of recruitment and selection, enabling you to feel confident if you are asked to shortlist applicants, or perhaps sit in on an interview panel.

Learning outcomes:
• Learn the recruitment approval process and how to create accurate Job Profiles
• To gain the skills to ensure you are able to short list and interview candidates effectively
• To ensure all recruitment is conducted fairly, is non-discriminatory and in line with the University's policies and practice

Further details
We have also created some online resources about recruitment to help you further understand the University's process, please find them by clicking here.
Please register your interest for this workshop by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service.

How to Manage Disciplinary, Capability and Grievance

Hopefully, disciplinary and capability issues do not arise very often-but when they do, there are a number of legal pitfalls to avoid. It is important that managers know how to deal with these issues fairly and in accordance with the correct procedures. This session, facilitated by Esther Smith from TLT Solicitors, will share her knowledge and experience, meaning that by the end of this session, participants should be able to understand the key steps in the disciplinary and capability process and also conduct a hearing with confidence.

During this session, delegates will:
• Look at the types of issues which should be dealt with under the disciplinary and capability procedures
• Discuss how to deal with situations which can arise during the process
• Conduct a grievance hearing and work towards a solution

Date: Thursday 6th May 2021, 9.30am-12.30pm

How to Manage Sickness Absence

Facilitated by Esther Smith from TLT Solicitors, this session runs through the basic knowledge of sickness absence and how to support the wellbeing of staff. This session takes you through the Equality Act and support for 'reasonable adjustments' for staff.

Areas covered in this training are:
• How to act on advice indicated in a Statement of Fitness for Work
• Dealing with altered working patterns following a period of sickness absence e.g. amended duties/hours, phased return and workplace adaptations
• The role of Occupational Health in supporting health and wellbeing
• Dealing with difficult and complex cases (working through a scenario)

By the end of this session, you will:
• Feel comfortable conducting return to work interviews
• Have increased awareness of what might be considered a disability and/or what might constitute a reasonable adjustment
• Be more familiar with the legislation in relation to absence due to ill-health

Date: Thursday 25th March 2021, 9.30am-12.30pm

We will equip our leaders with the skills and behaviours necessary to address organisational changes and empower staff to develop ideas and make them happen.

University Strategy: 'Open for Change' 2018-2025
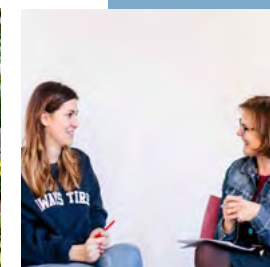
Coaching & Mentoring

An Introduction to Coaching

This three-hour workshop, facilitated by Mark Wilson from Mark Wilson Coaching, will introduce participants to the language, approach and techniques used in coaching.
This is not about 'How to be a Coach'. Rather, its aim is to equip participants with alternative approaches in their day-to-day engagement with colleagues. Previous participants have also noted its usefulness within their non-professional lives.

The introductory sessions in followed by:
- Four, fifty-minute one-to-one conversations with the course facilitator the nature of which will be decided by the participant. In the past these sessions have involved:
    - The participant being coached on an area chosen by him or herself
    - The participant coaching the facilitator
    - Discussion of the ways in which the language of coaching might be used within a professional context
- Three, twenty-minute coaching workshops with coaching pairs of participants coaching each other. These conversations will take place within what is intended to be very much a learning, 'work-shop' context

Date: Tuesday 23rd February 2021, 9.30am-12.30am

The University Mentoring Scheme

Our mentoring scheme is open to all staff, at any time, but is especially relevant to new members of staff at the University, or those undertaking a new and/or promoted role. We take a semi-formal, 'Peer approach' to mentoring relationships which we have found to be successful for many of our staff; in fact in a recent survey found that over 76% of people asked felt supported by their mentor during the start of their journey at the University.

The purpose of the mentoring scheme is to match a person with relevant experience with an individual who can benefit from this experience. This person is usually of a similar or higher grade, and normally from a different department. Mentoring can be defined as 'an enabling relationship based on an exchange of knowledge, experience and goodwill'. It is a supportive form of development which focuses on helping individuals manage their career and improve their skills.

For further information on our Mentoring Scheme, including resources to help support mentors and mentees, please visit our Professional Development Online Learning Resources.

If you would like to know more about becoming a mentor, or being assigned a mentor, please contact staffdevelopment@chi.ac.uk.

A Coaching Approach within the Mentoring Relationship

This three-hour course, facilitated by Mark Wilson from Wilson Coaching, will introduce participants to the language, approach and techniques more commonly found within the Coaching relationship.

However, this is not about 'How to be a Coach' or even how you might 'convert' a mentoring relationship into a Coaching one. Rather, its aim is to equip participants with additional approaches for use in their mentoring conversations by providing a further 'tool in the box', one that has been shown to be highly effective.

This workshop will be useful for researchers/Professors, those who manage staff early in their career, those mentoring recently promoted staff and current mentors.

Date: Wednesday 27th January 2021, 1.30pm-4.30pm

Developing Your Skills

We will continue to support the development of the skills and capabilities needed for future success through a diverse and blended range of structured and less formal initiatives, tailored to the needs of academic and professional services staff aligned with our University priorities.

People Strategy 2018-2025 'Working Together-Supporting Each Other'

Apprenticeships

The University is committed to the employment of apprentices as a way of growing talent in the organisation and for succession planning at all levels of the University. Apprenticeships complement the University's wider recruitment and professional development strategies, supporting a culture in which staff can develop, flourish and contribute to the University community.

Apprenticeships support the recruitment of staff not only in entry level roles, but also in roles that have historically been difficult to recruit into, either due to the specialist skills required or due the inability to match wage demands from outside the sector. Apprenticeships form part of the overall package of professional development, enabling existing staff to acquire nationally recognised qualifications, enhancing skills and aiding retention of professional services and academic staff.

In-house Apprenticeships

Degree Apprenticeships are an initiative launched by the Government which allow you to combine work and study. With the introduction of the Apprenticeship Levy we have the capacity to fully fund staff to undertake a Degree Apprenticeship at the University. Degree Apprenticeships are open to all staff working 30 hours or more per week, including those that already have a degree-level qualification, as long as the Apprenticeship allows you to acquire substantive new skills and the content of the course is materially different from any prior training, Apprenticeship or qualification. Please speak with your line manager and contact Kevin Botto at K.Botto@chi.ac.uk or on ext. 6047 for further information or to discuss options.

The following in-house apprenticeships are currently available:

- Academic Professional
- Electrical/Electronic Technical Support Engineer
- Manufacturing Engineer
- Senior Leader Masters (MBA)
- Chartered Manager
- Digital and Technology Solutions Professional (Software Engineer)
- Digital Marketer
- Social Worker Degree Apprenticeship
- Postgraduate Teaching Apprenticeship

Further Degree Apprenticeships are continually being developed. Click here to see an up to date list of degree apprenticeships offered by the University.

Apprenticeships From External Providers

Staff can also access Apprenticeships from external training providers and the University can use the levy to fund the cost of these courses, meaning there is no cost to the department. The full A-Z of possible Apprenticeships can be found here https://www.instituteforapprenticeships.org/apprenticeship-standards/. Perhaps you would like to undertake a Level 3 in Customer Service, a Level 4 Project Management, a Level 7 Accountancy Professional or a Level 2 Painter and Decorator?

Eligibility Criteria
The Apprenticeship can be at a lower than or equal level to an existing qualification, however the Apprenticeship should allow the Apprentice to acquire substantive new skills, and the content must be materially different to any prior qualification/previous Apprenticeship. The Apprentice must have a current contract of employment for 30 hours or more per week. If the contract is fixed-term, the contract must be until at least the end of when the Apprenticeship is due to be completed. You must have a commitment from the line manager. In particular, under the Apprenticeship Levy, 20% of the employees' time must be spent on off-the-job learning, which must be agreed with line managers.

Please speak with your line manager and contact Kevin Botto at K.Botto@chi.ac.uk or on ext. 6047 for further information or to discuss options.

Association of University Administrators (AUA)

The Association of University Administrators (AUA) is the professional body for managers and administrators working in Higher Education in the UK and Ireland. The AUA aims to promote excellence in HE management and administration and to raise the profile of those roles as a profession through the development of best practice and high standards in the area.

The AUA at Chichester

The Association of University Administrators at Chichester has a programme of events throughout the year that focus on sharing best practice and professional development.

In 2019 Prof Jane Longmore gave a talk on the role of Women in HE, and topics planned so far for the coming year include "Taking control of my career" and "Staying safe online".

Social events and fundraising activity also form part of the AUA calendar at Chichester, providing a great way for staff to meet with colleagues from across both campuses and connect with our wider community.

Last year the AUA organised a collection of Christmas gifts for the families of babies in the Neonatal Unit at St Richards Hospital, and held a "Bake Off" cake sale raising money for Student Minds.

How to Join

The AUA at the University of Chichester is a huge benefit to both our professional services and academic staff, and in recognition of this the membership costs are covered by the University. To find how to register your interest in joining please contact Laura Keeley or Analise French, the University's AUA Branch Coordinators via email at L.Keeley@chi.ac.uk or A.French@chi.ac.uk, or get in touch with the Professional Development Team via staffdevelopment@chi.ac.uk.

AUA Framework

Throughout the programme, you may notice that a number of sessions have the above sequence of polygons under their title. The polygons represent behaviours in the AUA CPD Framework, and under each session we have indicated, by colouring the relevant polygons, which of the behaviours is covered by the session.

Please click here for further information on the Framework

The AUA CPD Framework

The framework, detailed below, provides a structure to help individuals identify their own development needs and plan personal professional development. The University encourages staff to consider their professional development against the behaviours listed below.

Managing self and personal skills
Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.

Delivering excellent service
Providing the best quality service to external and internal clients. Building genuine and open long-term relationships in order to drive up service standards.

Finding solutions
Taking a holistic view and working enthusiastically to analyse problems and to develop workable solutions. Identifying opportunities for innovation.

Embracing change
Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands and changing roles.

Using resources effectively
Identifying and making the most productive use of resources including people, time, information, networks and budgets.

Engaging with the wider context
Enhancing your contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.

Developing self and others
Showing commitment to own ongoing professional development. Supporting and encouraging others to develop their professional knowledge, skills and behaviours to enable them to reach their full potential.

Working together
Working collaboratively with others in order to achieve objectives. Recognising and valuing the different contributions people bring to this process.

Achieving results
Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.

Promoting Dignity and Respect

Using the University's Dignity at Work and Anti-Bullying and Harassment Policy as a framework, this training session led by Julia Carden from Carden Consultancy, will consider what bullying and harassment is and explore how people's perceptions may differ.

The training will then look at what you should do if you are feeling bullied or harassed and how to be active bystander should you witness behaviour that you feel is inappropriate. Participants will explore case studies and consider how they may react and how to have a conversation to tackle unacceptable behaviour.

The objectives of this sessions are:
- To provide an understanding of what is bullying and harassment and what the effects are
- To understand how to create an environment free of bullying and harassment, (including sexual harassment) and one that promotes Dignity and Respect
- To know how to tackle issues when they arise.

Date: Tuesday 16th March 2021, 9.30am-12.30pm

A Coaching Approach within the Mentoring Relationship

This three-hour course, facilitated by Mark Wilson from Wilson Coaching, will introduce participants to the language, approach and techniques more commonly found within the Coaching relationship.

However, this is not about 'How to be a Coach' or even how you might 'convert' a mentoring relationship into a Coaching one. Rather, its aim is to equip participants with additional approaches for use in their mentoring conversations by providing a further 'tool in the box', one that has been shown to be highly effective.

This workshop will be useful for researchers/Professors, those who manage staff early in their career, those mentoring recently promoted staff and current mentors.

Date: Wednesday 27th January 2021, 1.30pm-4.30pm

"Simon had a relaxed, positive, approachable manner during the 'Managing Your Workload' session.
He was open to questions, listened, answered and reflected back to the group. I learnt so many helpful IT tips which is really useful in my work delivery."

Managing Your Workload

Most of us feel that we have too much work and not enough time to do it in. With workloads always increasing and becoming more varied, this is becoming more common, yet good workload management can help.

This practical session, facilitated by Simon Wilson from Wilson Sherriff Training, helps you consider what stands in the way of managing your time, how to prioritise and take decisions, and personal approaches to tackling procrastination. The session is highly interactive and participative with the opportunity to work through live examples to explore the key concepts and approaches introduced.

The workshop will cover:
- Identifying and managing time stealer's / distractions
- Prioritising/managing workloads including practical techniques
- Dealing with procrastination and techniques how to overcome it
- Evaluating current approaches to organising and time management

Date: Thursday 22nd April 2021, 10.00am-12.30pm, MS Teams Virtual Session

Building Strong Relationships

To paraphrase the writer Stephen Covey, 'Most of us listen with the intent to reply rather than with the intent to understand.' The degree to which we feel listened to – and the degree to which we listen – is a key dynamic within the success of our relationships. Often mistakenly characterised by how quiet we can remain while we wait for our turn to speak, effective listening is enacted by what we say and do when we do speak.

Appropriate for both teams and individuals, this practically-based, two-hour course focuses upon the techniques through which we can demonstrate and develop effective listening and so, through our day-to-day interaction, enhance both our one-to-one relationships and the sense of relationship that exists across a team.

After the session you will be able to take away:
• A set of linguistic techniques that can be immediately deployed to enhance team rapport building
• A clear sense of what it is to be effective in the way we listen and how we would like to be heard
• The notion that 'We cannot not communicate. That even doing nothing will communicate something'

Dates: Friday 12th February 2021, 9.30am-12.00pm

"I'd highly recommend the 'Preparing for Difficult Conversations' session and always enjoy Mark Wilson as a trainer. He gave some really good tips and I have already used some of the techniques he mentioned. It really made me think about how I should have handled previous situations."

Influencing and Negotiation Skills

Whatever your role in the university, influencing and negotiating will be key to results. This includes both formal and informal contacts with fellow staff members and other stakeholders.

This course, facilitated by Simon Wilson from Wilson Sherriff Training, uses recognised frameworks based on research and practice to take you through effective influencing and negotiating approaches. It also looks at different contexts and how to tailor your approach to the situation in front of you. This session is suitable for all academic and professional staff.

At the end of the session you will be able to:
• Describe the key elements of influencing and negotiating, including common barriers
• Identify how you can use influencing, negotiating and persuading skills in your work
• Use effective influencing strategies in a variety of situations

The session is highly interactive and participative with the opportunity to work through live examples to explore the key concepts and approaches introduced.

Date: Monday 10th May 2021, 10.00am-12.30pm, MS Teams Virtual Session

Preparing for Difficult Conversations

This highly practical three hour workshop, facilitated by Mark Wilson from Mark Wilson Coaching, provides participants with step-by-step strategies for managing not only those conversations we know we need to have and may have perhaps avoided, but also those that occur without warning and that can put us immediately on the defensive.

We will look at our emotional and neurological response to potential challenge and what can make both our physical and verbal language effective.
This course is about resilience. It is about being the person we want to be within a potentially challenging situation by preparing for it before-hand rather than trusting to luck once we arrive.

Date: Thursday 25th March 2021, 9.30am - 12.30pm

Understanding and Managing Conflict

Over the course of this two and a half hour session facilitated by Mark Wilson from Mark Wilson Coaching, participants will consider:

- The nature of our own unique relationship with conflict
    - What happens to us as we anticipate and/or experience it
    - What we believe we might gain – and lose - by avoiding it and how that avoidance can prevent us from being who we want to be.
    - Its impact upon our behaviour – physical and verbal
    - What we would like our relationship with conflict to be and how that might be achieved
- Five strategies that will enable us to approach and engage within conflict situations and those situations where relationships appear to be at risk of sliding towards conflict
- How we might manage ourselves within unexpected conflict situations

Each participant will set his or her own learning pace and will remain in complete control of their experience and levels of participation.

Dates
- Monday 8th March 2021, 1.30pm - 4.00pm
- Friday 4th June 2021, 9.30am - 12.00pm

Preparing to Present Online

Preparing to Present Online, a workshop hosted by Steve Creffield, Evolve Training, is a workshop for people who want to learn the critical differences between presenting live and presenting online because knowing those differences can build confidence, speed up design and enable you to feel more prepared to work with a group remotely.

Areas covered:
- How to rapidly design presentations that will work online
- How to use story and slides in an online presentation
- How to use voice, gestures and movement when presenting online
- The use of tempo and interactions to enhance presentations

Date: Wednesday 25th November 2020, 10.00am-12.00pm, Virtual Session

"The 'Effective Team Working and Shared Values' session was great! It was really interesting finding out about what makes me 'tick' and also those within my team. I feel like this session will really help our team in the future."

Effective Team Working and Shared Values

Mark Wilson from Mark Wilson Coaching, facilitates this session, taking a group through the process of discovering what lives at the heart of what they do and why they do it. It is about realising together who they are and what they stand for. It looks at what effective team working actually means in terms of day-to-day working. It then seeks to identify what 'even better' might look and sound like and what the group and the individuals within it might put in place to bring that about.

The workshop has been deployed extensively with groups where reorganisation has involved the amalgamation of previously separate teams.

Further details
Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service.

Bridging Course

We have a unique opportunity for staff who are interested in taking a non-traditional route into Higher Education to enrol on our Bridging Course.

This 10-week module in Foundation, Knowledge and Skills is designed to use your current professional knowledge and personal experience to develop your academic skills.

The course is delivered flexibly to make sure that it fits easily around your work and family life. You will be led by a team of inspirational and experienced lecturers who will work with you to ensure that on completion of the course, you have the qualification necessary to apply for one of the highly respected degree courses at the University of Chichester.

This module will introduce a range of skills:

- Personal skills: developing resilience and self-efficacy, reflective practice, academic writing and research skills.
- Practice skills: communication skills, managing personal and professional conflicts; setting professional boundaries and team working.
- Sector or organisation specific knowledge and skills: topics relevant to specific employed/voluntary roles and academic progression routes.

Further Details
If you are interested in joining, or would like more information please contact Becky Edwards, Senior Lecturer in Childhood and Social Work, at B.Edwards@chi.ac.uk, ext. 6431. Keep an eye out later in the year for possible future dates.

The Change Agenda

Change, one of the most powerful dynamics within the work place, can often now appear as a constant rather than something that takes place between periods of stability. The following programmes have been developed to work either as discreet events or in combination with each other. Each aims to provide both staff and team leaders with strategies and an approach that seeks to meet the challenges that can accompany change whilst further building upon individual levels of resilience.

Dealing with Change - Taking Control

This session, facilitated by Mark Wilson, Mark Wilson Coaching, looks at the nature of change and our individual responses to it. This is as much for individuals and groups facing change as it is for leaders involved in initiating change within their teams. This is about much more than learning how to 'put up with the inevitable'. It is about developing a resilience-based approach and strategies that can re-order our view of change in ways that can lead us towards a sense of 'doing' as opposed to feeling 'done to'. It is about how to make change work for us rather than seeing it as an immovable barrier.

Date: Tuesday 13th April 2021, 1.30pm-3.00pm

Creating the Change you want to see

Using the technique known as future pacing, through which the client or client group manage their own step-by-step process of change by first establishing clarity about its intended outcome and then creating a series of development points from 'first steps' to 'completion'. Facilitated by Mark Wilson from Mark Wilson Coaching, this session is about moving from a state in which it is often difficult to identify 'how and where do I start?' to one with a clear and applicable programme for bringing about change. It is for both individuals or groups facing the design and enactment of a task/project, or a team leader interested in strategies for involving their team in that sort of development.

Date: Wednesday 5th May 2021, 9.30am-11.30am

To Tweet or Not to Tweet - Communicating Your Research Through Social Media

This interactive workshop, facilitated by our resident experts, James Haigh, Senior Press and Communications Officer, and Mikki Collins, Digital Content Producer, aims to provide the attendees with an introduction to how to communicate research and education messages through Twitter and LinkedIn. After a brief introduction to these platforms, there will be a-step-by step guide on how to use them.

Advice on when, how, and what is appropriate to communicate will be provided, as well as tips on ensuring engagement with posts. Finally, attendees will be informed on how to secure appropriate and influential followers, addressing concerns about posting, through a variety of techniques.

Date: Tuesday 26th January 2021, 1.30pm-3.00pm

Supporting Apprenticeships and Apprentices

The session, facilitated by Holly Hart, Apprenticeships Manager, is aimed at Professional Services colleagues who are interested in finding out more about apprenticeships. It will explore the similarities and the differences between apprenticeships and traditional programme routes.

The session will cover the following:
• The full apprentice journey, from the initial enquiry through to completion of their degree.
• A detailed look at the onboarding process, in light of the recent UVAC audit.
• The employer engagement process, understanding apprenticeship finances.
• Why we are attracting students to undertake apprenticeships and the benefits of taking this route.
• The importance of the ESFA student satisfaction survey.
• How the administrative process for an apprenticeship differ.
• An insight into the programme delivery from a current apprentice.

Date: Wednesday 24th February 2021, 10.00am-12.30pm

Project Management – "it's not all about a Gantt chart"

Both sessions, facilitated by Paul Kooner-Evans, Support Services Co-ordinator and Dr Rob Warwick, Reader in Management and Organisational Learning, aim to help you understand your role within a project management environment. The sessions will be based on Prince 2 Methodology, and you can either attend session one and two, or just session one.

Session One
Understand the basics of Project Management using Prince 2 and the roles within Price 2. The session looks at what you do when starting, during and closing a project.

Session Two
This session is a chance for you to be introduced to and practice some of the practical tools used in Prince 2.

Further Details: The dates for these sessions will be in semester two and advertised nearer the time. If you would like to register your interest please email staffdevelopment@chi.ac.uk.

If you are interested in learning more about project management, you may also be interested in our other session called 'Effective Accountable Management". Please see page 73 for further details.

"Overall the 'To tweet or not to tweet' session was very helpful. I learnt how to post on behalf of departments and what sort of content will engage potential students. I would really recommend attending."

Writing Skills

Perfect your Punctuation

Anxious about apostrophes? Confused by commas? Good grammar and punctuation are (?) fundamental if you want people to take your writing seriously. This workshop will refresh your knowledge of punctuation and help you to use it with confidence in your writing.

This workshop, facilitated by Alison Wright, Academic Skills Advisor, will refresh your knowledge of the most commonly used punctuation marks and help you to use them with confidence in your writing.

By the end of the training, attendees will be able to:
• Avoid common confusions – including common errors with apostrophes, semi colons, commas, hyphens and more
• Understand how to use punctuation correctly
• Write more confidently and clearly

Dates
• Monday 25th January 2021, 10.00am-11.00, MS Teams
• Thursday 10th June 2021, 10.00am-11.00am, MS Teams

Editing and Proofreading your work

Spotting errors in your own writing can be tricky. This session facilitated by Alison Wright, Academic Skills Advisor, will focus on techniques to enable you to review your own written work, edit the overall structure and check for clarity and flow.

Learning outcomes:
• Learn strategies to critically review your own work
• Identify and fix poor grammar and structure
• Write more concisely by identifying and eliminating redundant words

Dates
• Thursday 28th January, 2021, 10.00am - 11.00am, MS Teams
• Tuesday 8th June 2021, 10.00am - 11.00am, MS Teams

Effective Writing in the Workplace

Effective writing is an important skill in the workplace. This workshop, which is facilitated by Alison Wright, Academic Skills Advisor, the University's Academic Skills Advisor, will focus on how to write clearly, concisely and effectively

We will look at techniques for improving writing style, including:
• Structuring clear sentences
• Identifying and eliminating waffle
• Effective proofreading

Dates
• Tuesday 26th January 2021, 10.00am-11.00am, MS Teams
• Monday 7th June 2021, 10.00am-11.00am, MS Teams

Inclusivity and Support

We will continue to build on established links to advance EDI generally and in and in specific areas requiring additional focus such as advancing race equality.

Activities will be enhanced to ensure all staff recognise the value and enrichment that a diverse workforce brings to a University.

People Strategy 2018-2025
'Working Together-Supporting Each Other'

Our Commitments

Black, Asian and Minority Ethnic (BAME) Staff and Students

Our commitment is to challenge and eliminate race discrimination, and promote race equality and good relations between people from different ethnic backgrounds. We have made sound steps to address any perceived barriers in providing and promoting inclusive practices for staff and students from Black, Asian and Minority Ethnic (BAME) groups and to target areas to remove inequalities. The University celebrates the diversity of our UK and international staff and students and provides a positive and supportive teaching and living environment for home and international students.

University Staff with Disabilities

The University has been awarded Level 2 Disability Confident Employer status and aims to Achieve Level 3 status. Through joining the government's Disability Confident Scheme, the University will continue to uphold its commitment to employ, retain and develop the abilities of staff with disabilities.

Mental Health and Wellbeing

The University has made a commitment to uphold the MINDFUL EMPLOYER 'Charter for Employers who are Positive about Mental Health', which is aimed at increasing awareness of mental health in the workplace. Working with the Students' Union, we have also signed and maintained a joint pledge to the 'Time to Change' initiative designed to tackle stigma and discrimination around mental health.

LGBT Equality

The University is a member of Stonewall's Diversity Champions programme which is Britain's good practice employers forum on sexual orientation and gender identity equality. Stonewall work with us to make the University environment the best it can be for LGBT staff, students and stakeholders. In addition the University and Students' Union signed the government's Sports Charter as part of a long term commitment to equality. The Sports Charter says "sport is about fairness and equality, respect and dignity". We believe that everyone should be able to enjoy it.

Inclusive Leadership

Research has shown inclusive leadership leads to better performance from staff and improves retention, commitment and discretionary effort. Inclusive leadership built into organisational culture will also increase financial and reputational success.
This session, facilitated by Challenge Consultancy, aims to enable leaders to explore how they can contribute to the development of high performing inclusive working environments

By the end of the session participants will be able to:
- Make the business case for diversity including the benefits of diverse teams
- Recognise their individual role in the creation of inclusive working environments
- State the importance of inclusive leadership in the current climate
- Identity and address common barriers to the development of inclusive and
- Respectful work environments

Date: Thursday 18th February 2021, 1.30pm-4.00pm, Virtual Session

Trans Awareness

This course, which is recommended for all staff, will provide an in-depth understanding of the trans community. The learner is encouraged to ask questions throughout the session and explore their understanding and share their own experiences of interaction with the trans community. During this session, facilitated by Gendered Intelligence, participants are also given the opportunity to explore barriers to trans people accessing services or feeling part of the University, with discussion around solutions to overcome these barriers.
Other topics covered will be: appropriate language, identities and diversity within the trans community, an introduction to medical options for transition and a brief look at legislative impact.

Learning Outcomes:
- Gain an understanding of trans experiences and learn the key terms, language and identities
- Learn about legal obligations and legislation and identify inclusive and supportive workplace practices

Date: Part 1 - Tuesday 2nd March & Part 2 - Wednesday 3rd March 2021, both 10.00am-12.00pm, Virtual Sessions

Managing Coronavirus Anxiety

This half day workshop, facilitated by West Sussex MIND, is focused on dealing with anxiety/fear/uncertainty around the current pandemic.
By the end of this workshop you should be able to understand how mental health can be affected by the pandemic, the differences between concerns regarding returning to work, social gathering, getting ill and mental ill health, and how to manage these anxieties for yourself and colleagues

Content:
- What do we mean by good and poor mental health?
- The continuum model of mental health – pressure, stress and mental health problems and where COVID fits into this
- Difference between anxiety and worry, and how COVID is affecting anxiety level
- Ways of managing differing levels of anxiety around Covid

Dates:
- Wednesday 4th November 2020, 9.30am-12.00pm, Virtual Session
- Tuesday 8th December 2020, 9.30am-12.00pm, Virtual Session

Supporting Other People's Mental Health

This half day workshop, facilitated by West Sussex MIND, is focused on Mental Health in the Workplace and identifying and supporting those with potential mental health issues.
By the end of this workshop you should be able to describe the role of the manager in supporting those with mental health issues, explore with an individual the reasonable adjustments that could help and feel confident having supportive conversations around mental health with individuals

Content:
- What do we mean by good mental health? And what is poor mental health?
- The continuum model of mental health – pressure, stress and mental health problems
- The role of the manager in supporting those with mental health issues
- Having conversations, and dealing with the issue of a reluctance to disclose
- Reasonable adjustments for mental health and options when adjustments don't work

Date: Tuesday 20th April 2021, 10.00am-12.30pm

Autism E-Learning

West Sussex Mind have some excellent E-learning modules available to help understand what Autism Spectrum disorders are and how it is defined and experienced. These are through funding from West Sussex County Council. Please click on each course title to register for the E-Learning course.

Understanding Autism
This module provides perspectives from people on the autism spectrum about how autism is defined and experienced. The module will enable learners to recognise the strengths and challenges experienced by many autistic people and how to respond to create enabling environments.

This course is primarily aimed at parents and/or carers of children and young people in West Sussex but other family members over 18 can also complete this course.

Autism and Communication
This introductory module explores how to recognise communication differences for people on the spectrum and what factors impact upon successful communication. This will allow learners to respond to communication differences to effectively support people on the autism spectrum.

Autism, Stress & Anxiety
This introductory module explores the differences in how people on the spectrum experience stress and anxiety. Learners will explore the factors that impact on stress and anxiety, in order to provide effective support to reduce that impact on people on the spectrum.
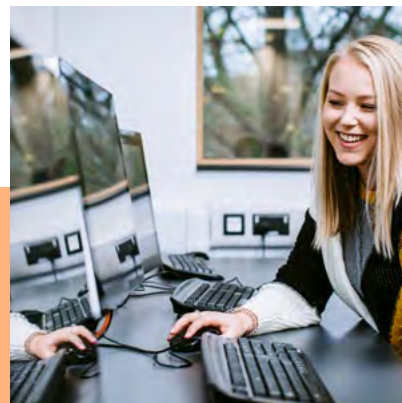
Stress, Anxiety, OCD and PTSD

This half-day workshop, facilitated by West Sussex MIND, focuses on being able to notice the signs that may indicate that someone is experiencing Stress and/or Clinical Anxiety, Post Traumatic Stress Disorder (PTSD), Obsessive Compulsive Disorder (OCD), or disclose these conditions to you.

The main focus of this workshop is to provide information and tools to which can be used to help, support and manage students and colleagues who are experiencing stress and mental health conditions.

Date: Tuesday 1st June 2021, 10.00am-12.30pm

Supporting Students with Dyslexia

This session, facilitated by Patricia Montaldo, Lead Dyslexia Advisor, is about Specific Learning Difficulties (SpLDs), with a particular focus on dyslexia. It consists largely of a formal presentation, but does also incorporate a range of opportunities for discussion among the group and encourages questions from attendees.

The session aims to:
- Provide a high-level overview of SpLDs, the different conditions covered by this term, the difficulties associated with each condition and how these may overlap.
- Introduce the concept of neurodiversity.
- Help staff gain an appreciation of the complexities that lie behind a diagnosis of dyslexia/SpLDs.
- Help staff acquire an understanding of the characteristics of dyslexia, and their possible impact on students in HE.
- Equip staff to feel confident working with dyslexic students and with the University's Dyslexia Service, and to understand when and how to refer students with difficulties to this Service.
- Present on the processes within the Dyslexia Service that are designed to help students to access support available both within the Service itself and via funding authorities, including details about the nature of this support.

Date: Wednesday 17th March 2021, 2.00pm-4.00pm

Working and Communicating well with Deaf People, and/or Blind/Visually Impaired People

Sarah Maynard, Disability Advisor-Sensory Impairments, facilitates two sessions which focus around optimising the learning experience for University students who have a hearing or visual impairments.

The sessions aim to promote a greater inclusivity for all students and staff, something that is high on the University's agenda. Along with giving staff a greater understanding of the impact sensory impairments can have on students, the aim of these interactive sessions is to share ideas, provide training and strategies for improved communication and learning.

Course content:
- Debunking common myths
- Understanding the barriers for learning/ communication for people with hearing or visual impairments and how we can improve access
- Current student testimony and how we can improve access
- What does good deaf visual awareness look like?
- 'Top Tips' and take away guidelines and references

Dates
- Working and communicating well with deaf people- Wednesday 17th February 2021, 10.00am-11.00am
- Working and communicating well with blind and visually impaired people- Wednesday 17th February 2021, 11.15am-12.15pm

Further Details
Staff have the choice of attending both sessions, which are scheduled to take place one after the other on the same day, or just one session.
If you would like to have a personalised session or have any queries regarding the subject, please contact Sarah directly at S.Maynard@chi.ac.uk.
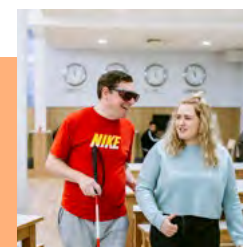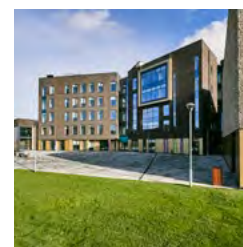
Challenging Racism

Unconscious Bias

This course, which is recommended for all staff, is facilitated by Challenge Consultancy. It explores the concept of unconscious bias: covering the relationship between implicit bias, stereotypes and attitudes and how that impacts on individual and organisational behaviours.
Using real examples participants will explore the link between implicit bias and the impact on personal relationships and organisational performance. Participants explore the affects of implicit bias on recruitment, performance management and talent development.

The University recognises that acknowledging and taking responsibility for unconscious bias is not just a moral imperative, it is also financially and reputationally important as making biased decisions affects the recruitment and selection of staff and students, and the ability of staff and students to achieve their full potential.

Dates
- Monday 16th November 2020, 9.30am-12.00pm, Virtual Session
- Thursday 18th February 2021, 9.30am-12.00pm, Virtual Session
- Tuesday 4th May 2021, 1.30pm-4.00pm, Virtual Session

We also have an 'Unconscious Bias' E-Learning module developed by the Human Resources Team which can be accessed by clicking here for the direct link.

How Not to Be a Bystander

Gain confidence in talking intelligently about diversity and social and environmental justice and explore your understanding of cultural diversity in and outside of the classroom.

You will learn how to avoid unwittingly offending others in the language you use, enabling greater confidence in working within a culturally diverse society. The session, facilitated by Mary Young, Senior Lecturer in Primary Education, will also discuss how to recognise discrimination and ways to challenge it.

Date: Wednesday 9th June 2021, 9.30am-11.00am

White Privilege Training

This online seminar, facilitated by Dan Sanders, is split into two parts and is for all staff and explores the key aspects of how white privilege impacts on our lives and practice. The aim of this online seminar is to raise your understanding of how racism impacts on our daily lives providing privileges for some whilst disadvantaging others. It will explore modern inequalities, sources of prejudice, intersectionality and the impacts this can have on identity.

Learning Outcomes:
- Demonstrate a better understanding of how we interact with white privilege in our day to day lives.
- Identify some of the key aspects of white privilege and its impacts
- Explore our perceptions of ours and other's ethnic identities and the role intersectionality plays.
- Recognise our role in challenging racism in ourselves and others
- Identify some of the key ways racism manifests itself in our daily lives

Dates:
- Part 1: Thursday 3rd December 2020, 10.00am-11.30am; Part 2: Tuesday 8th December 2020, 10.00am-11.00am, Virtual Sessions
- Part 1: Thursday 11th March 2021, 10.00am-11.30am; Part 2: Monday 15th March 2021, 10.00am-11.00am, Virtual Sessions
- Part 1: Friday 18th June 2021, 10.00am-11.30am; Part 2: Tuesday 22nd June 2021, 10.00am-11.00am, Virtual Sessions

Race Awareness

The workshop, facilitated by Challenge Consultancy, aims to increase staff understanding of how race can impact on equality within the University and Higher Education, and aims to facilitate open discussions on the issue.
Learning Outcomes:
- Recognise race issues that commonly arise in Higher Education
- State the meaning of the term 'micro aggressions', how they relate to race and how they impact within the workplace
- Use appropriate language when talking about race and feel confident about language
- Speak confidently about race inequalities to colleagues and others
- Identify actions to foster inclusivity in the working environment

Date: Tuesday 4th May 2021, 9.30am-12.00pm, Virtual Session

Employee Wellbeing

Our aim is to support and maintain a progressive, collaborative and healthy working environment for all staff.

Caring and compassionate people make up our workforce and we are committed to placing wellbeing at the heart of individuals' experience of working at the University, encouraging people to look after their health and wellbeing.

People Strategy 2018-2025 'Working Together - Supporting Each Other'

Wellbeing Survey 2020

At the end of June 2020 a wellbeing survey was sent out to all staff at the University to gather feedback during a time of uncertainly to help the University to understand the wellbeing of employees.

323 Responses

191 Professional Services Staff
125 Academic Staff
11 Research Staff

(Some respondents had more than one position)

Part A

Part A focused on how staff had been managing since many staff had been asked to work from home. It formed part of a consultation exercise for the University to understand what challenges there might be in returning to work and what would help with a return.

- 38.7% of respondents indicated that learning 'new skills using technology' was one of the top 3 positive points during the period where many staff were working from home (52.8% of these were academic staff).
- The IT Skills Team will continue to offer opportunities to develop skills including running new sessions such as 'MS Teams' for Business and Education, and 'Teaching Online' (page 36). These sessions will be advertised in monthly emails from the IT team.
- 39.6% of staff felt that one of the biggest 3 challenges was not being able to touch base with colleagues as regularly as they would on campus. To counter this, we ran regular catch ups called 'Chi-Tea' @ 10' via Skype for Business, of which there were over 100 attendees over the weeks it ran.

Part B

Part B surveyed staff in relation to their general health and wellbeing. This was based on the Health and Safety Executive (HSE) Stress Indicator Tool, which is standardised set of 35 questions, focused around the following areas: Demands, Control, Managers' Support, Peer Support, Relationships, Role and Change.

Please follow this link to the intranet see the full results from the survey.

- The majority of staff answered positively regarding the support they received from their manager with 77% strongly agreeing/agreeing that they felt they could talk to their line manager about something that has upset or annoyed them about work. 74% strongly agreed/agreed that they could rely on their line manager to help them out with a work problem.

- Not as many staff felt they were given supportive feedback on the work they do (53.5% answered positively) or that they were supported through emotionally demanding work (52.6% answered positively).
    - Therefore we will place emphasis on supporting managers with PRDPs. PRDP training can be found on page 76, and we will also be following up with managers and Heads of Department to ensure that all staff have the opportunity for an annual appraisal.
    - To help managers support their team through emotionally demanding work, we have organised training on 'CBT for Management' (page 74) and 'Supporting Other Peoples Mental Health' (page 103).
    - We have also developed online resources that are available for all staff, focused on supporting their own, and others, mental health and wellbeing. These online resources can be found here: http://wordpress. chi.ac.uk/staffdevelopment/mental-health-and-wellbeing/

- Some respondents felt that they would benefit from more wellbeing activities accessible to both campuses.
    - Karen Hobbs has delivered a number of online exercise classes, which remain available online to all staff and students here: https://www. facebook.com/tudorhalecentreforsport/videos/?ref=page_internal.
    - Healthy walks and Yoga Classes will continue across both campuses and other activities will be advertised throughout the year.
    - We are also running an 'Introduction to Mindfulness' (page 115) session with Maryse Boulle from Chichester Wellbeing.

Building Resilience Programme

This programme, facilitated by Mark Wilson from Mark Wilson Coaching, is about gaining a fuller understanding of our own unique experience of resilience – what it means to have it and how it might be enhanced.

We will look at:
- The part played by our sense of control
- Our unique experience of confidence – why we seem to lose it and how we might get it back when it seems to evaporate
- Strategies for enhancing our resilience
- The nature of 'effective language' and how we can develop our confidence through its use

Each participant will set her or his own learning pace and will remain in complete control of their experience and levels of participation.

Session details are outlined on the following page...

"Several of the activities throughout the 'Building Resilience Programme' really made me think, and the suggestions made by Mark were really helpful. I would have happily carried on the course for more weeks... Everyone should attend!"

Previous programmes have demonstrated the key correlation between the programme's success in terms of its benefits to participants and the levels of mutual trust developed within the group.

For this reason it is intended that participants on the introductory course will aim to attend each of the subsequent sessions or as many as is practicable. Access to any of the additional sessions will only be through participation in the introductory session. This course will start with the group establishing its own protocols such as confidentiality and ways of working together.

Introduction Session
- Thursday 29th April 2021, 9.30am-12.30am

The introductory session will be followed by four 2.5 hour sessions on the following topics...

Session 1. Speaking to Groups
- Thursday 13th May 2021, 9.30am-12.00pm

The first session of the 'Building my Resilience' programme focuses on how we can learn to manage ourselves when we have to speak to an audience. Whether we are going to be talking to five people or fifty, this strategy-based course is about understanding and managing both the physical and the emotional aspects of speaking to an audience from preparation right through to delivery.

Session 2. Dealing with Conflict
- Thursday 27th May 2021, 9.30am-12.00pm

In the second session in the programme, we look at how and why we avoid conflict and how that avoidance can prevent us from being who we want to be. We will look at strategies for how we can successfully approach situations we might anticipate as provoking conflict.

Sessions 3 & 4. The Group's Choice of Topics
- Thursday 10th June 2021, 9.30am-12.00pm
- Thursday 24th June 2021, 9.30am-12.00pm

Sessions three and four will be used to consider separate focus areas chosen by the group that may either have arisen through the previous sessions or be a more long-standing issue, a study of which the group agrees will be of benefit to all.

Mental De-clutter

This practical two-hour workshop will provide a reflective space for delegates to identify what is causing them "mental clutter" and then provide them with strategies to manage mental clutter and how to "de-clutter". Julia Carden from Carden Consulting, will draw on neuroscience, metaphor and mindfulness in delivering this workshop – which will be practical and experiential in its delivery style. Delegates will be signposted to further reading and YouTube clips to support this short workshop.

The aims of this workshop is to provide delegates with:
- Approaches and strategies to "de-clutter" their minds and enhance focus
- An understanding of how very quickly and simply we can create "mental clutter" from our thought processes alone
- An opportunity to understand some of the more scientific aspects of what is going on for them during times of stress, overload and limited performance

Date: Monday 15th June 2021, 2.00pm-4.00pm

An Introduction to Mindfulness Webinar

Modern life and its daily pressures can provide few opportunities to take time to relax and simply be in the moment. Mindfulness practices have been shown to have many benefits and can positively affect how we think, feel and act, a useful tool in helping to reduce stress and a achieve an improved work life balance.

This basic introduction into mindfulness, facilitated by Maryse Boulle from Chichester Wellbeing, is for those who would like to find out more about it, its benefits and to leave with an understanding of how to apply it.

Date: Tuesday 24th November 2020, 10:00am-11.00am, MS Teams
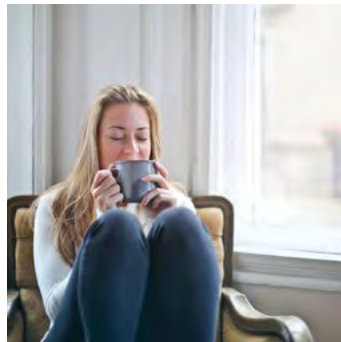
Stress Awareness for a Healthy Work Life Balance

This interactive webinar, facilitated by Maryse Boulle from Chichester Wellbeing Services, aims to raise awareness of the impact of unhealthy stress levels and its effect on our work life balance.

We aim to cover the following:
- Stress and its effects on our wellbeing.
- Awareness of personal stressors and the warning signs, the tipping point for when changes need to be made.
- What constitutes as a healthy work life balance.
- Looking at personal resilience - tips to improve coping skills when times are challenging.
- Making changes – realistic adjustments that can make the difference.

Date: Wednesday 9th December 2020, 10.00am-11.00pm, MS Teams

Making Sense of Menopause in the Workplace

Menopausal women are the fastest growing workforce demographic. Yet, many employers do not have a clear process to support women coping with menopausal symptoms. This talk, facilitated by Sue Crabtree from Crabtree Nutrition, is aimed at all staff and will provide practical guidelines to help raise awareness and put the right support in place for those experiencing menopausal symptoms.

The talk will cover the following:
- What is menopause and what are the symptoms?
- Brief review on the Government Report, detailing the importance of taking menopause in the workplace seriously.
- How managers and colleagues can offer support to menopausal staff including reasonable adjustments.
- How menopausal staff can offer support and understanding to their employer.

Date: Wednesday 10th February 2020, 10.30am-11.30am, Virtual Session

Improving Sleep Webinar

Poor or inadequate sleep can have a detrimental effect on our wellbeing in the short and long-term. A little bit of understanding and a few useful tips can go a long way to improving sleep quality.

This interactive webinar, facilitated by Chichester Wellbeing Service, is for participants to have a better awareness of personal barriers to quality sleep, the effect it may be having on their wellbeing and a clearer understanding of which good sleep practices might be helpful to implement.
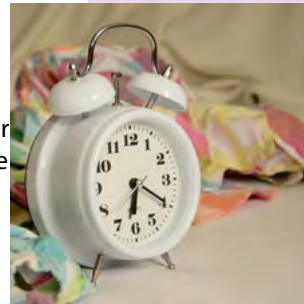
In brief we will look at:
*   The importance of good quality sleep for our health and wellbeing.
*   Why sleep evades us at times and how poor sleep can affect us.
*   A little about our rhythms of sleep.
*   Counterproductive behaviours.
*   Good sleep practices – useful tips.

Date: Thursday 21st January 2021, 10.00am-11.00pm, MS Teams

Making the Most of Your Money

Managing your money can sometimes prove challenging and for many it's a case of knowing where to start. This 'Making the Most of Your Money' presentation, facilitated by Silviya from HSBC, educates and explores ways to make the most of your everyday finances.

This session will include topics such as:
*   Understanding credit reports
*   Budget planning
*   Savings
*   Protection & Fraud
*   Debt management

Date: Thursday 3rd June 2021, 10.00am-11.30am, Online Webinar

Financial Health Checks

To support staff the University has teamed up with HSBC to provide virtual 1-2-1 financial wellbeing appointments, which are designed to give employees the platform they require to take action, through enhancing their knowledge and understanding of their financial situation. You do not need to bank with HSBC in order to attend these sessions.

How can a financial health check benefit you?
*   Check your credit score and find out how it can affect borrowing
*   Obtain how much can you borrow' and mortgage quotes
*   Look at debt management/budget planning/save money/loans/credit cards
*   Managing and growing your wealth (non advised)
*   Retirement planning (non advised)

Further Details
Financial 1-2-1 health checks are available on request throughout the year. Please book your appointment by emailing health-check@hsbc.com.

Managing and Growing Your Wealth

Would you like to feel in control and understand the steps you could to take to feel confident about your finances and look to grow your wealth?
Life is full of possibilities and you have the potential to achieve your hopes, dreams and ambitions. This 'Managing and Growing your Wealth' presentation, facilitated by Silviya from HSBC, highlights the opportunities and resources that are available to help ensure that you are building the future you've imagined.

This session will include topics such as:
*   Budget planning
*   Protection
*   Savings & Investments
*   Retirement & Legacy planning

Date: : Tuesday 19th January 2021, 10.00am-11.30am, Online Webinar

Wellbeing Telephone Calls

Chichester Wellbeing can offer staff one to one telephone appointments before we reinstate the Wellbeing MOTs. These appointments are free and confidential for all staff. They can provide support and advice with: eating well, losing weight, being more active, reducing alcohol, stopping smoking, improving emotional wellbeing and managing stress, coping with change and sleeping better.

Dates:
- Thursday 12th November 2020, 9.30am - 3.00pm
- Friday 13th November 2020, 9.30am - 3.00pm

Please email staffdevelopment@chi.ac.uk to book an appointment.

Wellbeing MOTs

Run by Arun and Chichester Wellbeing Services, staff have the opportunity to see a Wellbeing Advisor during work time for a lifestyle appraisal.
The Advisors encourage staff to consider and find their own ways to make small changes if appropriate. If you have been thinking of making a change and not sure how to go about it, an MOT might be the way forward. If you do not want to or feel the need to make a change in lifestyle you might still find an MOT useful to provide you with a quick "snapshot" view of where you are in terms of your lifestyle.

The Wellbeing MOT will:
- Be undertaken using the Tanita Body Composition monitor which uses electrical resistance in your body to work out your body composition.
- Take around 20-30 minutes. The Wellbeing Advisor will explain your reading from the scales and explore the impact of lifestyle on your health and wellbeing
- Inform you of your reading, so you can find out whether you are hydrated or not, your metabolism at rest, BMI, muscle mass and more
- Give you your readout and any appropriate information to enable you to make small changes, if you wish, that will support a healthier lifestyle

Date:
- Thursday 4th February 2021, 9.30am - 4.00pm, BOC

Please book your 30 minute appointment* via HR Self Service or contact staffdevelopment@chi.ac.uk if you have any queries.
*Appointments are limited and will be available on a first come, first served basis.

Domestic Abuse Awareness

Safe in Sussex is a registered charity that provides help and support for people who are experiencing or have been affected by domestic abuse alongside raising awareness and delivering education.

This session aims to support the University's Domestic Abuse Guidance for Staff by providing an overview of the many facets of domestic abuse, how to identify if someone could be experiencing abuse and how you can help them to access support.

Date: The exact date for this session will be announced nearer the time in staff communications.

NHS Health Checks

The University has negotiated free access to staff who are 40 years old or more to take up an opportunity to have a health check provided by the NHS. It could help you identify your risk of developing heart disease, stroke, type 2 diabetes and kidney disease. Nursing Advisors can then work with you to lower your chances of developing these health problems in the future.

You are eligible for the NHS Health Check if:
- You are between 40-74 years old
- You have not had an NHS health check within the last five years
- You are not taking medication for cardiovascular diseases/conditions

Date: The NHS health checks will take place in the week beginning 10th May 2021, the exact date will be confirmed nearer the time.

*Appointments are limited and will be available on a first come, first served basis.

Opportunities to Network and Socialise

Lunchtime Craft Sessions

Regine Miller, Departments Administrator, Mary Young, Senior Lecturer in Primary Education and Ruth Clark from our Library Services are running some relaxing lunchtime craft sessions in 2020/21. The craft sessions will be a great opportunity to socialise and share current crafting skills and learn from others.
Each session will ideally run in person, but will also use MS Teams so that both campuses are connected.

Dates:
*   Christmas Cards and Tags - Tuesday 24th November 2020, 12.15pm - 1.00pm
*   Stone Painting - Tuesday 9th March 2021, 12.00pm-1.00pm
*   Introduction to Knitting - Tuesday 15th June 2021, 12.00pm-1.00pm

Women's Networking Group

This network was set up to support the personal and professional development of all women at the University of Chichester.

This influential group helps host events with expert guest speakers to offer advice, support and share their experiences. Previous events have covered topics such as Volunteering, Promotion and Networking, and Obstacles facing women in the Higher Education Industry.

Further Details
Katie Akerman currently leads the women's networking group so if you would like anymore information, please contact her at K.Akerman@chi.ac.uk or the professional development team at staffdevelopment@chi.ac.uk.

Lunchtime Book Group Sessions

Contributing to individual health and wellbeing by encouraging staff to read for pleasure, the University of Chichester Book Group will meet approximately 6 times per year. Meetings will be held at the Bognor Regis and Bishop Otter Campuses between 12.00pm-1.00pm on the specified dates or via MS Teams if any social restrictions are in place.

Books will need to be obtained from the University library or a public library or purchased and paid for by you, so please bear this in mind when signing up. Following reading the chosen book, the group will meet and share their experiences of reading the book with Ruth Clark and Angela Roberts, facilitators from the Library Service, who will help lead the discussions.

The group is a great chance for colleagues across the University to get together informally and discuss a shared interest. To find out which book is being discussed at the next meeting please see: https://chiunibookgroup.wordpress.com. This site also has a blog for all staff to contribute to the discussion if they cannot attend the meeting.

Dates for Bognor Regis Campus:
Wednesdays, 12.00pm-1.00pm

*   4th November 2020
*   16th December 2020
*   27th January 2021
*   3rd March 2021
*   21st April 2021
*   9th June 2021

Dates for Bishop Otter Campus:
Thursdays, 12.00pm-1.00pm,

*   28th January 2021
*   4th March 2021
*   22nd April 2021
*   10th June 2021

Exercise Opportunities

Facebook Live Exercise Workouts

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In light of recent Covid restrictions, Karen Hobbs, Sport and Wellbeing Coordinator, and sport assistants in Tudor Hale Sports Centre will be running 3 weekly Facebook Live sessions for staff and students to follow. After the live sessions, the videos will be available on the Facebook page to access at any time that is convenient for you.

These will be available to all staff on both the Bishop Otter and Bognor Regis campus and as they are uploaded to Moodle afterwards, they are also accessible regardless whether working on campus or remotely.
To access the Live Workouts simply visit: https://www.facebook.com/tudorhalecentreforsport/

The current timings of the Facebook Live sessions will be:
*   Thursday 6.30pm-7.15pm - Core Stability - This 45-minute class aims to help improve your posture, improve muscle tone in your stomach and strengthen your back to reduce the risk of future back problems.
*   Friday 6.30pm-7.15pm - Total Toning - A session that tones up and strengthens all those key areas like your bum, legs and arms whilst challenging your heart and lungs with some fun calorie burning exercises. All ages and abilities are welcome.
*   Saturday 10.30am-11.15am – Dance fitness party - A high intensity workout to upbeat music. You will be lead through 45 minutes of movement including a warm up, dance inspired routine, body weight exercises and a lengthy stretch and cool down. You do not need to have dance experience just willingness to take part and have fun.

Couch to 5k

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Couch to 5km is a running plan for absolute beginners. It was developed by a new runner Josh Clark, who wanted to help his 50-something Mum to start running. The plan involves 3 runs a week, with a day rest in between, and a different schedule for each of the 9 weeks with a mix of running and walking to gradually build up your fitness and stamina.

Date: Friday Lunchtimes, 12:15pm-1.00pm, Meet Outside Tudor Hale Sports Centre

Healthy Walking

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Walking in a group has been found to: boost energy and the immune system, tone legs and burn calories, ease joint pain, help lower blood pressure and strengthen the heart whilst also giving you the chance to socialise with colleagues and have fun!

Bishop Otter Campus
Date: Tuesday & Wednesday Lunchtimes, 12:15pm-1.00pm, Meet Outside New Hall

Bognor Regis Campus
Date: Monday Lunchtimes, 1.30pm-2.15pm, Meet Outside the LRC

Please email Karen directly at K.Hobbs@chi.ac.uk to book a space on the Healthy Walks and Couch to 5k.

Yoga Sessions

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Yoga clears the mind, calms the body, aids concentration, and is great for all round wellbeing too. Anybody can practice: you can be a complete beginner or have many years' experience.

You just need to bring your willing self and something comfortable to wear. It is quietly transformational and has enormous health benefits. It creates flexibility, tone and strength in your body. It helps relaxation: relieves tension: quietens the mind so you can focus your energy where you want it to go-into a yoga pose, in a lecture hall, or in the office: encourage positive thoughts and a sense of wellbeing.

Dates:
Yoga will hopefully run in semester two in line with social distancing guidelines and exact dates and locations will be announced in further communications nearer the time.

To register your interest on these Yoga sessions, please visit your HR Self Service and add yourself to the waiting list or email staffdevelopment@chi.ac.uk.

Healthy You Plan

- Are you suffering from, or at risk of developing, any long-term health issues?
- Do you want to increase your physical activity?
- Do you want to improve your health and wellbeing?

Is so, you could qualify for the Healthy You Plan and receive an individualised six to twelve week, multidisciplinary intervention to help control your condition through improving lifestyle choices.

The scheme is an introduction to active and healthy lifestyle choices to help you improve your quality of life. You will be in the safe hands of a highly qualified instructor who knows how to approach your individual requirements. The exercise referral scheme is here to help you achieve your goals within physical activity, and can offer nutritional and lifestyle advice that will assist you in becoming a healthier individual.

Being active can have immediate benefits such as improved mood and increased self-esteem, but also offers long term changes such as weight management, lower blood pressure and increased lung capacity.

Taking part in regular physical activity can also reduce your risk of developing certain health conditions, including:
- Up to a 35% lower risk of coronary heart disease and stroke*
- Up to 50% lower risk of developing type 2 diabetes*
- Up to 20% lower chance of breast cancer*
- Up to a 30% lower risk of dementia*   * (NHS Choices, 2013)

Staff with the following condition(s) are eligible to be referred:

- Obesity
- Diabetes
- High Cholesterol
- Arthritis
- Osteoporosis
- Hypertension
- Asthma
- Deconditioned/Inactive

- Stroke
- COPD
- Stress
- Anxiety
- Depression
- Joint replacement
- Simple mechanical back pain
- Cardiovascular disease

After referral and assessment you will receive:
- An individualised 12 week multi-disciplinary intervention, based around your personal goals. This can include face to face or online discussions.
- Baseline and 12 week health assessments.
- Gym induction.
- Up to 2 session's per week with your Instructor including 1-2-1 hour long exercise sessions, and Nutritional and Lifestyle advice.

In addition to this clients will have the following privileges:
- Free use of the Tudor Hale Centre for Sport Energise Fitness Suite facilities throughout the six weeks, with or without your health specialist
- Regular contact with your health specialist to answer questions and give advice
- A 'buddy' can also be part of the programme, they will also have free use of the gym when they are with you
- Half price membership offer at the Tudor Hale Centre for Sport Energise Fitness Suite for six months after your six to twelve week programme
- Access to 3 live online fitness sessions a week.

If you feel that you could benefit from this scheme, please contact Karen Hobbs the Sport and Wellbeing Coordinator who is based in Tudor Hale Sports Centre at exercisereferral@chi.ac.uk for further information.

Tudor Hale Centre for Sport

Fitness Suite

Become a member of the Tudor Hale Centre Fitness Suite and improve your health and fitness levels in a relaxed and welcoming environment.

Single Membership
- 1 Month: £23
- 3 Months: £58
- 6 Months: £93
- 12 Months: £155

'Pay As You Go' Fitness Suite Usage
- £3.50 per visit (plus £10 joining fee)

For further information, details of membership options (including T&Cs) or if you would like to start a sports and physical activity initiative for staff, please call the Tudor Hale Centre for Sport reception on ext. 6057.

Facilities

The Tudor Hale Centre for Sport offers a varied range of sport and leisure facilities for staff to take advantage of. Facilities can be booked at any time throughout the week for staff members wishing to enjoy some recreational activity.

Common staff activities include
- Badminton
- Climbing
- Tennis
- 6-a-side football

Fitness Suite Opening Hours

Term Time
Monday-Friday: 7.00am-10.00pm
Weekends: 8.30am-5.00pm

Vacation Time
Monday-Friday: 08.30am-5.00pm
Weekends: Closed

All times are subject to change due to coaching courses/ academic lessons/ special events etc.

Personal Training Sessions

The Fitness Suite offer great value personal training sessions to all members. Enquire at the Tudor Hale Sports Centre reception desk for prices and further information.

Access to other Fitness Centres

Nuffield Health, Fitness and Wellbeing Centre

Located at Chichester Gate, the facilities include a fully air conditioned gym, fitness classes, 20m heated swimming pool, Café Lounge and free parking.
- Discounted monthly cost at £50 (min 12 month commitment)
- Standard rolling cost of £59 (1 month commitment)
- Discounted prepaid cost is £574 (12 month commitment)

For information and details of membership options, please contact Rea Prior on 01243 788678 or Rea.Prior@nuffieldhealth.com.

Arun Leisure Centre

University of Chichester Staff Membership
- The direct debit is £29 per month with a £15 joining fee

This membership allows staff to use all facilities, which includes a 25m pool, gym, weights room and a vast range of classes including the 'Les Mills' workouts and Spinning sessions.

Active Membership
- An annual active membership is £32.25
- An annual active membership for disabled staff is £18.50

This membership allows you to make use of the facilities at a discounted rate, with every visit to the centre.

Swim Membership
- An annual swim membership is £280 with no joining fee, or the direct debit is £28 per month with a £15 joining fee

This membership allows staff to use the 25m pool, and changing room facilities.

Connected Corporate Membership
- An annual connected corporate membership is £528 with no joining fee, or the direct debit is £49.50 per month with a £26 joining fee

The Connected Membership gives you access to all Freedom Leisure centres throughout the UK.

To find a specific Freedom Leisure centre near you, visit https://www.freedom-leisure.co.uk/centres/. To use these discounts, please contact your selected gym directly.

Sports Injuries, Physiotherapy and Massage Clinic

This clinic allows for anyone, within or external to the University, to attend for professional injury assessment and treatment. Our Sports Physiotherapist uses a wide range of treatment and rehabilitation modalities, making use of the fantastic facilities based here at the Tudor Hale Centre for Sport on BOC.

Sessions usually consist of:
- Thorough assessment of the injury/pain/tightness
- Discussion of findings and possible diagnosis
- Advice on management and prevention

The types of treatments you can expect are:
- Mobilisation and manipulation
- Sports massage
- Exercise and rehabilitation techniques
- Acupuncture
- Electrotherapy (including ultrasound, laser, muscle stimulation)
- Taping

The treatment used will be dependent on your needs and your condition, which will be checked with each of your visits. We have availabilities into the evening during term-times to allow for easy access to our services.

Costs for our services are:
Initial Consultation (up to 1 hour): £40
Follow up treatments (up to 45 minutes): £40
Sports Massage (60 minutes): £50
Sports Massage (45 minutes): £40
Sports Massage (30 minutes): £30

Further details
If you would like to make an appointment* or would like to know more information about our services, please either call the Tudor Hale Centre for Sport reception on ext. 6057 or email spruclinic@chi.ac.uk.

Simply Cash Plan

Simplyhealth, one of the UK's leading healthcare providers, offers all University of Chichester staff reduced rates on their excellent healthcare plan starting from just £13.43 per month.

What's Included in the plan?
- Choose your practitioner - You can see your regular specialist (eg: chiropractor, osteopath, physiotherapist, optician, dentist etc).
- Glasses, contact lens prescriptions, eye tests - Your eye care is included. And that includes prescription sunglasses, and prescription swimming goggles, too.
- Hygienist, x-rays, crowns, fillings - Dental care isn't just the check-ups. If you need treatment, you can claim on your plan.
- 24/7 GP and counselling service access - Speak to a GP any time of the day, plus get access to telephone counselling service and wellbeing and lifestyle guidance.
- Cover for your family – your partner (living at your address) plus up to 4 children can be added to your policy. They all get individual entitlements to claim.
- Children are covered for FREE – you can add up to 4 children under 18 to your policy at no extra charge.
- Pre-existing conditions are covered (*apart from hospital stay) - You can start claiming straight away, even if you already need treatment when you join.

Further Details
For more information, please contact Simplyhealth directly on 0330 102 5325.

Uni-Health Scheme

The Uni-Health scheme, brought to us by Bupa, is available to all staff and their families.

Key benefits of joining Uni-Health:
- Comprehensive cover including inpatient and outpatient cover
- Treatment with no waiting times
- A choice of specialist consultants who will treat personally throughout
- Be treated as a private patient in a hospital of your choice

Further Details
For more information, please call 01929 477318 or visit www.uni-health.co.uk.

Employee Discounts

Apple Education Store

University staff can get an educational discount on selected products in the Apple Store. The discount is variable depending on the total cost, with the average being 13%-15%. It's worth remembering that the educational store sometimes has seasonal offers for example towards the end of the summer. You can access the discount in person at an Apple store (take your University ID with you). You can also access it online from Apple's website via UNiDAYS.

To do this:
1. Firstly you must be on-campus, either logged into a University computer, or using a device connected to the University Wi-Fi
2. Go to the Apple Store for Education
3. Verify your eligibility for a discount via UNiDAYS

Get Your Tech

Staff can benefit from discounted Apple products from the www.getyourtech.co.uk website. You will need to register your @chi.ac.uk email address on their website, uploading a scanned copy of your staff card which is a one-time process.

Microsoft Office Installation

Students and staff are entitled to a free subscription to Microsoft Office, for computers and mobile devices.
More information: Microsoft Office installation.

Dell Advantage

Dell Advantage offers students and staff discounts on selected products and other promotions. The discount is available all year and offers can be combined with money off deals on the online store.

The scheme works through discount codes.
1. Go to the Dell Advantage page: www.dell.co.uk/advantage/employees (this is for both students and staff)
2. Select the option to 'redeem your voucher'
Enter your University email and the voucher/s will be sent to you
3. Use the vouchers at dell.co.uk when you checkout

TOTUM Card

As a member of staff, you are entitled to purchase a TOTUM Card which is the new name for the NUS Extra card for £14.99 a year (or £34.99 for 3 years) to use at thousands of high street and online stores and restaurants including Co-op, Superdrug and WHSmith.

The steps are simple:
1. Visit www.totum.com
2. Click 'Join Now'.
3. Log in with your NUS extra details or create an account with your University of Chichester email address. Select "University of Chichester Students' Union" as 'Place of Study'.
4. Select the number of years you wish your card to remain active for – 1, 2 or 3 Then click continue. Enter payment details, and then personal details for the card.
5. 'Select "Other" from the 'Course Level' drop down menu and "Other" from the 'Course Discipline' drop down menu.
6. Leave the start and end dates of study if already inputted automatically, if not select a start of term and end of term date.
7. Follow the requirements, upload a suitable image and click 'Continue'.
8. Select an address for your card to be sent to.

Learning Resource Centres

Free staff membership of the University's Learning Resource Centres with newspapers, DVDs, Ebooks, periodicals, free internet, book loans and equipment for staff.

Co-op Childcare

You can save 5% off the standard childcare fees when you show you are a University of Chichester Staff member upon registration at Co-op Childcare. This offer is currently available at the St Richard's Hospital Nursery in Chichester. See https://www.littlepioneers.coop/find-your-nursery/chichester_hospital_nursery/ for more information.

Butlins

University staff can enjoy all the best of Butlins, plus extra money off! Simply go to butlins.com/phc, click on the 'Book Now' link and make sure to enter QQ264 in the blue 'enter your Q number' field. Once typed in you will see "University of Chichester" appear below, this will ensure your discount is applied to your booking. You can also call one of the friendly advisors on 03301 025286 from 9am to 9pm quoting QQ264 making sure to mention the Privilege Holiday Club!

Enterprise Rent-a-Car

Employees are able to get 5% discount off Enterprise internet rates. This discount can be applied on internet bookings only (unable to book via the local branch or call centre). Please use the link below for the discount to be automatically added to you rental:
http://www.enterprise.co.uk/car_rental/deeplinkmap.do?bid=002&cust=AFFUCHI
NB-All personal hires renters must be over 25 years of age, have a credit or debit card in their name for rental costs plus a £200.00 deposit. Both parts of driver license and two proofs of current home address are required.

Cycle Scheme

The University participates in the Government backed 'Cycle to Work Scheme' which allows staff members to purchase bikes and bicycle equipment tax free by paying monthly through their salary.
The scheme offers University staff excellent savings on bikes purchased through the scheme.
For more information on the scheme, visit the staff intranet and search 'Cycle'.

For further information on any of our staff discounts and benefits please contact staffdevelopment@chi.ac.uk.

Reusable Cups at Costa

Did you know that if you take a reusable cup into Costa you will save 20p on your hot drink? This is an initiative to help reduce the amount of paper Costa cups that sadly cannot be recycled, whilst also saving you money - it's a win win!

Eyecare

If you are a habitual DSE (Display Screen Equipment) user who works at a workstation for 3 hours or more per day, then you can claim a free eye test and a contribution towards a set of spectacles for VDU work. The University has chosen Specsavers to provide staff with an eye test and spectacles at a competitive price.

To apply, please complete the University's online workstation assessment. Contact Kevin Hickman, Health and Safety Officer, via email at k.hickman@chi.ac.uk, who will enrol you onto the training and online assessment. Once completed a voucher will be sent to your email address to print off and take to Specsavers. Alternatively, you can use a completed expense form and receipt with another Optician, and the University will contribute £17.00 towards the eye test and/or spectacles.

Ask Italian

Enjoy 25% off your food bill at the Chichester Restaurant on the following days when a staff card is shown:
- Monday to Thursday-all day
- Fridays-until 5.00pm
- Sundays-from 5.00pm until close
To book, please call (01243) 775040 or visit www.bookatable.co.uk.

The Mary Rose

The Mary Rose Museum in Portsmouth offers £10 tickets for Chichester students and staff. The tickets must be booked online using the special code 10STUDENT19 when booking (as if you just turn up at Museum tickets will be £17 each). Then simply show your Uni ID on the door.

Bills

Bills Restaurant, in Chichester, is now offering all staff 20% off their food bill on Sundays-Thursdays when a staff card is shown. To book, please call (01243) 528607.

Buzby and Blue Hairdressing

Enjoy 50% off your first appointment as a new client, and then a further 10% off future appointments when you show your valid staff card*. For further information or to book your first appointment, please call (01243)778804. *Discount only valid Monday-Thursdays, and not in conjunction with any other offer.

Hayes Garden World

Hayes Garden World are a leading online garden retailer. They offer a wide range of products which University Staff can receive 10% off by using the code CHICHUNI10 on their website www.hayesgardenworld.co.uk.

Stagecoach

University staff can apply for a 10% discount through the Stagecoach Megarider Scheme. Staff interested in taking advantage of this offer should download the Megarider form and once completed forward it to Stagecoach who will then issue tickets.

Environment and Sustainability

Bite size Sustainability

Have you ever wondered what the University is doing to ensure its activities do not have an adverse effect on the environment and sustainability? Or maybe you have some suggestions as to how we could do things better?

Join these informal 30 minute sessions on Microsoft Teams facilitated by Kate Cathie, Environmental and Sustainable Development Co-ordinator, to find out what we are doing and how you can get involved. Each session covers a specific area of our sustainability activities.

Session Dates & Topics:
• 	Wednesday 28th October 2020 1.00pm-1.30pm - Hedgehog Friendly Campus Accreditation

Hedgehogs are in decline, with populations dropping as much as 50% since the year 2000. We are trying to do something about this by educating our staff and students about hedgehogs and making our campuses areas where hedgehogs can thrive. Want to help, then listen to what it's all about and how you can get involved.

• 	Wednesday 18th November 2020 1.00pm-1.30pm - The Jump Scheme

Jump is our sustainability and wellbeing programme open to all staff and students which we have run for the past six years. Find out what this competitive scheme with great prizes is all about. Secure your invite to the prestigious annual Jump Award ceremony produced by our second year event management students.

• 	Wednesday 2nd December 2020 1.00pm-1.30pm - Fairtrade

The University is currently working towards the new Fairtrade Universities and Colleges Award to ensure that farmers and workers in the developing world receive a fair price for their products and fair terms of trade. Find out what this means to us and what we have to do to achieve the award.

• 	Wednesday 16th December 2020 1.00pm-1.30pm - Sustainable Food

For the past ten years we have worked with our catering contractors to reduce the impact of the food we eat on campus. Find out what are doing from food sourcing and menu choice to packaging and our aspirations for the future.

'JUMP' The Sustainability and Wellbeing Scheme

Don't miss out on being part of the JUMP Scheme, a competitive sustainability and wellbeing scheme with great rewards. The Scheme awards points to individuals which are then totalled to produce department scores and has been specifically developed for the University in partnership with a company called Green Rewards. Jump operates from a web-page or from an App which you can download onto your phone or can access from any computer.

Once you sign up, you will start to earn points for simple activities including participation in University sustainability events, such as Green Campus Group meetings and the Spring Fair; or reporting on your recycling and energy saving activities on a weekly basis. You can also register for different activities such as reducing single use plastics, walking, exercising, cycling, using the inter-campus buses, or car sharing.

As the ethos behind the scheme is to reward teams for their combined efforts, you can also gain points for encouraging someone else to join in the fun by registering for the scheme: this could be a student in your department or another staff member. Remember the more people you have participating in your department, the greater chance you have of claiming the top prize!

If you're not already a member, please get involved by clicking the following link.
https://chichester.teamjump.co.uk/

If you are already a member, why not boost your points for the new competition by encouraging others to join in. Just click the "refer a friend" box in the engagement section and your extra points will be automatically added.

For further information and support, please contact Kate Cathie, Environmental and Sustainable Development Co-ordinator at k.cathie@chi.ac.uk

'JUMP' Green Awards

Join the list of winners! Throughout the year competitions are held and spot prizes awarded. As usual, we are introducing new activities and elements to the scheme all the time. New activities will include a Hedgehog activities and Biodiversity challenges.

Towards the end of the academic year we hope that an Awards Ceremony will be held to celebrate achievements and reward the most successful teams and individuals. For the past five years the ceremony has been organised by our very own Event Management students and this year's event is no exception.

This year's awards ceremony will hopefully run in Spring 2021, details will be announced nearer the time

Winners of last years' competition are as follows:

1st place department with the most points per head
- Executive Team

2nd place department with the most points per head
- Academic Quality Standards Service

Best New Team
- Library & SIZ

Highly Commended:
- Enterprise Services
- IT Service
- Psychology and Counselling
- Estate Management

Staff Member with the Most Points
- Becky Dunbar

Student with the Most Points
- Michael Neville

Get rewarded for your sustainability and wellbeing efforts!

Sign up at:
chichester.teamjump.co.uk

Family Forest School

After the success of previous Family Forest School's, Dr Duncan Reavey, Principal Lecturer in Learning and Teaching, will be running this parent and child day again with the Outdoor Education Students.

Join them round the camp fire for some creative activities with woodland resources and a camp fire lunch. Aimed at children aged between 3-10 with their parent(s) or carer(s).

Date: This will take place later in the year. Further details and the date will be announced near the time.

Operation Paper Cut

Learning and Information Services are working to help reduce the University's reliance on printing, Promote a greener workplace. We are inviting individuals, teams or departments (both academic and professional services) to work collaboratively with the Skills Team to find ways to improve working practices to enable a more paperless office environment.

This bite-size session, facilitated by the Skills Team, aims to analyse current business processes and identify areas for simplification and improved efficiencies, help individuals and teams experiment with the latest tools for collaborative working and improve the accessibility of resources.

Further Details
To find out more about paperless working, please contact Roz Hall at m.hall@chi.ac.uk or call 01243 816135

> We will develop attractive and environmentally sustainable campuses. We will reduce energy use and carbon dioxide by continuing energy saving measures and improvements to existing buildings together with investment in innovative technologies for new departments.
>
> University Strategy: 'Open for Change' 2018-2025

Hedgehog First Responder Class

As part of our drive to help reverse the decline in hedgehog numbers we are offering a one hour webinar on hedgehog first aid. Hear from a hedgehog expert what to do if you come across a sick, injured or orphaned hedgehog. After all who doesn't love a hedgehog!

Date: Wednesday 4th November 2020, 12.30pm-1.30pm. The link to access the webinar is here: Join Microsoft Teams Meeting

Monthly Beach Cleans

Open to all students and staff. Join Ruth Clark and Karen Lloyd from Library Services for a #2minutebeachclean on Bognor beach. Meet outside the LRC at 12pm and bring your own rubbish collector and rubber gloves. Walk to the beach, pick up some litter and walk back again for 12.30pm. This is a great opportunity to stay healthy, get outdoors and do a little bit for the environment and our community.

Further Details
This will happen every first Friday of the month between 12.00pm-12.30pm. Meet outside the LRC at BRC. Sign up via your self-service, or just let Ruth Clark (R.Clark@chi.ac.uk) know if you are coming so that they have an idea of participants.

University Allotments

Green fingered...or enjoy a little 'you' time? Why not take up gardening with one of our University Allotments!

A number of allotment are available on the Bishop Otter campus, provided free of charge by the University for use by staff and students to grow organic produce. The allotments are administered by the University of Chichester's Green Campus Group and allocated to those interested on an annual basis.

Further Details
If you are interested in holding an allotment, please contact k.cathie@chi.ac.uk.

Fairtrade Fortnight 2021

The University has held Fairtrade status since August 2009. This means that for the past ten years we have supported the Fairtrade Organisation. We do this by selling products in our catering outlets and The Shop, ensuring Fairtrade products are part of our hospitality offering and by providing information on how the Fairtrade system benefits farmers in lesser developed countries.

For two weeks each year thousands of individuals, companies and groups across the UK come together to share the stories of the people who grow our food and drinks and who grow the cotton in our clothes, people who are often exploited and underpaid. This is known as Fairtrade Fortnight. During these two weeks, watch out for activities and events held on both campuses to celebrate and promote the work of Fairtrade.

Date: Monday 22nd February to Friday 5th March 2021

University Spring Fair

Subject to COVID 19 developments, as a celebration of our Environment and Wellbeing, the University will be holding the annual Green Campus Spring Fair in April 2021.

This year's fair will again be organised by second year Event Management students as part of their course work.

Sustainable Travel

Car Share Scheme

If you have to drive to campus, why not save money by car sharing? We run an in-house car share scheme which makes it really easy for you to find travel companions and you can choose whether you just want to share with staff and/or students at the University.

We also provide dedicated car share spaces in our car parks, so no more problems finding somewhere to park. For more details, visit https://staffnet.chi.ac.uk/estates/content/buses-and-other-methods-transport on the Staff Intranet or alternatively please contact k.cathie@chi.ac.uk.

Cycle to Work Scheme and Bike Clinic

The University participates in the Government backed 'Cycle to Work Scheme' which allows staff members to purchase bikes and bicycle equipment tax free by paying monthly through their salary.

The scheme offers University staff excellent savings on bikes purchased through the scheme. There is also a Bike Clinic held generally once a year where staff can get their bikes checked over and fixed for free by a bicycle expert.

For more information on the scheme, visit the staff intranet and search 'Cycle'.

Workplace Walking Maps

We have worked with Living Streets, the UK charity for everyday walking, for several years now. As part of this initiative they have produced walking maps for both our Bognor Regis campus and Chichester campus highlighting great short lunchtime walks and great walking routes to the railway stations.
If you would like a hard copy of either of these maps please contact k.cathie@chi.ac.uk.

Working Groups

Hedgehog Friendly Campus Working Group

Green Campus Group

The Green Campus Group was formed in 2007 and is open to all students and staff interested in the environment and sustainable development.

Currently there are about forty members of the group from all sectors of the University community who help to ensure that the right decisions are made to reduce the impact of our activities.

The Green Campus Group meets about four times a year and is involved in running green events and projects. Since the Group was formed, it has helped with tree planting, the construction of a pond at BRC and the introduction of bat and bird boxes.

Meetings will be held at both campuses, via Teams with separate rooms for each campus, or virtually via Teams. Please feel free to join any of the meetings or contact k.cathie@chi.ac.uk for more information.

Dates:
- Wednesday 7th October 2020, 10.00am to 11.00am
- Tuesday 15th December 2020, 2.00pm to 3.00pm
- Thursday 18th March 2021, 10.00am to 11.00am
- Wednesday 16th June 2021, 2.00pm to 3.00pm

Did you know that hedgehog numbers in the UK have declined by 50% since 2000 and there are now estimated to be fewer than 1 million left? We want to do something about this and so have joined the Hedgehog Friendly Campus scheme, which is designed to make our campuses places where hedgehogs can thrive.

The Hedgehog Friendly Campus scheme is sponsored by the British Hedgehog Preservation Society (BHPS) and has three levels, bronze, silver and gold. We are aiming to obtain the bronze level in January 2021. To obtain accreditation, we have to fulfil 10 criteria out of a possible 18. These include holding hedgehog awareness events, making sure our gardeners and security teams are aware of what to do if they find an ill or distressed hedgehog, putting stickers on our strimmers to alert users to potential danger to hedgehogs, carrying out hedgehog surveys and raising money for the BHPS.

 Watch the video from the link below to find out more https://www.greenimpact.org.uk/hedgehogfriendlycampus

If you want to get more involved in the scheme please join our Green Campus Group meetings (listed across) or contact k.cathie@chi.ac.uk

Waste Working Group

The aim of the Waste Working Group is to discuss initiatives which will encourage staff, students and visitors to minimise the amount of wastes generated on campus and increase the amount of waste and types which can be recycled.

If you are interested in joining the Waste Working Group please contact k.cathie@chi.ac.uk.

Sustainable Travel Group

The Sustainable Travel Working Group was set up to ensure that the University encourages staff, students and visitors to travel to the University by more sustainable means. The group ensures that the objectives and targets outlined in the sustainable travel plan are met and enables interested parties including staff, students and the local community to provide input into the travel plan.

If you are interested in joining the "Sustainable Travel Group' please contact k.cathie@chi.ac.uk.

Health and Safety

Health and Safety Training Matrix

This is the University Health and Safety Training Matrix which aims to help all employees know which training is required for their role, and what training is available.

More information on any of the training sessions can be obtained from the Health and Safety Team. To arrange training or request further information, please contact the Health and Safety Team via email at healthandsafety@chi.ac.uk.

Legend: Essential (red) · Recommended (orange) · Optional (yellow)

Training	Estates Management Staff	Technical Staff (Sport, Music, etc)	Academic and Research Staff	Professional Services Staff	Heads of Departments/Managers
Health and Safety Awareness	Essential	Essential	Essential	Essential	Essential
Environmental Awareness	Essential	Essential	Essential	Essential	Essential
Fire Awareness Training for Wardens	Essential	Essential	Essential	Essential	Essential
Manual Handling	Essential	Essential	Essential	Essential	Essential
Management Responsibilities	Recommended	Recommended	Recommended	Recommended	Essential
Ladders and Working at Height	Essential	Essential	Recommended	Recommended	Recommended
PUWER/Electricity	Essential	Recommended	Recommended	Recommended	Recommended
Abrasive Wheel Training	Recommended	Essential	Recommended	Recommended	Recommended
Field/Business Trip Risk Assessments	Recommended	Recommended	Essential	Recommended	Recommended
First Aid at Work (Qualified First Aider)	Recommended	Recommended	Recommended	Recommended	Recommended
Emergency First Aid at Work (1 Day Training)	Recommended	Recommended	Recommended	Recommended	Recommended
Lone Working/Personal Safety/Conflict Training	Recommended	Recommended	Recommended	Recommended	Recommended
Health, Safety and Environmental Co-ordinators Day	Optional	Optional	Optional	Optional	Optional
Save a life 'Defib'	Optional	Optional	Optional	Optional	Optional

Online Training

Through the E-learning partner Safesmart, the Health and Safety team can offer up to 20 CPD certified online training courses for all university staff members, including:
- Fire Awareness
- Fire Warden
- Display Screen Equipment
- GDPR Awareness
- COSHH Awareness
- Health and Safety at Work
- Slips Trips and Falls
- Food Hygiene
- Manual Handling
- Environmental Awareness
- Equality & Diversity Awareness.

These are available by contacting healthandsafety@chi.ac.uk.

The fire awareness course is a mandatory course, which is refreshed every year, as required by fire safety legislation.

Users of computerised VDU screens, who habitually work with a visual display unit for 3 hours a day or more, must complete their online e-learning workstation training and assessment. This will determine if further reasonable adjustments are necessary. Unless ergonomic symptoms occur or your workstation changes, the assessment is refreshed every 3 years.

An email reminder is sent when the e-learning is due for refreshing. At other times you can view your training by the following methodology:

1. Go to www.safesmart.co.uk
2. Log into version 5
3. Enter Company ID as: UNI
4. Enter Username as your full name in lower case letters eg. john smith
5. Enter your password – this should have been sent to your email when you start.

If you have forgotten or do not know your password, click 'I forgot my password'. An email will be sent from Safesmart allowing you to enter a new password and gain entry to your training records.

Health, Safety and Environment Induction

As well as essential training for new employees, we encourage all staff to refresh their skills and knowledge every two years.

The Induction session, facilitated by the Health, Safety and Environment team, covers general Health and Safety, Fire Awareness and Environmental Awareness.

Dates
- Wednesday 21st October 2020, 9.00am-11.30am
- Thursday 14th January 2021, 9.00am-11.30am
- Wednesday 31st March 2021, 9.00am-11.30am
- Thursday 27th May 2021, 9.00am-11.30am

Covid-19 & Risk Assessments

The Health and Safety team are available for support to make sure the University a safe working environment during these unusual circumstances surrounding Covid-19.

They have put a lot of time into ensuring the offices and communal areas are COVID secure for all University staff, but if you think there is anything else that would help ensure your safety working back on the campus, please feel free to contact them.

Also if you or your team would like any training around undertaking COVID Risk Assessments or further information on the guidance, please feel free to contact the Health and Safety Team at healthandsafety@chi.ac.uk.

Risk Assessment Training

This workshop, facilitated by the Health, Safety and Environment team, is designed to help learners comply with the Management of Health and Safety Regulations 1999 by providing guidance on how to complete a suitable and sufficient risk assessment in the workplace. Risk assessments are a legal requirement for all types of workplaces.

The course helps learners understand each of the key steps of a risk assessment, including how to identify risks, manage hazards and determine the likelihood of harm, so that they are confident in carrying out a risk assessment in their own work environment.

Date Thursday 25th February 2021, 9.00am-10.30am

Control of Substances Hazardous to Health (COSHH) Training

After completing the COSHH training session, learners will be able to identify and work with hazardous substances safely and effectively in a way that is appropriate to their workplace. This training will provide learners with the facts about COSHH legislation and recognise the responsibilities of employees and employers when it comes to COSHH regulations.

Date Thursday 25th February 2021, 10.30am-12.00pm

Health and Safety Update for Estates Staff

This session is facilitated by the Health and Safety team and is a bi-annual update helping to keep up to date with a range of topics that are relevant to the roles of Trades staff and Caretakers at the University.

Further details Please register your interest in this session by emailing the Health and Safety team directly at healthandsafety@chi.ac.uk.

Health, Safety and Environmental Co-ordinators Development Days

The University's Health, Safety and Environmental Co-ordinators provide a link between Health and Safety and the department/building they work in. Carrying out inspections and spot checks, they act as the eyes and ears of the Health, Safety and Environmental team ensuring issues do not go unnoticed and can be dealt with promptly. We have around 38 Co-ordinators across our campuses.

There will be Development Days, facilitated by the Health, Safety and Environment team, designed to stimulate and enthuse Co-ordinators in extending their knowledge of a range of topics to support their managers in ensuring the health and safety of their Departments.

Further details
If you are interested in becoming a volunteer Environmental, Health and Safety Co-ordinator, please contact the Health, Safety and Environment team via email at healthandsafety@chi.ac.uk.

Spill Training

Our spill training session, facilitated by the Health, Safety and Environment team, focuses on ensuring staff have the competence and confidence to use the spill containment facilities safely and adequately to protect health and safety and the University environment.

The workshop will help learners to understand the following:
• Identify Risks
• Assess the environmental impact
• Contain Spills on-site
• Safely dispose of hazards substances

Dates
• Tuesday 9th February 2021, 10.00am-11.00am
• Thursday 20th May 2021, 10.00am-11.00am

First Aid

First Aid at Work (Qualified First Aider)

This three day course, facilitated by Safety 1st or Sue Howley from Howley Training Services, will give you the knowledge and confidence to deal with a number of emergency situations, both in and out of the workplace.

Attendees will undertake three days of training whilst being trainer assessed throughout and will then receive a nationally recognised certificate in First Aid at Work which is valid for three years.

Course content:
- The principles and aims of First Aid
- First aid procedures
- Basic life support – CPR
- Management of the unconscious casualty
- Assessment and treatment of a casualty who is: wounded, bleeding, shocked
- How to deal with different types of injury e.g. burns or poisoning
- Assessment and treatment of major and minor illnesses
- Transporting casualties
- Legal aspects

Dates:
- Day 1: Wednesday 27th January 2021, 9.30am-4.00pm
- Day 2: Thursday 28th January 2021,
- 9.30am-4.00pm
- Day 3: Friday 29th January 2021, 9.30am-4.00pm

Emergency First Aid at Work (1 Day Training)

The aim of this one day course, facilitated by Safety 1st or Sue Howley from Howley Training Services, is to give attendees the basic knowledge of first aid skills should they be required in the absence of a qualified first aider.

Course content:
- The principles and aims of First Aid
- What to do in an emergency
- Basic life support – CPR
- Management of the unconscious casualty
- Assessment and treatment of fractures, dislocations, soft tissue injuries, wounds, bleeding and burns
- Assessment and treatment of miscellaneous conditions

Who is this course for?
All employees are encouraged to acquire this skill

Date: Monday 15th March 2021, 9.30am-4.30pm

Save a Life 'Defib' Training

Facilitated by the Health and Safety team, this session is aimed at both complete beginners or staff already defib trained as a refresher. You will learn how to use a defibrillator along with vital first aid skills that can and will benefit everyone at some point in their life.

This session is non-certificated, but could be the most life changing hour of learning you ever have.

Dates
- Friday 20th November 2020, 2.30pm-3.30pm, University House 1, BOC
- Wednesday 14th April 2021, 2.30pm-3.30pm

Sessions Available on Request

All of these sessions are all facilitated by the Health and Safety team and are available upon request all year round by contacting them at healthandsafety@chi.ac.uk.

Managers Responsibilities for Health, Safety and Environment

The workshop is for managers to understand what health and safety responsibilities they have in regard to maintaining a healthy workforce.

Field and Business Trip Risk Assessment and Guidance

Suitable for all colleagues involved in organising field trips or business trips and an opportunity to offer feedback on both current and future risk assessment documentation. This session, is available for individuals as well as teams.

Abrasive wheels

If you work with abrasive wheels then following strict health and safety practices is paramount in order to protect both yourself and others from harm. This Abrasive Wheels course will provide you with an introduction to working safely with abrasive wheels so that you can easily identify the hazards, understand the risks and know which control measures are needed to prevent injury and ill-health.

PUWER

The Provision and Use of Work Equipment Regulations 1998 (PUWER) are in place to ensure that the equipment you operate in your workplace is safe to use. This course helps you to understand your responsibilities according to the legislation so that you can select safe work equipment, assess the risks in your workplace and ensure the hazards to people's health and safely are appropriately managed.

Technician workshops

Bespoke training sessions are provided to all departments that have Technicians. For further information please contact healthandsafety@chi.ac.uk.

Ladder Safety

This Ladder Safety Training course provides a complete introduction to ladder safety so you can learn about safe working practices. In particular, it looks at how to select, set up, and use ladders as well as carry out pre-use checks to ensure they are fit for purpose. By completing the training, learners will understand the relevant health and safety legislation and feel more confident about safely carrying out their workplace tasks.
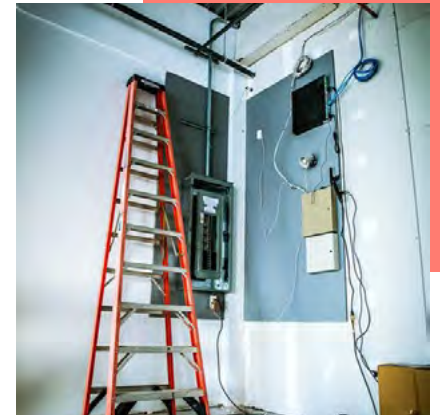
Working at Height

This Working at Height training course helps you to comply with the Work at Height Regulations 2005 by providing employees with the necessary information needed to be able to successfully deal with working at height risks and control measures.

Courses for 2019-20	Pg	Dura-tion	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A Coaching Approach within the Mentoring Relationship	80	3 hrs				27					
Abrasive Wheels	153	1 hr	Please register your interest by emailing healthandsafety@chi.ac.uk								
Academic Advisor Briefing	27	1.5 hrs	Please register your interest by emailing staffdevelopment-ment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
Amplifying Media in Research	59	1.5hr									7
An Introduction to Coaching	79	3 hrs					23				
An Introduction to Mindfulness Webinar	115	1hr		24							
Book Club - BRC	122	1 hr		4	16	27		3	21		9
Book Club - BOC	122	1 hr		5	17	28		4	22		10
Bit size Sustainability	136	30 mins	28	18	2 16						
Bridging Course	93	N/A	Keep an eye out for advertised dates, or email B.Edwards@chi.ac.uk for more information.								
Building Resilience Programme	113	2.5 hrs							29	13 27	10 24
Building Strong Relationships	89	2.5hr					12				
ChiPlayer Workshops	39	30 mins	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
Cognitive Behavioural Therapy(CBT) for Management	74	7 hrs							27		
COSHH Training	149	2 hrs					25				
Considerations when Costing and Budgeting	58	1hr	This session will run in semester two, the date will be announced nearer the time.								
Covid-19 & Risk Assessments	148	n/a	Please contact healthandsafety@chi.ac.uk for more information.								
Craft Workshops	121	45 mins		24				9			15
Creating the Change you want to see	94	2 hrs							5		
Data Protection Workshop	76	1.5 hrs	Please register your interest by emailing staffdevelopment-ment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
Dealing with Change- Taking Control	94	1.5 hrs							13		
Decolonising the Curriculum	26	2hr	This session will run in semester two, the date will be announced nearer the time.								
Demystifying Research Bid Costing and Pricing	59	1hr	This session will run in semester two, the date will be announced nearer the time.								

Index and Timetable

Courses for 2020-21	Pg	Duration	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Digital Accessibility	35	1hr	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
Domestic Abuse Awareness	120	1hr									
Editing and Proofreading your Work	97	1 hr				28					8
Effective Accountable Management	73	7hrs									8
Effective Team Working and Shared Values	92	N/A	Please register your interest by emailing staffdevelopment@chi.ac.uk.								
Effective Writing in the Workplace	97	1.5 hrs				26					7
Electronic Management Assessment (EMA)	38	1 hr	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
Emergency First Aid at Work (1 Day Training)	152	7 hrs						15			
Engaging Learners	28	1.5 hrs					25				
Engaging Students in Blended Learning	37	1 hr	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
Excel Workshops	43	1 hr	Look out for all staff emails from the Skills Team or get in contact directly via ITSkills@chi.ac.uk								
Essential Online Training Modules	16	N/A	For further information on any online essential training modules, please contact staffdevelopment@chi.ac.uk.								
Essential IT for Staff	18	1 hr	Look out for all staff emails from the Skills Team or get in contact directly via ITSkills@chi.ac.uk								
Facilitating Group Work and Collaboration	37	1 hr	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
Field and Business Trip Risk Assessment and Guidance	153	1.5 hrs	Please register your interest by emailing healthandsafety@chi.ac.uk								
Field Trips and/or Off-site visits	30	N/A	Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
Financial 1-2-1 Health Checks	118	20 mins	Appointments available on request all year. Simply email health-check@hsbc.com.								
First Aid at Work (Qualified First Aider)	151	3 days				27-29					
Flu Vaccinations	120	N/A	9								
Green Campus Group	143	1 hr	7		15			18			16
Health and Safety Updates for Estates	149	N/A	Please register your interest by emailing healthandsafety@chi.ac.uk								
Health, Safety and Environment Induction	148	3 hrs	21			14		31		27	
Health, Safety and Environmental Co-ordinators Day	150	N/A	If you are interested in becoming a volunteer Environmental, Health and Safety Co-ordinator, please contact the Health, Safety and Environment team via email at healthandsafety@chi.ac.uk.								

Courses for 2020-21	Pg	Duration	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Hedgehog First Responder Class	140	1hr		4							
Help!...I Need to Write Reflectively	29	1 hr						25			
How not to be a Bystander	107	2 hrs									9
How to get your research into Parliament	60	1.5hr								12	
How to get your research published	60	2hr				22					
How to Manage Disciplinary, Capability and Grievance	77	3 hrs								6	
How to Manage Sickness Absence	78	3 hrs						25			
"I Wish I'd Known that Earlier" Workshop	29	5 hrs	Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
Improving Sleep Webinar	117	1hr				21					
Inclusive Leadership	102	2.5hr						18			
Independent Chair Training	52	1.5hr			15						
Influencing and Negotiating	90	2hr							10		
Introduction to Copyright	17	1 hr	27			20		24			3
Introduction to Mendeley	55	2 hrs	Look out for dates in the monthly reminder emails or register your interest by emailing staffdevelopment@chi.ac.uk								
Ladder Safety	154	1 hr	Please register your interest by emailing healthandsafety@chi.ac.uk								
Learning Through Failure	28	1 hr	27								
MAF Workshops	38	30-40 mins	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
Making the Most of Your Money	117	1.5hr				19					
Making Sense of Menopause in the Workplace	116	1hr									
Managers Responsibilities for HSE	153	1 hr	Please register your interest by emailing healthandsafety@chi.ac.uk								
Managing and Growing your Wealth	118	1.5hr									3
Managing Coronavirus Anxiety	103	2.5hr		4							
Managing Your Workload	88	3 hrs								22	
Mental De-clutter	115	2 hrs									15

Courses for 2020-21	Pg	Duration	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Microsoft Masterclasses	41	1 hr	Look out for all staff emails from the Skills Team or get in contact directly via ITSkills@chi.ac.uk								
Microsoft Teams	36	1hr	Look out for all staff emails from the Skills Team or get in contact directly via ITSkills@chi.ac.uk								
Moodle Workshops	40	30 mins	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
New Kinds of Assessments: Blogs	30	N/A	Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
NHS Health Checks	120	30 mins								tbc	
Open Access and the University's Chiprint Repository	54	N/A	Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
Perfect your Punctuation	97	1.5 hrs				25					10
PGR Study Days	64	n/a	29	26							
Postgraduate Supervision Training series	57	N/A	7	4			10		3		
Postgraduate Research Student Training	61	n/a	1				1				1
PRDP Overview	76	N/A	Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
Preparing for Difficult Conversations	90	3 hrs					25				
Preparing to be a Research Degree Examiner or Assessor	53	N/A	Please contact the Research Office at research@chi.ac.uk for more information and upcoming dates and times.								
Presentation Skills Live	91	2hr									
Project Management	96	6.5 hrs	This session will run in semester two, the date will be announced nearer the time.								
Promoting Dignity and Respect	87	3 hrs					16				
PUWER	154	1 hr	Please register your interest by emailing healthandsafety@chi.ac.uk								
Race Awareness	108	3 hrs								4	
Re-Induction Making Process with your Research	63	1.5hr			2		25				
Recruitment and Selection of Staff	77	N/A	Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
Risk Assessment Training	149	1.5 hrs					25				
Safeguarding and the Prevent Duty	15	1.5 hrs	Dates will be advertised in the monthly reminder email. Please register your interest by emailing staffdevelopment@chi.ac.uk.								
Save a Life 'Defib' Training	152	1 hr		20					14		
Spill Training	150	1 hr					9			20	

Courses for 2020-21	Page	Duration	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
SPSS or R Software for Statistics	56	N/A	Please register your interest by emailing staffdevelopment@chi.ac.uk or by adding yourself to the waiting list via HR Self Service								
Stress Awareness for a Healthy Work-life Balance	116	1hr			9						
Stress, Anxiety, OCD and PTSD	105	3 hrs									1
Supporting Apprenticeships and Apprentices	95	1.5 hrs					24				
Supporting Other People's Mental Health	103	2hr							20		
Supporting Students with Dyslexia	105	2 hrs						17			
Teaching Online	37	1hr	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
Technician Workshops	154	2 hrs	Please register your interest by emailing healthandsafety@chi.ac.uk								
To Tweet or Not to Tweet	95	1.5 hrs					26				
Trans Awareness	102	3.5 hrs						2			
Turnitin: Understanding the Originality report	37	1 hr	Register your interest with the Technology Enhanced Learning Team at Tel@chi.ac.uk								
Unconscious Bias	107	3 hrs		16			18			4	
Understanding and Managing Conflict	91	2hr							8		4
Understanding Others for Leaders and Managers - Using SDI	75	3.5 hrs									14
Virtual Xmas Research Quiz	48	1.5hr			17						
Virtual Drop in Sessions with Research Team	48	1.5hr	22			4	18		6		
Welcome Lunch	18	1.5hr			tbc						
Wellbeing MOT	119	30 mins							4		
Wellbeing Phonecalls	119	30 mins		12, 13							
White Privilege Training	108	2.5hr			3			11			18
Working and Communicating with Deaf and/or Blind People	106	2hr						17			
Working at Height	154	1 hr	Please register your interest by emailing healthandsafety@chi.ac.uk								
Yoga Sessions BOC/BRC	124	1 hr	Yoga will run in semester two, the dates will be announced nearer the time.								

UNIVERSITY OF CHICHESTER

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