UNIVERSITY OF CHICHESTER

Professional Development Programme 2021-22

Contents

Developing Your Skills

Inclusivity and Support

Employee Wellbeing

Environment and Sustainability

Health and Safety

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

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.

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

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 2021-22. 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

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.

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.

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 & Engagement Survey 2021

In July 2021, 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. We also asked questions about staff engagement.

Breakdown of Responses

Associate Lecturer 2%

Professional Services 62%

Academic 36%

Total: 122 Responses

73% Had attended training through the Professional Development Programme in the past 12 months

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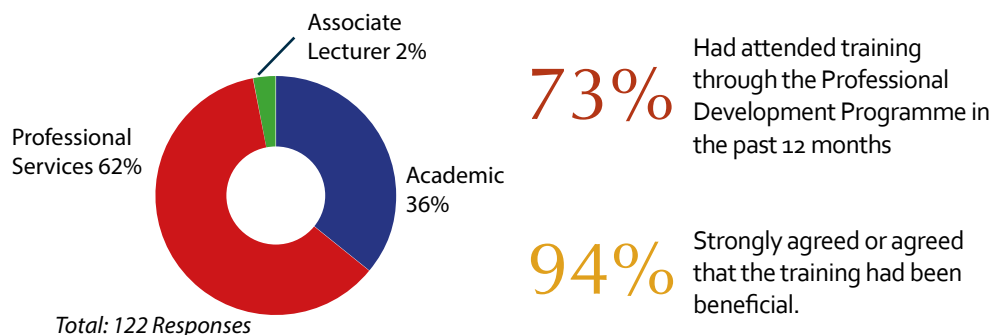
Engagement Outcomes

- 91.8 per cent of staff are proud to work for the University
- 95.9 per cent are engaged with their work
- 97.5 per cent understand how their role contributes to the success of the University.

Using different types of learning

- 83% 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 we still run some sessions virtually over this academic year.

- 68% of respondents said they were very likely or likely to access **E-learning modules** at anytime. We have developed a new Online Learning Hub where E-Learning will be more easily accessed and managed by employees themselves. We will also be continuing to create more E-Learning modules for staff to access via the new Learning Hub.

What's New This Year?

Here are just some of the things new to the Programme this year...

Leadership Programme - Page 71
We are delighted to launch this new Leadership and Management Programme, delivered by the team in our Business School. The programme is aimed at those who are already line managers who would like to develop their skills and aspire to be at Head of Department level.

Career Development Programme for Professional Services - Page 83
We are excited to launch a brand new Development Programme for Professional Services staff, based around the AUA CPD Framework. The programme will end in a group project and after completion, participants will be awarded accredited membership to the AUA.

Employee Assistance Programme - Page 111
The Employee Assistance Programme (EAP) is a package of emotional and practical support that helps you and your colleagues to thrive at work. It is run by Education Support who are the only UK charity dedicated to supporting the mental health and wellbeing of teachers and education staff in schools, colleges and universities. To access the services available call 08000 856148.

'Brown Bag' Sessions - Page 52
Brown Bag Sessions offer you the chance to present and hear short (20-minute approx) research presentations in an informal, multidisciplinary setting, all whilst munching on your lunch.

Neurodiversity at Work - Page 110
This new session looks at Neurodiversity in the context of the workplace. The training will cover how to recognise signs of neurodiversity, the strengths, and how it may impact on the workplace. The training will also look at how neurodiversity might affect thinking and communication and provide participants with strategies for managing and communicating with neurodiverse staff.

Online Learning Hub
We have a new Online Learning Hub launching in October/November 2021 which will be the go to site to complete and record online e-learning completed by staff. As well as accessing the University's essential e-learning, staff will have access to a range of new e-learning modules. Further details will follow in due course.

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

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.

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.

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.

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.

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.

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.

Jenny Ames, Jenny Ames Consulting

Jenny Ames is an experienced coach and trainer. Following an established career as an academic and senior leader with a focus on research and external collaborations, Jenny established Jenny Ames Consulting Ltd in 2017. Since then, she has worked with a wide range of universities and a number of individuals. This has includes working with the University of Chichester to support case studies and environment statements for REF 2021. Jenny's coaching and training are focused on researchers.

McCrudden Training

The McCrudden Training team has been carefully built by Nicky McCrudden to form a strong and complementary team of trainers with collectively 200 years training experience. As well as being brain-friendly trainers, our team are experts in their own field and all have current industry experience, to ensure that you get the best training on the market.

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.

Genius Within

Genius Within is a social enterprise established in 2011 to help neurominorities unlock their talents, whilst acknowledging and celebrating that this diversity forms part of the rich tapestry of human experience. They advise governments on policy and provide consultancy to businesses, driving systemic change that allows all employees to thrive.

Essential Training

New Staff are required to complete:

- Data Protection Online Training
- Equality, Diversity & Inclusivity Online Training
- The Prevent Duty Online Training
- Unconscious Bias Training (available both online and in-person)
- Fire Awareness Online Training
- DSE Workstation Online Risk Assessment
- Health and Safety Induction

It is advised that new staff also attend:

- An Introduction to Copyright Training Session
- Essential IT Skills Training Session
- The Welcome Lunch for New Staff

The next few pages will go into more detail about all of the essential training mentioned including links to the online training modules. For more information or support on essential training, please contact staffdevelopment@chi.ac.uk

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.

The Data Protection e-learning module will be accessible via the Learning Hub soon. Contact staffdevelopment@chi.ac.uk if you require access.

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.

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.

The Equality, Diversity& Inclusivity e-learning module will be accessible via the Learning Hub soon. Contact staffdevelopment@chi.ac.uk if you require access.

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.

The Unconscious Bias e-learning module will be accessible via the Learning Hub soon. Contact staffdevelopment@chi.ac.uk if you require access.

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.

Date: Thursday 17th February 2022, 9.30am-12.00pm

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)*

Refresher Training

We have made a commitment to the OfS that this training will be refresher every 3 years after completion.

The Prevent Refresher e-learning module will be accessible via the Learning Hub soon. Contact staffdevelopment@chi.ac.uk if you require access.

Sometimes this training may run via a face to face session facilitated by Dave Corcoran, Director of Students, Support and Information Services and will be advertised in the monthly professional development reminder email. If you would like a bespoke session run for your team, please contact staffdevelopment@chi.ac.uk.

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

Health and Safety Online Training

Fire Awareness
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.

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
- Thursday 21st October 2021, 9.00am-11.30am
- Wednesday 19th January 2022, 9.00am-11.30am
- Thursday 31st March 2022, 9.00am-11.30am
- Wednesday 25th May 2022, 9.00am-11.30am

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. Invitations to new employees will be sent near the time.

Date: Monday 6th December 2021, 12:30pm-2:00pm

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 2nd November 2021, 9.30am-10.30am, BRC
- Tuesday 25th January 2022, 9.30am-10.30am, BOC
- Wednesday 6th April 2022, 9.30am-10.30am, BRC
- Tuesday 31st May 2022, 9.30am-10.30am, BOC

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
- 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.

Enhancing The Student Experience: Learning & Teaching

Learning, Teaching and Student Experience Strategy: 2018-2025

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 https://www.advance-he.ac.uk/guidance/teaching-and-learning/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 the Staff Intranet 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 (PGCertL&THE) and University Certificate in Professional Practice (UCPP) programmes are accredited by Advance HE for the nationally, and increasingly internationally, recognised awards of Associate Fellowship (AFHEA) and Fellowship (FHEA). The PGCertL&THE consists of two modules which run consecutively over 12 months. Successful completion of the PGCertL&THE results in both a postgraduate certificate award from the University and FHEA. The UCPP is a one module programme that gives AFHEA 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 PGCertL&THE appropriate for their needs, while the UCPP 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 by CPD Route

The CPD routes to Fellowship are for those who already have significant experience in university teaching or supporting learning. The University is accredited by AdvanceHE to deliver our own programmes to take you to AFHEA, FHEA or SFHEA. You can get a feel for which fits you by using AdvanceHE's Fellowship Category Tool at https://www.advance-he.ac.uk/form/fellowship-decision-tool. To find out more, look out for introduction to the three routes on Teams (Dates to be announced in the monthly professional development emails) or contact Duncan Reavey direct on d.reavey@chi.ac.uk

Associate Fellowship of the Higher Education Academy (AFHEA) by Portfolio

Associate Fellowship is national recognition of your success in making university learning engaging and effective. It is for those who have already had an impact and want to show their continuing commitment and energy. At the same time it is a push to reflect on what you do and why. Preparing your submission – a 1600-word portfolio - needs careful thinking and you will learn a lot on the way! It is also a really satisfying personal milestone.

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 have a track record in helping 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 of the Higher Education Academy: Remaining in "good standing"

Fellows of the Higher Education Academy: Remaining in "good standing"
This is so important for all those who are already AFHEA, FHEA, SFHEA and PFHEA. Sooner or later AdvanceHE will require us all to show that we remain in good standing. We will contact all Fellows about this when there is news, and support you in whatever needs to be done.

The Learning and Teaching Team
Lead Contacts

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

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

- Duncan Reavey, Professor of Environmental Education
  D.Reavey@chi.ac.uk

Learning and Teaching Discussion Group

You are invited to join PGCertL&THE participants in a new Learning and Teaching Discussion Group that will meet five times between October and February. Led by PGCertL&THE participants, conversations will focus on current Learning and Teaching issues underpinned by current academic literature. Themes will be advertised in the monthly reminder email so keep an eye out for that to see what is coming up.

For further information on the discussion group, please email Bev Hale at B.Hale@chi.ac.uk or Duncan Reavey at D.Reavey@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.

Date: Wednesday 15 June 2022, 10.00am - 12.30pm

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 Students, Support and Information Services, 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.

We will strengthen the distinctiveness of the Chichester student experience as high quality, personalised, accessible and aspirational.

University Strategy: 'Open for Change' 2018-2025

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 to change the learning environment to engage students. This session will use 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.

Dates to be announced in the monthly professional development emails and will take place in Spring 2022.

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, will enable some reflection on the Professional Standards Framework (PSF) criteria A1, A2, K1, K2, K3 and K5.

Dates to be announced in the monthly professional development emails.

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 2nd November 2021, 10.00-11.00am
- Tuesday 16th November 2021, 2.00pm-3.00pm
- Wednesday 9th February 2022, 10.00-11.00am
- Monday 21st February 2022, 2.00pm-3.00pm

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 UCPP/PGCertL&THE or planning AFHEA/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).

Dates to be announced in the monthly professional development emails.

"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, Professor of Environmental Education takes a look at the practicalities (including risk assessment) included for day trips/overnight residentials.

Dates to be announced in the monthly professional development emails.

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, Professor of Environmental Education, for this interactive session.

Dates to be announced in the monthly professional development emails.

Developing Digital Literacy Skills

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.

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.

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.
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.

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 Microsoft 365 account (photo and email signature)
- Best practice advice for calendar use
- Managing meetings
- Working with OneDrive documents
- Chatting/calling colleagues with Microsoft Teams

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.

Some of these essential training sessions, alongside others are available, on the help site, for people to watch in their own time.

Building Digital Capabilities

Building Digital Capabilities is an online self-assessment tool which University staff can use to take ownership of their own development journey, encouraging them to reflect on and build their digital capabilities. It includes:

- A series of reflective questions that explore all areas of digital capability
- Personalised reports which help to identify strengths and weakness, next steps to further develop practice and links to free resources that can help users to develop further.
- A range of question sets, including for staff in any role; for staff delivering teaching and learning; library and learning resources staff; and specialist questions on accessibility and inclusion and effective online teaching
- A rich collection of curated, freely available resources, browsable by theme

If you're interested in using this tool for your team or department (maybe as a part of their PRDP), please get in touch TEL@chi.ac.uk

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

Technology Enhanced Learning (TEL) Workshops

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.

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

Blended and Flipped Learning

In this 45 minute asynchronous online session, we will introduce the concepts of both Blended and Flipped learning. We will explore the advantages these methods offer, and what digital tools and resources you can utilise to blend and flip your teaching practice

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.

Moodle Workshops

Introduction to Moodle

This thirty minute online course is aimed at staff new to our Virtual Learning Environment to help you get started with Moodle.
Bespoke group face to face sessions are available on request.

Advanced Moodle

Taking your Moodle module beyond the minimum requirements for maximum student engagement in this hour long online course. Includes: using groups, setting up scheduler for tutorial booking, quizzes, questionnaires, restricting access, basic reporting, and more!

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.

Online Assessment and Marking Workshops

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.

Electronic Management of Assessment (EMA)

This one hour training session, will guide you through the University's flexible online assessment and feedback processes.

The session will cover:
- Introduction to the flexible online workflow
- Setting up the assignment in Moodle
- Viewing and allocating submissions
- Managing deadlines and extensions
- How to annotate digitally
- Exporting feedback for MAF Online

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

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

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

Panopto Workshops

Introduction to Panopto

This thirty minute online training guides you through accessing the Panopto recorder, basic sound and audio settings, and capturing the perfect lecture, Vodcast or Podcast.

Advanced Panopto

This thirty minute session, is for those who have completed the online Introduction to Panopto. Edit recordings, add quizzes, set up student assignment folders and use Panopto for online feedback.

IT Skills Workshops

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.

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 Outlook (App Vs Online)

This one hour session is aimed at teaching all you will need to know to effectively manage your emails and calendar in the Outlook desktop app and online in your browser. From finding old emails, migrating those that you need to keep outside of Outlook, and using rules to keep your inbox up-to-date and well managed.

Learn a variety of skills which should assist with keeping on top of your mailbox as well as using delegate access to manage departmental accounts. Using these skills effectively will make you compliant with the 2018 General Data Protection Regulations. We'll also cover the universities' retention policy on email and calendar items.

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

Managing Effective Meetings

This one hour session will demonstrate smart working examples when scheduling meetings, sharing documents, arranging agendas, and making and sharing notes

- Creating a Microsoft Team for your collective
- Continuous chat (removes the need for emailing)
- File sharing and team collaboration
- Scheduling meetings
- OneNote for notetaking

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 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

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.

Excel Workshops

=Excel (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 averages or 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 with no issue. But even if you're happy with the basics, come along to learn the faster ways of mastering them.

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

=Excel (Intermediate)

Continuing from the previous session, this one hour tutorial will enable you to master the conditional IF's on all your functions. Then utilise these IF functions in order to generate tables of data with advanced use of the fill handle. Then use pivot-tables to negate the need for long functions and to make charts interactable with your data with a few clicks.

- IF Functions
- Using the fill handle to replicate functions
- Absolute and standard cell references
- Pivot Tables
- Vlookup and HLookup functions
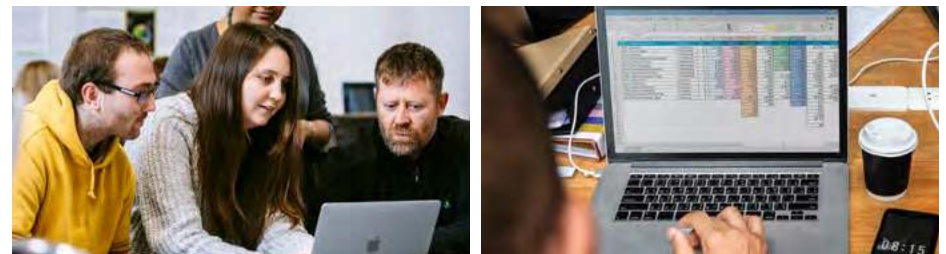
Research Development

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. S.Keates@chi.ac.uk

- Professor Hugo Frey, Director of the Institute of Arts and Humanities with Cross-Institutional Responsibility for Research, H.Frey@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 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

Research Conference 2021/22

The Research Conference will be our opportunity to showcase and celebrate how University of Chichester researchers are seizing new opportunities in a changing world. With REF2021 now behind us, we're looking to build on our growing reputation for research excellence over the coming period, and the new possibilities that lie before us.

Our innovative research tackles the challenges that matter to society, from the regional to the global level, demonstrating wide-ranging and significant impacts. Papers will be welcome across all subject areas and themes, including Health and Wellbeing; Environmental Sustainability; Equality, Diversity and Inclusivity; Cultural Vitality; and Innovation, Decent Work and Economic Growth. Contributions from newer areas, such as Nursing, will be especially welcome. More details, including a call for abstracts, will be circulated to staff during the Academic Year.

The date of the conference will be announced in 2022.

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

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

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
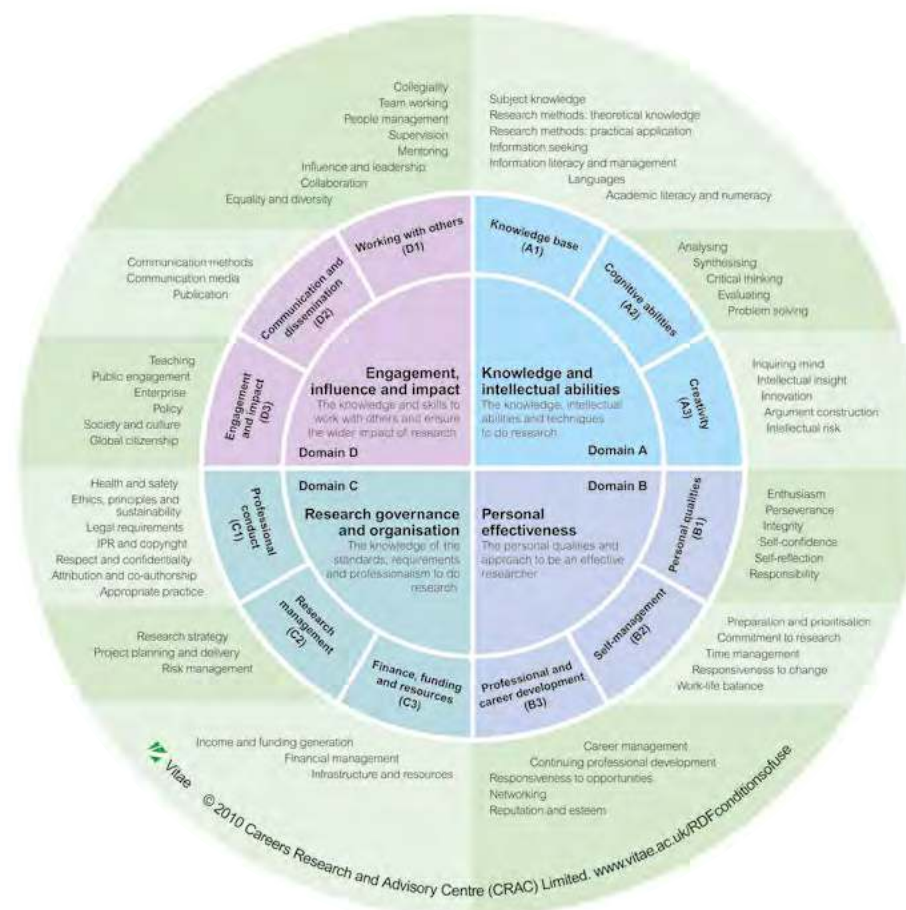
Researcher Development Series

The Research Office organises a series of workshops and sessions geared towards researcher development throughout the academic year, informed by the Researcher Development Framework. While it draws primarily on in-house expertise, it also includes some experienced external trainers and facilitators.

Taken together, the Researcher Development Series offers University staff and research students a range of opportunities to share information and expertise, explore important research-related issues and build relationships with colleagues. It covers everything from grant/bid writing to working with the media, public engagement, research integrity, research impact, research planning, research ethics, research presentations, leveraging online resources, progressing in your career, and Open 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.

Progressing as a Mid-Career Researcher

Are you at or near the top of your current grade and feeling a little stuck? Looking for promotion, but not quite sure how to go about it? It can be difficult, juggling teaching, lecturing and admin duties, to carve out the time and focus you need to progress your own research – whether that means getting stuck into some experiments/archives, submitting that article you've been meaning to finish, or planning a funding application that could provide opportunities further down the line.

This workshop, facilitated by Dr Jenny Ames (Jenny Ames Consulting), offers you the chance to explore what might be holding you back from the research element of your role, and what you might do to address it. While focused primarily on 'mid-career' researchers (loosely defined), all academic staff are welcome to join and contribute. Following on from the workshop you'll also get the chance to develop a personal plan to help you to progress as a researcher. This workshop includes some pre-work that you need to complete beforehand and bring along.

Date: Thursday 21st October 2021, 10.00-12.00, MS Teams.

Building Your Personal Research Culture

Your personal research culture informs all aspects of how you go about your research: how you manage your time, how you respond to the inevitable rejections you'll encounter as a researcher, steps you might take to progress in your career, and how you can successfully lead (or be a good member of) your team.

This workshop, facilitated by Dr Jenny Ames (Jenny Ames Consulting), gives you a chance both to consider/share insights about your personal research culture, and to learn from the habits, attitudes, successes and setbacks of fellow researchers. It can be all too easy to struggle alone, or to feel that the challenges you face are unique. This session provides an opportunity to dispel that perception, strengthening your links with the University's wider research community, and developing as an individual. Following on from it, attendees will be invited to develop a personal plan, based on their learning.

Date: Thursday 17th February 2022, 10.00-12.00.

Research Impact Workshops and Clinics

Whether you're already planning a potential impact case study for the next REF, or you just want the chance to find out more about research impact more generally, the University's Impact Working Group will be offering a range of sessions catering to your needs over the 2021/22 academic year.

These sessions, led by Professor Iain Greenlees and Dr Charles Green, will include two research impact workshops – 'What is Impact' in semester 1 and a more general 'Research Impact Workshop' in semester 2 – alongside two 'Research Impact Clinic' sessions (one per semester), to which you can bring and discuss any questions, project ideas or impact evaluation materials you may have.

Iain and Charles are also able to offer subject-specific workshops on research impact that can be delivered to University Institutes, Departments and teams, on request. These can be tailored to your needs, offering an overview of your area's impact case study (REF3) submissions to REF2021, and providing an opportunity to discuss and design impactful projects and collaborations for the future.

Email Iain (i.greenlees@chi.ac.uk) and Charles (charles.green@chi.ac.uk) for more information.

Semester 1 dates:
- What is Impact? – 5 November 2021, 11.00-12.30.
- Research Impact Clinic – 12 November 2021, 11.00-12.30

Semester 2 dates will be announced nearer the time.

Open Access in Research

The University's ChiPrints team can be asked to deliver this session at Departmental/Team meetings. It 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 routes to making your research Open Access
- Knowledge and skills to use, and upload your own outputs to, the University's 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 , and can be booked by emailing eprint@chi.ac.uk.

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 specific issues about ChiPrints or Open Access, please email the ChiPrints Team at eprint@chi.ac.uk.

'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.

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).

Introduction to Mendeley

An online workshop, facilitated by Janet Carter, 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.

Brown Bag Sessions

Brown Bag Sessions offer you the chance to present and hear short (20-minute approx.) research presentations in an informal, multidisciplinary setting, all whilst munching on your lunch.

While subject-specific seminars, Research Cafés and conferences are essential to any researcher, offering the granular focus of specialist presentations and audiences, multidisciplinary presentations are also a brilliant place in which to experiment with ideas, hearing back from a wider range of colleagues and perspectives. They offer a chance to integrate further into the University's research culture, getting to know colleagues from all different areas.

Held in November, February and May, our 2021/22 Brown Bag sessions will run from 12.00 to 1.00, with two short papers and a Q&A session. Further details will be published closer to each session, including the titles and abstracts for the presentations, and calls for further presentations. Bring your lunch along!

The sessions will run on the following three Thursdays. Tea/coffee will be available!

• Thursday 4th November 2021, 12.00-1.00
• Thursday 10th February 2022, 12.00-1.00
• Thursday 5th May 2022, 12.00-1.00

Email research@chi.ac.uk to find out more, or to enquire about presenting your research at a Brown Bag session. Look out for updates on speakers closer to the time.

Professors' and Readers' Forum

This is an opportunity for Professors and Readers to meet and discuss issues that are pertinent to the current research environment at the University of Chichester. The Deputy Vice-Chancellor (Professor Simeon Keates) will chair these forums.

Dates and times:
• Wednesday 10th November 2021, 13.00-15.00
• Monday 14th March 2022, 13.00-15.00
• Wednesday 15th June 2022, 13.00-15.00

Get Your Research Growing with the NIHR Research Design Service South East

Don't know where to begin with your next research project? Got an idea, but not sure how to take it to the next level? Come along to this series of informal networking events to hear, share and discuss research with experts from RDS South East. Colleagues from all health-related academic areas – including those whose research intersects with health in interdisciplinary or tangential ways – are encouraged to attend.

As a key part of the National Institute for Health Research (NIHR), the RDS South East team are keen to support researchers to develop high-quality grant applications to NIHR and other national funding programmes, across a wide range of disciplines and methodologies relevant to health and social care research.
Take a look at other regular RDS South East drop-in sessions and workshops at https://www.rds-se.nihr.ac.uk/outreach-and-events/upcoming-events/.

The date of this session will be announced in semester two

How to Get Your Research Published

This How to Get Published session, facilitated by Dr 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.

The date of this session will be announced in semester two

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 the UK Parliament.

The aim of this interactive workshop, facilitated by Dr 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 for doing this, 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.

The date of this session will be announced in semester two

The Parliamentary Office of Science & Technology (POST) also offers various opportunities to engage in their events. POST is committed to making research accessible to the UK Parliament. To achieve this they host a range of events throughout the year, which aim to give parliamentarians and staff the opportunity to hear directly from leading experts.

POST events range from closed intimate round-table discussions for parliamentarians, to presentations to academic delegations, seminars on key topics, and even full-day conferences open to the public, often in collaboration with major academic bodies. You can find out more information on their website: https://post.parliament.uk/ or follow them on Twitter @POST_UK.

Introduction to 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.

These sessions will be run by a combination of Professor Rob Warwick, Dr Eva Mikuska and the University Research Office, will run in both the autumn and spring term, and will be open to all University researchers – at both staff and postgraduate level.

Dates:
- Week beginning 13th December 2021
- Semester two session TBC

The Research Ethics policy and forms, as well as other resources can be found on the Research Ethics Moodle Page https://moodle.chi.ac.uk/course/view.php?id=70320. If you have any questions about the ethics approval process, please contact research@chi.ac.uk.

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 will be run by Dr Andrew Smith (Reader in Contemporary History and Politics) and James Haigh (Senior Press Officer), 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. It will also explain the process of press releases at the University of Chichester.

The session will run in June 2022.

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 Professor Steve Myers (Institute of Sport) and Alison Davis, 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.

The session will run in June 2022, with details advertised nearer to the time. If you have any questions about research bid costings and pricing more generally, don't hesitate to get in touch with Alison Davis and Dr Charles Green, who can offer hands-on support and guidance.

Departmental Sessions on Applying for Research Funding

As part of the University's ongoing drive to facilitate research and kickstart funding bids, Alison Davis (Research and Enterprise Finance Officer) and Dr Charles Green (Senior Research Officer) will be offering bespoke presentations on applying for research funding to individual research areas.

These can offer a general overview of the research funding bidding process, and/or advice on any specific ideas or projects you may have. Email Alison (a.davis@chi.ac.uk) or Charles (charles.green@chi.ac.uk) for more information.

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.
 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.

Semester 1 dates:
- The Basics 1 (up to Major Review): Tuesday 2nd November 2021, 10.30-12.00
- Supervisor Development Workshop: Tuesday 16th November 2021, 10.30-12.00
Semester 2 dates:
- The Basics 2 (Major Review to viva): Tuesday 8th March 2022, 10.30-12.00
- Supervisor Development Workshop: Tuesday 22nd March 2022, 10.30-12.00

Preparing to be Research Degree Examiner or Chair

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 with experts in their field, and helping examiners to assess whether those students have met the requirements of the degree for which they have studied.
Viva examinations are officiated by an Independent Chair, whose job it is to monitor good practice. The task of assessing and questioning the student falls to the examiners, who require a comprehensive understanding of strategies for assessing theses/candidates, the possible outcomes of the viva examination, and how to manage the sometimes challenging situations that can sometimes arise.

This session, run by the Research Office and academics experienced in conducting viva examinations. will provide you with an opportunity to explore how every participant can contribute towards the best possible outcome. It is particularly suited to staff who have yet to serve as an Independent Chair or viva examiner, though all researchers – however experienced – are also welcome to attend.

Date: Tuesday 26th April 2022, 10.00am-12.00pm

Training and Events for PGRs

Postgraduate Research Student Induction

The induction is an opportunity for new PGR students to get to know each other and the institution. Sessions focus on the learning resources that available here, ways of approaching PGR study, what you might work towards in the longer term, the wider context of research at Chichester and the key stages in MPhil/PhD/DProf candidature. All new students are also required to complete the 'Induction Checklist' available on PGRMoodle.

Dates
- Tuesday 5th October 2021
- Tuesday 1st February 2022
- Wednesday 1st June 2022

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 – especially for postgraduate research students who may be returning from a period of intermission.
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: Thursday 14th October 2021, 2.00pm-3.30pm

Preparing for Your Major Review

Candidates registered for a PhD must undertake a 'Major Review' during their studies. This is a formal academic milestone in the PhD programme and must be completed successfully in order that the student can continue on their PhD programme. The Major Review process is positive milestone where you can gauge feedback from people who may offer you a different perspective on your work. This session provides advice on preparing for the Major Review.

Date: Tuesday 23rd November 2021, 11.00am-12.00pm

Preparing for Your Viva

The viva voce examination that concludes your PhD can be an unnerving prospect – especially if you don't know what to expect, have read too many online scare stories, or aren't sure how to prepare. Looked at the right way, however, your viva can be a hugely enriching experience, offering you a unique opportunity to engage with experts in your field, and to explore your work in new and exciting ways.

This session, delivered by Dr Charles Green, offers you the chance to learn more about what your viva is, dispel a few misconceptions around it, and gain some practical tips on how to approach pre-viva revision. You'll also be able to discuss any particular issues that may concern you, whether you're just beginning your PhD, or your viva is coming up soon. All are welcome!

Dates:
- Thursday 25th November 2021, 11.00am-12.00pm.
- Semester Two date/time TBC

PGR Study Days & Writing With Others

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

PGR Study Days are normally held on the final Thursday of each month, though this can vary slightly. Upcoming dates will be announced regularly via PGR Moodle.

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

In addition to PGR Study Days, 'Writing With Others', a supplementary PGR-led group working initiative, will normally run online every Thursday (excluding PGR Study Days), following the exact same format. Contact Mark Bond-Webster (RBONDWE1@stu.chi.ac.uk) for more information, and/or to sign up to a session.

PGR Study Day Drop-In Sessions
From 12.30 to 1.00 on PGR Study Days (during lunch break), Research Office colleagues will also be available for a drop-in session, giving you the opportunity to discuss any PGR-related issues you may have. If you cannot attend the PGR Study Day, but would like to drop in to chat, email Charles and we can make sure a link is sent to you.

PGR Christmas Quiz 2021

Join the Research Office for our annual Christmas quiz, test your general knowledge and win prizes. Wear your best Christmas Jumper!

All PGR students and supervisors are welcome! More details will be announced nearer the time.

PGR Day 2022

PGR Day is a full day for postgraduate research students to meet up, learn about each other's research, and develop new ideas. Not only that: it's your chance to hear from a range of speakers, across the University and beyond, on subjects related to PGR study, exploring your research and experiences in a range of different ways.

The content of the day is each year decided in consultation with the PGR student body. It has previously included sessions on presenting your research, the 'Elevator Pitch', preparing for your viva examination, and the Vitae Three Minute Thesis (3MT) competition.

The event is open to PhD/DProf students, staff and MA/MRes/MSc students, as well as all academic staff.

Date: Friday 27th May 2022. More details to be announced nearer the time.

PGR focus week: Equality, Diversity and Inclusion

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.

Dates: Week commencing 16th May 2022. Look out for further details closer to the time.

University of East Anglia (UEA) Online PGR and ECR Training Series

The University of Chichester subscribes to the Online PGR and ECR Training Series facilitated by the University of East Anglia (UEA).

Offering a wide range of research and professional skills training for postgraduate research students in 'live-taught' (via a virtual classroom) and 'recording drop' (with content and resources sent pre-recorded to attendees) online formats, this provision provides a highly flexible and impactful suite of opportunities that are accessible to everyone in the early stages of their research career.

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.

Below is a full schedule of the modules, individual sessions, and relevant dates and times for 2021/22. This year we have purchased an additional package of individual sessions for Chichester accredited Research Degrees and Early Career Researchers only. To book please email PGRSUPPORT@chi.ac.uk with the subject heading 'UEA SESSION BOOKING'.

What Should a Literature Review Do?

Every thesis must include a review of relevant literature. Indeed, conducting a literature review is often the first thing a PGR student is asked to do. This session discusses the purpose of this literature review and the importance of summarising, analysing and synthesising the arguments of others as a means of providing a context for your own research.

It also considers some alternative models for writing and structuring a literature review chapter. Understanding your research 'field', and being able to guide your reader around it, are very important first steps on the road to doctoral success. This session is designed to facilitate that process.

Date: Thursday 21st October 2021, 10.00am-12.00pm

Writing Effectively

This session will consider the basic elements of effective academic writing and how they can be combined to ensure the best chance of success. Issues covered will include preparation (targeted literature reviewing, taking a 'position' as an author, and the creation of a preliminary draft), the task of writing (having clear aims, order and structure, signposting, and guiding the reader), writing style (the achievement of clarity and simplicity) and the need for a clear, logical and straightforward conclusion or 'take-home' message. Approaches to editing will also be considered. This session represents almost two decades of academic writing experience packed into two hours, so come along and take advantage!

Date: Thursday 28th October 2021, 10.00am-12.00pm

Preparing Impactful Research Proposals & Grant Applications

This session will consider the writing of effective research proposals and the best ways to create a compelling 'case for support'. Coverage will include the generation of a clear rationale, the statement of a defined and delimited set of research aims and questions, the proposal of a study (or series of studies) - as well as appropriate methods and analyses - that will clearly deliver on the stated research aims.

Emphasis will be placed throughout on the overriding importance of articulating a relevant and impactful list of outcomes and contributions for the proposed research. The relationship of the basic research proposal or case for support with other sections/elements of a grant application, of the type usually demanded by major funders, will also be considered.

Date: Thursday 2nd December 2021, 1.00pm-3.00pm

Academic Publishing

This session will introduce and discuss the practicalities of academic journal publishing. Various means for choosing a target journal will be considered, as will the mechanics of writing an effective paper (including a summary of the aims of each section of an academic report).

Strategies for dealing with reviewer comments will also be considered at some length and opportunity will be provided to look at the response-to-reviewer letters of experienced academics. Time will also be made available for questions.

Date: Tuesday 25th January 2022, 10.00am-12.00pm

Writing & Structuring an Effective Thesis

This session, as the name suggests, will focus on the writing - style, structure and presentation - of an effective PhD thesis. Issues covered will include the overall chapter structure, the aims and presentation of specific chapters (including the introduction, literature review, theoretical/methodological chapters, study chapters, and general discussion), and the manner in which they should be combined to create an effective and impactful thesis.

The need to create a single 'golden thread' or 'guiding narrative' for the thesis will also be emphasised. Writing an 80-100,000 word document is very difficult indeed and this session is designed to help break the task into manageable chunks.

Date: Tuesday 22nd February 2022, 10.00am-12.00pm

A Comparison of Qualitative Methods

This session will compare and contrast the aims, data collection preferences, analytic style, limitations and appropriate usage of four different qualitative methods - grounded theory, thematic analysis, interpretative phenomenological analysis and narrative analysis – in order to identify the types of research questions to which each method is best suited. The possibility of conducting by-person or case analyses using qualitative data will also be considered.

Date: Thursday 24th March 2022, 1.00pm-3.00pm

Qualitative Interviewing

This session will consider three different types of interviewing (structured, semi-structured and unstructured), but with a particular focus on semi-structured or 'qualitative' interviewing. Other issues covered will include the nature of interview questions, the design and structure of an effective interview schedule and the mechanics of conducting a successful interview (with different people and to deliver on our research aims). The idea is to share experiences, knowledge and potential 'tricks-of-the-trade'. Time will be allowed for raising questions and/or issues pertinent to your own PhD studies.

Date: Thursday 31st March 2022, 1.00pm-3.00pm

Analysing Qualitative Data

This session will consider and discuss a range of issues relative to the micro-analysis of qualitative data. Using example data throughout, issues covered will include the analyst's perspective (the aims and nature of their engagement with the data), coding systems, how to choose extracts for analysis in a systematic fashion, the meaning and importance of interpretation, generalizing from qualitative findings and various write-up issues, including the relationship between the analysis and discussion sections of a qualitative report and the creation of impact.

Date: Thursday 7th April 2022, 1.00pm-3.00pm

Securing a First Academic Post

In a highly competitive world, securing any academic post is difficult. Getting a foot on the ladder in this context can seem especially daunting. Excellent subject knowledge, research and teaching skills are a good place to start, but a lack of know-how and experience in the application process often leads to 'all being lost' in the paperwork.

Followed carefully, the advice given in this session will stop that happening. Delivered by an academic of 20 years standing - eight of which were spent (very successfully) advising PGT/R relative to academic job applications - the session will focus on a number of relevant issues, including the need to establish an academic identity, how to recognise a 'gettable' post, and particularly the generation of effective and job-tailored application paperwork (including CV's, personal statements, and covering letters). The structure and nature of academic interviews will also be discussed. Will attending this session secure you a first academic post? No. But it should improve your chances of being interviewed, and that's a very big step in the right direction.

Date: Wednesday 28th April 2022, 10.00am-12.00pm

A Beginner's Guide to Quantitative Research

This session will provide a conceptual and methodological introduction to quantitative research, which may be of particular use to PGR students considering quantitative methods and analyses for the first time, or who feel in need of a 'friendly' and straightforward refresher session.

Important quantitative concepts such as variables, hypotheses, probability (and p values), reliability, validity, and Type 1 and 2 errors will be defined and a tour will subsequently be taken through a range of statistical tests that can be used to examine both significant associations (correlation and regression) and significant differences (including the t-test, ANOVA, ANCOVA, and MANOVA) in your data set. Each statistical test will be mapped against the kind of research questions/hypotheses it is designed to answer and attendees will be shown how to run each test in principle, to interpret their results/output and to report the findings of each test in an appropriate format.
If you're intending to employ quantitative research techniques in your thesis, but currently feel uncertain about the correct procedure or method of data analysis, this session comes highly recommended.

Date and time: TBC in semester 2. Will be available via online 'recording drop'.

An Introduction to Scale Development

This session will introduce students to the procedures used to develop reliable and valid scales, allowing them to accurately measure a variety of personal and social variables which would otherwise not be directly observable. The session is led by a tutor well-known for her scale development work in the context of self-determination theory – having designed and implemented both 'The Controlling Coach Behaviour Scale' (cited 531 times since 2010) and 'The Psychological Need Thwarting Scale' (cited 717 times since 2011).

It will explore the scale development process from start to finish, beginning with item generation, and moving on to the piloting of items, through data collection, and concluding with a guide to various data analytic techniques, including exploratory and confirmatory factor analyses, as well as appropriate tests of reliability and validity.

Date and time: TBC in semester 2. Will be available via online 'recording drop'.

Online Training Series for PGR'S 2021-22

The University also subscribes to a broader online training series run by UEA. This offers research and professional skills training overlaps with that listed above in some of its content and format, but is not reserved exclusively for students at the University of Chichester. For this reason, while it is possible to access here a wider range of sessions than those listed above, it is possible that these sessions may fill up – so early booking is strongly recommended.

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. 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.

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. The landing page on this site provides information about how to book, waiting lists, the possible addition of extra sessions, how to access and set up the Electa-Live virtual classroom software, which is used to host the sessions, and how to cancel a booking should that become necessary. Please visit the booking website and read all the information provided. If you have any problems, you want to ask a question, or there is anything you don't understand, please feel free to e-mail simon.d.watts@uea.ac.uk and/or ssf.advancedtraining@uea.ac.uk and we will do our best to help.

Module 1: Academic Writing
(1) What Should a Literature Review Do?
Tues 5th Oct; Weds 6th Oct; Thurs 7th Oct; Tues 16th Nov; Tues 11th Jan; Tues 8th Feb; & Tues 15th Mar
(2) Writing Effectively
Tues 12th Oct; Weds 13th Oct; Thurs 14th Oct; Weds 17th Nov; Tues 18th Jan; Weds 9th Feb; & Weds 16th Mar
(3) Academic Publishing
Tues 19th Oct; Weds 20th Oct; Thurs 18th Nov; Tues 25th Jan; Tues 15th Feb; & Tues 22nd Mar
(4) Writing & Structuring an Effective Thesis
Thurs 21st Oct; Tues 26th Oct; Thurs 28th Oct; Tues 23rd Nov; Tues 1st Feb; Weds 16th Feb; & Weds 23rd March

Module 2: Qualitative Research Skills
(1) A Comparison of Qualitative Methods
Tues 2nd Nov; Tues 16th Nov; Tues 11th Jan; Tues 8th Feb; & Tues 26th Apr
(2) Qualitative Interviewing
Thurs 4th Nov; Thurs 18th Nov; Weds 12th Jan; Tues 15th Feb; & Weds 27th Apr
(3) Analysing Qualitative Data
Tues 9th Nov; Tues 23rd Nov; Tues 18th Jan; Tues 22nd Feb; & Tues 2nd May
(4) Using NVivo for Qualitative Research
Thurs 11th Nov; Thurs 25h Nov; Weds 19th Jan; Tues 1st Mar; & Weds 4th May

Module 3: Finishing your PhD
(1) Preparing for your Viva
Tues 30th Nov; Weds 23rd Feb; Tues 29th Mar; & Tues 10th May
(2) On the Job: Securing a First Academic Post
Weds 1st Dec; Weds 2nd Mar; & Weds 30th Mar
(3) Preparing Impactful Research Proposals & Grant Applications
Tues 7th Dec; Tues 8th March; & Tues 5th Apr

Module 4: Teaching Skills
(1) Preparing & Delivering Seminars
Weds 8th Dec & Tues 15th Mar
(2) Preparing & Delivering Lectures
Weds 14th Dec & Tues 22nd Mar
(3) Assessment, Feedback & Module Design
Weds 15th Dec & Tues 29th Mar

Module 5: Quantitative Research Skills
(1) A Beginner's Guide to Quantitative Research
Weds 30th Mar & Weds 11th May
(2) An Introduction to Scale Development
Tues 5th Apr & Weds 18th May
(3) An Introduction to Structural Equation Modelling
Weds 6th Apr & Weds 25th May

Leaders, Managers and those aspiring to be

Developing Leadership Programme (Postgraduate Certificate)

We are delighted to launch this new Leadership and Management Programme, delivered by the team in our Business School. The programme is aimed at those who are already line managers who would like to develop their skills and aspire to be at Head of Department level.

We recognise the contribution and importance of 'middle managers' in driving change and innovation at the University and see this programme as key in developing skills and networks at this level.

Programme content

The programme will cover topics such as:

- Strategy
- Decision making processes
- Team development, diversity and emotional intelligence
- Leadership
- Coaching approaches and skills
- Group and organisation dynamics
- Change management and innovation
- Powerful communication
- Utilising resources

Throughout the programme, action learning sets will provide colleagues with the opportunity to make connections with topics discussed and generate commitment to take action in the workplace. Being a safe facilitated environment with colleagues facing similar challenges, it is an opportunity for managers to share experiences, stories and to work out sensible next steps.

Programme delivery

The Programme will be delivered over the course of 12 months, **commencing January 2022** with 10 face-to-face sessions delivered once a month (not including July and August), with opportunities throughout for interaction with other managers and plenty of opportunities to apply the learning in your role. There will also be session introductions from members of the Vice-Chancellor's Group which will allow participants to ask questions and contextualise learning.

On successful completion of the Programme, **you will be awarded a Postgraduate Certificate**, at 60 credits this will be a third of a Masters degree, but more importantly experience has shown that this will have a significant impact on your leadership.

What should I do if I am interested in this Programme?

You should first speak to your line manager about your interest. Places will be limited and managers will need to support your attendance in order for you to gain a place on the course.

If you are unable to attend this programme, it is intended that there will be future cohorts so there will be opportunity in the future. In order to book a place, please contact staffdevelopment@chi.ac.uk.

HeadSpace

Headspace provides all Heads and Directors of Department/Institute (professional services and academic) with an informal space to share good practice and ideas. Headspace will run about four times this academic year and will usually last for an hour. It will be an informal discussion with colleagues over lunch, disseminating good practice and sharing ideas. Invites will be sent out to Heads of Department directly.

Diversifying Leadership Development Programme with Advance HE

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. Following a successful roll-out in 2020-21, we are pleased to offer this opportunity to staff again.

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.

- Tuesday 9th November 2021: Leadership, 'BAME leadership' and lessons from the labyrinth
- Thursday 18th November 2021: Leadership, power and influence: changing the game
- Tuesday 7th December 2021: (Action learning set): Speaking actions into existence
- Wednesday 12th January 2022: Leadership tomorrow: vision, voice and visibility
- Tuesday 1st February 2022 (Action learning set): Speaking actions into existence

Further information
Further details about the programme and resources are available from the Advance HE website. If you would like to support colleagues as a sponsor whilst attending this programme, we would be pleased to hear from you.

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 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 this 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.

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.

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: Thursday 17th March 2022, 9.30am-4.00pm

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 17th February 2022, 1.30pm-4.00pm

Performance Review Development Plan (PRDP) Overview

This overview workshop, facilitated by the HR/Professional Development Manager, 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 HR/Recruitment Manager, 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. You can find them on Learning Hub.
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: Tuesday 29th March 2022, 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 5th May 2022, 9.30am-12.30pm

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 22nd March 2022, 9.30am-12.30pm
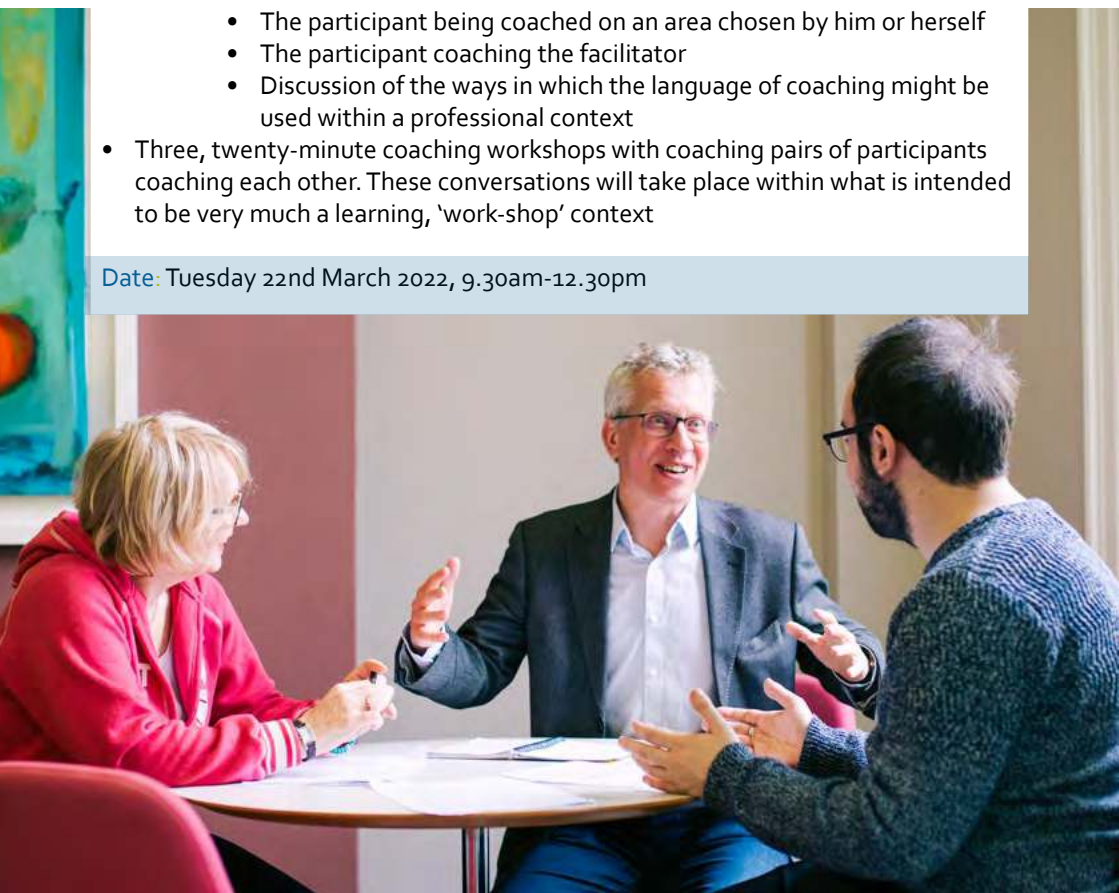
The University Mentoring Scheme

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 or Kevin Botto, HR/Professional Development Manager.

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: Thursday 20th January 2022, 9.30am-12.30pm

Developing Your Skills

Career Development Programme for Professional Services staff

We are excited to launch a brand new Career Development Programme for Professional Services staff, based around the AUA CPD Framework, which is a versatile tool that supports the career development of higher education professionals. The programme will be delivered between January 2022 - July 2022.

The professional behaviours highlight behaviour patterns that distinguish effective performance in HE professional services roles and this course aims to help individuals develop each of these areas. The programme will end in a group project and after completion, **participants can apply for accredited membership of the AUA.**

Session 1: Introduction to the Programme
Wednesday 12th January 2022, 2pm-3pm
This introduction will be the first chance to meet and network with the other participants on the programme. Lissie Whitaker and Kevin Botto will introduce the development programme and discuss in more detail what it will involve.
Participants will also be sent the IT Skills analysis tool to complete and 1-2-1 sessions will be arranged with members of the IT team.

Session 2: A Coaching Approach within the Mentoring Relationship
Wednesday 9th February 2022, 9.30 – 12.30pm
Mark Wilson from Wilson Coaching will introduce participants to the language, approach and techniques more commonly found within the Coaching relationship.

Session 3: Solution Focussed Working
Thursday 3rd March 2022, 9.30-12.30pm
In this session Steve Creffield from Evolve Training will help participants to look at solving problems in a different way and making changes with a more 'solution focussed' approach.

Session 4: Understanding yourself and others – Using Lumina Spark
Thursday 7th April 2022, 9.00am-1.00pm
This session facilitated by Julia Carden from Carden Consulting will explore how individuals contribute and add value to teams through completing the Lumina Spark Model to observe how everyone operates differently.

Session 5: Project Management
Tuesday 3rd May 2022, 9.30am-4.30pm
This interactive workshop facilitated by Simon Wilson from Wilson Sherriff Training will cover a broad overview of the fundamental aspects of managing a small project including time management, involving correct people and practical tips.

Session 6: Introduction to Group Project
Wednesday 25th May 2022, 2pm-3pm
The group will meet again discuss how the programme has gone so far for them and will have a chance to begin their self-reflective piece of work. Lissie and Kevin will also introduce the group project they will be working on for the next 6 weeks.

Session 7: Presentation Skills/Design
Wednesday 22nd June 2022, 9.30am-.430pm
Presentation Skills, facilitated by Steve Creffield from Evolve Training, will cover everything you need to stand up and stand out as a presenter.

Session 8: Presentations
Thursday 14th July 2022, 10am-1pm
The group will present their group presentations in front of a small group of colleagues, including at least 2 members of VCG. Final reflections of the course will be also be discussed. The programme will finish with the group being supported with gaining accredited membership to the AUA.

To book a space on this programme or find out more details please email staffdevelopment@chi.ac.uk.

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.

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.

Over the pas few years the AUA have arranged 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. Prof Jane Longmore also 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".

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.

Minutes Made Easy

Most staff take minutes with no formal training to support them; not surprising since even secretarial training seldom teaches this useful skill. Most minute-takers are 'thrown in the deep end' and have to learn as they go along, and some face the added problem of having to contribute, but all feel the pressure of the role and the word 'hate' often appears in the same sentence as 'minutes'. Joanna Gutmann from JG Training helps you to overcome the fear, and learn the basic knowledge of taking 'minutes'.

Following the course, delegates will be able to:
- Outline the purpose of each section of the meeting and what to listen for and minute for each
- Prepare an informative, structured agenda
- Identify the relevant points from discussion
- Take fast accurate notes without the need for shorthand
- Present minutes that meet the needs and expectations of the group
- Ensure that minutes provide an audit trail for actions and meet the requirements of good governance
- Draft minutes quickly and present information in logical structure

Date: Tuesday 23rd November 2021, 9.30am-4.30pm, Committee Room 2, BOC

This session was fantastic! Joanna is an incredible trainer! She's very personable and matter of fact and really knows her stuff. I found the way we worked through the different techniques and how to hunt out the issue, reason, decision and action so helpful!

Empathy and Self Awareness in Practice

Every organisation aspires to have a highly effective and motivated workforce, and teams where people interact successful. Emotional Intelligence (EQ) is the cornerstone of successful organisations, and that begins with empathy and self-awareness.

Everyday we make decisions using our emotions. Whether that's a decision based on gut-instinct or choosing how to react to challenging behaviour from others. Understanding how you operate on an emotional level makes it easier to self-regulate, self-motivate and increases our effectiveness, including our capacity to take on challenging tasks.

During the workshop participants explore:
- How to implement empathy
- What drives behaviour and how the brain responds to pressures
- Your personal hot buttons and how these effect success
- Tools for developing self-awareness
- How to recover from a 'hi-jack' and practice self-empathy

Date: Tuesday 31st May 2022, 9.30am-4.00pm

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.

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 delivered by Mark Wilson 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: Thursday 16th June 2022, 1.30pm-3.30pm

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

This interactive workshop, run by Mikki Collins, Digital Content Producer, and James Haigh, Senior Press Officer, 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.

Dates:
- Wednesday 26th January 2022, 10am-11.30am, BOC
- Thursday 2nd June 2022,1pm-2.30pm, BRC

How to Use Department Social Media Accounts to Aid Student Recruitment and Conversion

This interactive workshop, run by Mikki Collins, Digital Content Producer, aims to provide the attendees with the latest tips and tricks to running your department social media accounts to support student recruitment and conversion for the next academic year.

There will be a brief overview of different platforms and which are best for the department you're in, and how to utilise your students to create content.

Dates:
- Thursday 25th November 2021, 10am-11.30am, BOC
- Monday 25th April 2022, 1pm-2.30pm, BRC

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: Thursday 20th January 2022, 9.30am-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 advertised nearer the time. If you would like to register your interest please email staffdevelopment@chi.ac.uk.

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: Thursday 18th November 2021, 9.30am-11.30am

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 8th December 2021, 1.30pm-3.30pm

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: Tuesday 22nd February 2022, 10.00am-12.30pm, MS Teams Virtual Session

"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."

Demystifying Apprenticeships

The session, facilitated by Holly Hart, Apprenticeships Manager, is aimed at 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 the differences in admin processes when supporting apprentices on to programme.
- How an apprenticeship can be run in the same way as a traditional route programme; what are the similarities.
- The involvement of employers and our responsibilities to them.
- Why we are attracting students to undertake apprenticeships and the benefits of taking this route.
- What to consider if you are planning to recruit an apprentice in your team.

Date: Wednesday 2nd March 2022, 9.30am-12.00pm

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: Friday 6th May 2022, 9.30am - 12.30pm

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.

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 24th January 2022, 10am-11am, MS Teams
- Thursday 9th June 2022, 10am-11am, BOC
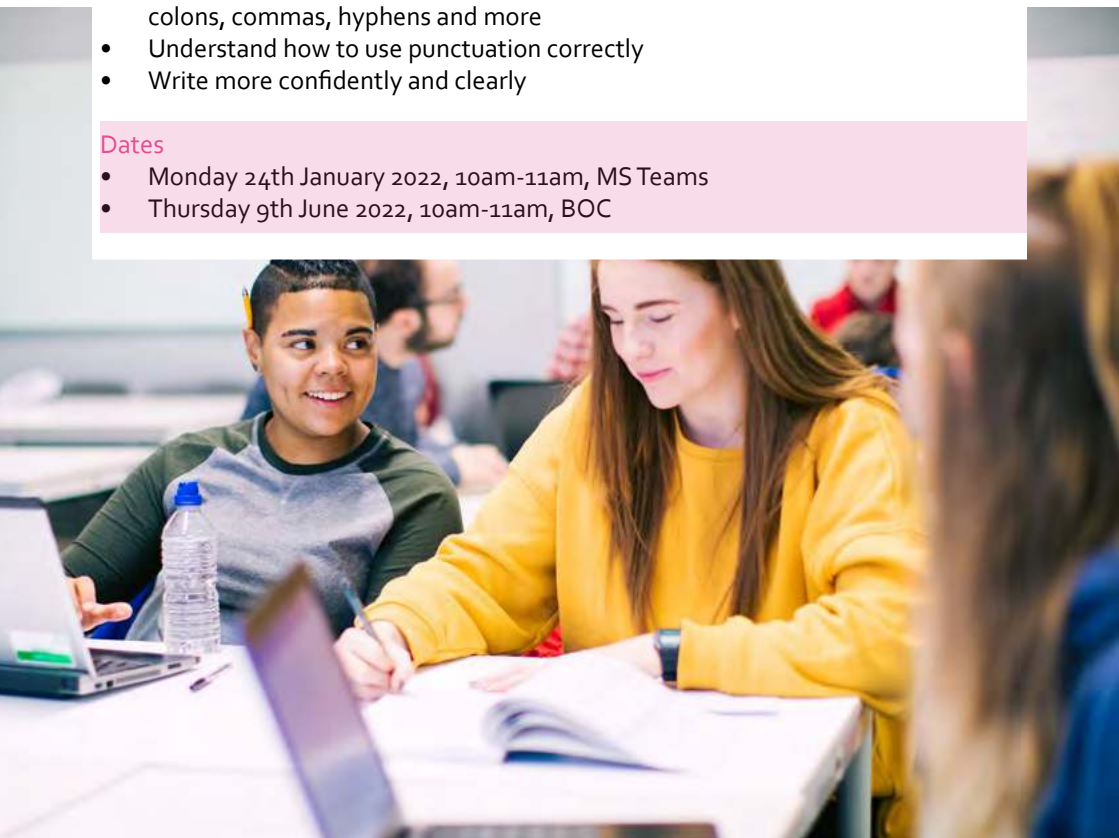
Editing and Proofreading your work

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 27th January 2022, 10am-11am, MS Teams
- Friday 10th June 2022, 10am-11am, BOC

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
- Friday 28th January 2022, 10am-11am, MS Teams
- Tuesday 7th June 2022, 10am-11am, BOC

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.

Inclusivity and Support

Our Commitments

Black, Asian and Minority Ethnic 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 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.

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.

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.

Harassment and Sexual Misconduct

In line with the OfS Statement of Expectations concerning harassment and sexual misconduct, the University has reviewed it's policies and processes and will communicate these to staff shortly. We are working on developing training to support these policies, including support on handling disclosures and where to direct staff and students who disclose an incident of harassment or sexual misconduct. Further details will be sent in due course.

BE YOU podcast

The University of Chichester's BE YOU podcast offers advice to anyone who is considering going to university and an opportunity to learn what it's like to be different types of students, to allow more students to feel comfortable with being themselves on campus.

Each episode has student guests relevant to the episode topic joining our student hosts to discuss their student experience in-depth and showcase how inclusive and friendly the Chichester community is. Series 3 will focus on the minority student communities covering the following topics; being a trans student, being a non-binary student, being in the LGBTQ+ community, being a person of colour, being an international student, having a disability and being a parent whilst at university.

Further Details:
You can listen the podcast via this link: https://anchor.fm/university-of-chichester and it is also available on Spotify.
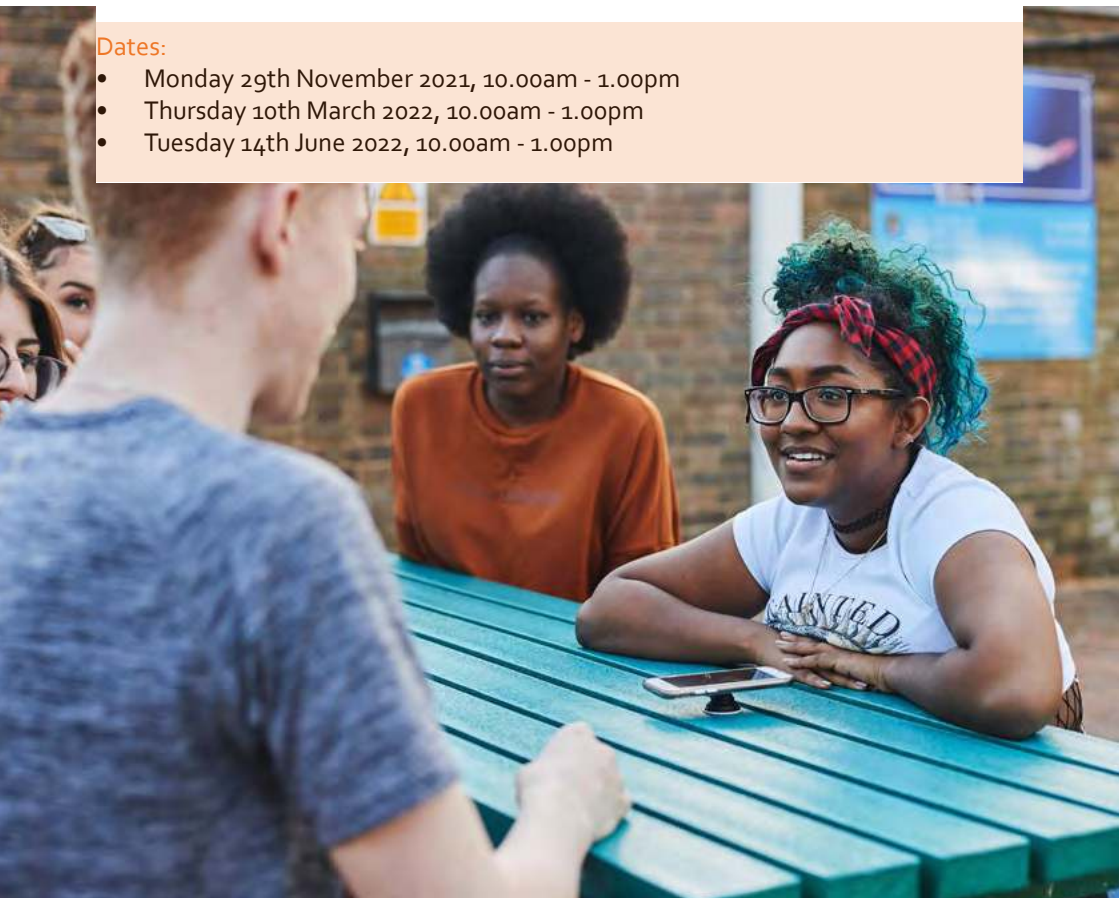
White Privilege Training

This session, facilitated by Dan Sanders, is recommended 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:
- Monday 29th November 2021, 10.00am - 1.00pm
- Thursday 10th March 2022, 10.00am - 1.00pm
- Tuesday 14th June 2022, 10.00am - 1.00pm

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 17th February 2022, 1.30pm-4.00pm

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: Tuesday 5th April 2022, 1.00pm-4.30pm

Suicide Prevention and Awareness

⬡⬡⬡⬡⬡⬡⬡⬡⬡

Suicide is the biggest killer of under 35s in the UK. This training aims to equip you with the knowledge and skills to better understand suicide and suicide prevention.

The key objectives are:
- To consider our attitudes around suicide
- To consider 'signs' that may indicate someone is having thoughts of suicide – and how we ask about those
- To understand how to listen to someone talking about suicide
- To discuss your experiences of supporting people with thoughts of suicide – and the importance of debriefing and self-care

The date for this training is to be confirmed and will be advertised nearer the time.

LivingWorks E-Learning on Suicide Prevention
An effective 90 minute suicide prevention e-learning module will also be accessible to staff and students. This interactive training will give you the skills and confidence in keeping people safe. Further details will follow via email.

How to support colleagues and others with their 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 the session participants should be able to feel more confident in having conversations with others about their mental health, and will have further knowledge on ways they can support them.

Content:
- What do we mean by good mental health? And what is poor mental health?
- Pressure, stress and mental health problems
- Definitions, common mental health problems, and the impact of stigma and discrimination
- Having conversations, and dealing with the issue of a reluctance to disclose
- How to spot the signs of someone struggling with their mental health

Date: Wednesday 27th April 2022, 9.30am-12.00pm

How to support students with their mental health

This half day workshop, facilitated by West Sussex MIND, is focused on Mental Health in the Workplace and identifying and supporting students with potential mental health issues.
By the end of the session participants should be able to feel more confident in having conversations with students about their mental health, and will have further knowledge on ways they can support them.

The University's Student Support and Wellbeing team will also join the end of this session to give advice around signposting and the University's own practices and procedures around supporting the mental health of students.

The session will cover:
- What do we mean by good mental health? And what is poor mental health?
- Signs of mental distress i.e. high levels of emotional distress or high frequency of support seeking
- Signs of mental illness i.e. change in attendance, change in personality or change in academic performance
- How to support a student in distress e.g. calm approach, boundaries and signposting to student support
- How to support a student with a mental illness e.g. SARA, monitoring SAM and direct liaison with UinMind

Date: Tuesday 25th January 2022, 9.30am-12.00pm

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.

Date: Thursday 17th February 2022, 9.30am-12.00pm

We also have an 'Unconscious Bias' E-Learning module developed by the Human Resources Team which will be accessible via the Learning Hub soon.

5 Steps to Become a Successful Ally

• Have you ever witnessed discrimination, and not been sure what to say?
• Have you ever been concerned that you might use the 'wrong' language when speaking about/with a diverse group of people?
• Would you like to know how to better communicate with staff/students that may have faced discrimination?

If you answered yes to any of these questions, then this session is for you. The 5 simple steps will rapidly equip you for effective 'allyship'. The session will be a safe and supportive space involving discussions, practical role-plays, and an opportunity tor you to ask any of those questions you've always wanted to ask. You will leave feeling better prepared for future challenges that come your way!

Date: Thursday 23rd June 2022, 10.00am-12.00pm

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

Helen Dignum, 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

These sessions will take place in semester two and the dates will be advertised nearer the time in all staff emails.

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 Helen directly at H.Dignum@chi.ac.uk.

Disordered Eating

Eating disorders are serious and often cause fatal illnesses that hamper normal eating habits. This course, facilitated by MIND, aims to promote eating disorder awareness and learn how to spot signs of disordered eating and how to support those experiencing it.

It will cover:
- The definition of eating disorders and difference between eating disorders, disordered eating and dieting
- Possible causes and signs of eating disorders
- The types of eating disorders
- The treatment and support options for eating problems

Date: Thursday 27th January 2022, 9.30am-12pm

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: Tuesday 15th March 2022, 2pm-4pm

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. 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.

Neurodiversity at Work

This interactive session, facilitated by Genius Within, will cover what neurodiversity is and the conditions associated with neurodiversity. The training will discuss how to recognise signs of neurodiversity, the strengths of neurodiversity and how it may impact on the workplace. The training will also look at how neurodiversity might affect thinking and communication and provide participants with strategies for managing and communicating with neurodiverse staff.

Date: Wednesday 9 February 2022, 9.30am - 12.30pm

Employee Wellbeing

Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is a package of emotional and practical support that helps you and your colleagues to thrive at work. It is run by Education Support who are the only UK charity dedicated to supporting the mental health and wellbeing of teachers and education staff in schools, colleges and universities.

We're all human and challenges in life or at work can reduce our wellbeing and our effectiveness. The Employee Assistance Programme gives all employees at the University of Chichester confidential support and guidance just when they need it most.

Counselling
- The expert team are specially trained to support on a wide range of emotional and mental health topics
- They will assess your needs and provide emotional support, practical assistance and signposting to help you through the most difficult times.
- The counselling follows a short term solution-focused brief therapy model. (up to 6 sessions)
- Where the assessment deems that the counselling model is clinically appropriate for your needs we can offer this either face-to-face or via telephone.
- If longer term or open-ended support is required then they will help you to locate services outside of the EAP who may be able to meet your needs.
- Counsellors are fully qualified to practice with a diploma or a masters degree in counselling and are fully accredited with the BACP* or equivalent, or are working towards this.

To access any of the services, you simply need to call 08000 856 148

- Completely confidential and independent service.
- Access available 24 hours a day, 365 days a year.
- Support for personal or work issues.

In the moment support and counselling for home-life issues	Confidential, independent specialist support for personal challenges such as relationship breakdown, coping with anxiety, bereavement, infertility, low self esteem, insomnia etc.
In the moment support and counselling for work-related issues	Confidential, independent specialist telephone support for challenges or issues related to work such as workplace stress, worklife balance, difficulties with colleagues etc.
Financial and Legal	Our qualified legal and financial professionals provide specialist support on a range of personal issues such as matrimony, housing, consumer, boundary disputes, debt management and more.
Specialist information	Specialist information and signposting services on topics such as elder care, childcare and disabled care.
Fast Access	You can access support via telephone or live chat 24 hours a day.

To access any of the services, you simply need to call **08000 856 148**

For the online resources visit: educationsupport.org.uk/onlinesupport
Username: worklifesupport
Password: support1

Building Resilience Sessions

These sessions, facilitated by Mark Wilson from Mark Wilson Coaching, are 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.

All of the sessions will link nicely to each other so Mark recommends participants to attend the introductory session and then the following three. However he also happily welcomes attendees to any one session and places no pressure on people to attend them all as each session can work well on it's own and have it's own benefits to attendees.

If you would like any further information on what each session covers please feel free to contact staffdevelopment@chi.ac.uk.

Introduction Session - Building Resilience
- Tuesday 24th May 2022, 9.30am-12.30pm

The introductory session will be followed by three 2.5 hour sessions on the following topics…

Session 1. Safety and Comfort Zones
- Tuesday 7th June 2022, 9.30am-12pm

The first session of the 'Building my Resilience' series focuses on safety zones/comfort zones and what we get and don't get by staying in them.
We look at broadening the zones within which we feel safe by creating boundaries – what they are and how they might serve us, and a process by which we can create and sustain them

Session 2. Dealing with Conflict
- Tuesday 21st June 2022, 9.30-12pm

In this session, 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.

Session 3. The Group's Choice of Topic
- Tuesday 5th July 2022, 9.30-12pm

Session three will be used to consider a separate focus area 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: Thursday 7th April 2022, 2.00pm-4.00pm

Healthy Eating and Managing Weight

This online session, facilitated by Chichester Wellbeing Services, discusses how small changes and positive eating habits can quickly improve wellbeing leading to a healthier lifestyle. The workshop covers a variety of topics from challenging the myths about diets, blood sugar balance, snacks and treats, exercise and how stress and lack of sleep may affect appetite and food cravings.

Bringing you benefits such as:
- Improved energy
- Better hydration
- Weight management
- Better sleep
- Reduced stress levels
- Improved fitness levels
- Increased confidence

Date: Tuesday 15th February 2022, 10am-11am, MS Teams

The Importance of Sleep

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 2nd December 2021, 10am-11pm, 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: Tuesday 9th November 2021, 2pm-3pm, MS Teams

Wellbeing Check-Ins

Run by Arun and Chichester Wellbeing Services, staff have the opportunity to see a Wellbeing Advisor during work time for a lifestyle appraisal (previously wellbeing MOT's).
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, a check-in 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: Wednesday 19th January 2022, 9.30am-4pm, 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.

Wellbeing Telephone Calls

Chichester Wellbeing can offer staff one to one telephone appointments. 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.

These are available on an on-demand basis all year round. Simply email mboulle@chichester.gov.uk to book an appointment.

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. NHS Health Check is a national programme in England for people between the ages of 40 and 74. It is a free 30 minute check to assess your risk of developing heart disease, stroke, diabetes and kidney disease. This check is offered because everybody is at risk of developing these health problems, having an NHS Health Check can help you to lower your chance of developing them.

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: Monday 6th June 2022, 9.30am-4.30pm, BOC

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

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.

'Always On' Finance Webinars

HSBC are also offering a selection of open webinars each month which are free for staff to join. The core sessions will cover a hybrid of topics within one seminar, these are high level, touching on different points to consider at different life stages and the HIIT sessions will cover a specific topic in a shorter higher intensity seminar to aid your Financial Wellbeing.

Types of sessions available:
- Managing and Growing your Wealth
- Budgeting
- Investments
- Home Buying
- Pensions
- Retirement - Planning Ahead
- Retirement - Ready to Retire

Further Details
These sessions will be advertised each month in the professional development emails.

Understanding Menopause

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 Chichester Wellbeing, is aimed at all gender identities 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: Monday 4th April 2022, 9.30am-11.30am

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 2021/22. 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. This year the sessions include: Christmas Cards and Tags, Stone Painting, Introduction to Knitting

Dates for these sessions will be announced in the monthly professional development emails.

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 the Wellbeing Coordinator who is based in Tudor Hale Sports Centre at exercisereferral@chi.ac.uk for further information.

Opportunities to
Network and Socialise

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.

Parent Link

Parent Link is a brand new networking group set up by Cat Mouland, Executive Officer, which exists to connect and engage the community of parents at the University of Chichester, and provides a forum to share experiences and resources to help navigate the complexities of balancing work and parenting.

The group will be able to communicate via the Teams group Cat has set up and there will be various networking sessions organised over the year to discuss topics decided by the group.

Further Details
Cat Mouland currently leads Parent Link so if you would like anymore information, please contact her at C.Mouland@chi.ac.uk or the professional development team at staffdevelopment@chi.ac.uk.

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 and via MS Teams.

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

- 3rd November 2021
- 15th December 2021
- 26th January 2022
- 9th March 2022
- 4th May 2022
- 15th June 2022

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

- 27th January 2022
- 10th March 2022
- 5th May 2022
- 16th June 2022

Exercise Opportunities

Tudor Hale Exercise Classes

⬡●●●●●●●●●

Tudor Hale employees will be running various exercise classes for staff throughout the year in Tudor Hale Centre of Sport. These may also be streamed so people can still access them even if they are not on campus.

The sessions are likely to include options such as:

- Core Stability - This 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.

- 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.

- 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.

- Stretch and Relaxation - The focus of this class is to stretch out and release any tension, stress or worries and bring about peace and calm. There will be a mix of yoga postures, gentle stretching, and breathing techniques, perfect for all abilities including beginners. Be ready to feel relaxed and revived.

Couch to 5k ⬡●●●●●●●●●

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.

Healthy Walking ⬡●●●●●●●●●

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!

Tudor Hale 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 with a free membership for staff for the first semester (1st September 2021- 31st January 2022).

This can be purchased via the Chi Store, please follow link below: https://store.chi.ac.uk/product-catalogue/institute-of-sport/events-2021/gym-membership-tudor-hale-centre-for-sport-bishop-otter-campus

The Fitness Suite in Tudor Hale Centre for Sport Bishop Otter Campus, offers state-of-the-art equipment, from free weights to resistance machines and a range of cardiovascular equipment. An ideal gym for all, no matter what your fitness level or goals.
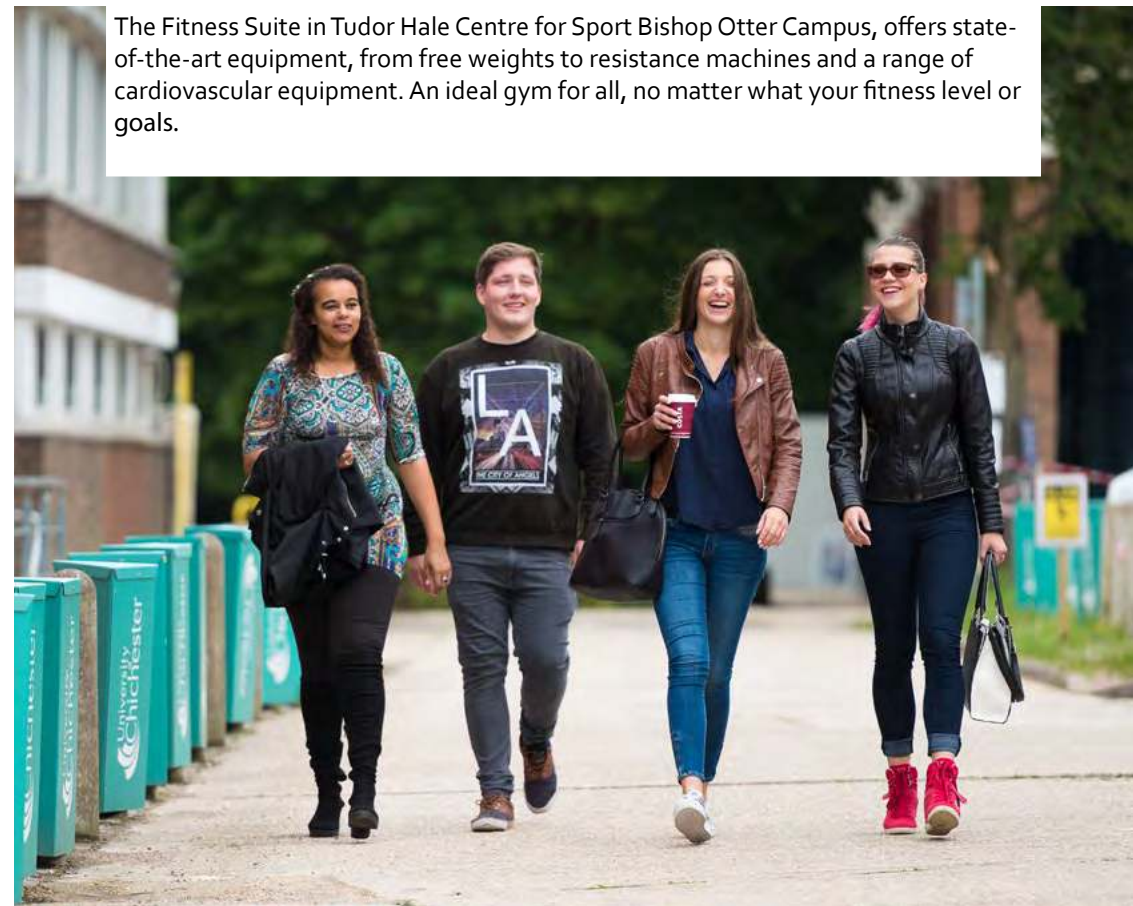
Tudor Hale Centre for Sport

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 with a free membership for the first semester (1st September 2021- 31st January 2022).

This can be purchased via the Chi Store, please follow link below: https://store.chi.ac.uk/product-catalogue/institute-of-sport/events-2021/gym-membership-tudor-hale-centre-for-sport-bishop-otter-campus

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 and 6-a-side football.

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.

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 £14.67 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.

University's LRC's

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

Cycle Scheme

Like many work places, the University of Chichester 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 University of Chichester has chosen this popular lifestyle benefit with the opportunity to lower the cost of a brand new cycling package, spread the cost over 18 months and improve wellbeing amongst staff.

The University uses two providers for this scheme – Evans Cycles and Cycle Solutions. Both companies offer a wide range of bicycles and safety equipment.

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

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.

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!

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 Manager, 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.

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.

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.

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.

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

Environment and Sustainability

'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, helping with our Hedgehog Friendly Campus accreditation, 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, making sustainable food choices, using the inter-campus buses, or car sharing.

In order to encourage everyone to take part, monthly prizes of £10 vouchers are awarded randomly to any individual earning points that month, irrespective of how many points they have. Additional different activities are also added each month for you to get involved in.

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 get involved 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! Towards the end of the academic year 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 is scheduled to take place in May 2022, details will be announced nearer the time.

Winners of last years' competition are as follows:

Jump Champion
- Jacqui Farrell

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
- Marketing, Recruitment and Admissions

Highly Commended:
- Student Support and Wellbeing
- IT Service
- Academy Trust
- Estate Management

Staff Member with the Most Points
- Hannah Lynch

Student with the Most Points
- Finn Wilhem

Bite size Sustainability Sessions

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:

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 27th October 2021 1.00pm-1.30pm

Hedgehog Friendly Accreditation

Hedgehogs are in decline, with populations dropping as much as 50% since the year 2000. We are trying to do something about this and last year obtained bronze level Hedgehog Friendly Campus Accreditation by educating our staff and students about hedgehogs and making our campuses areas where hedgehogs can thrive. This year we are aiming for the silver level. If you want to help, then listen to what it's all about and how you can get involved.

- Wednesday 10th November 2021 1.00pm-1.30pm

Fairtrade and 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. Last year we obtained the 1 Star Fairtrade Universities and Colleges Award, helping 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 a 2 Star award. Also, find out what are doing about food sourcing, packaging, menu choice and our aspirations for the future

- Wednesday 1st December 2021 1.00pm-1.30pm

Get Involved with the Local Community

As well as sustainability activities within the University, there are many other local events and community groups working hard to make West Sussex a great place to work and live. This session will provide information on events and groups in the local area which you can get involved with.

- Wednesday 12th January 2022 1.00pm- 1.30pm
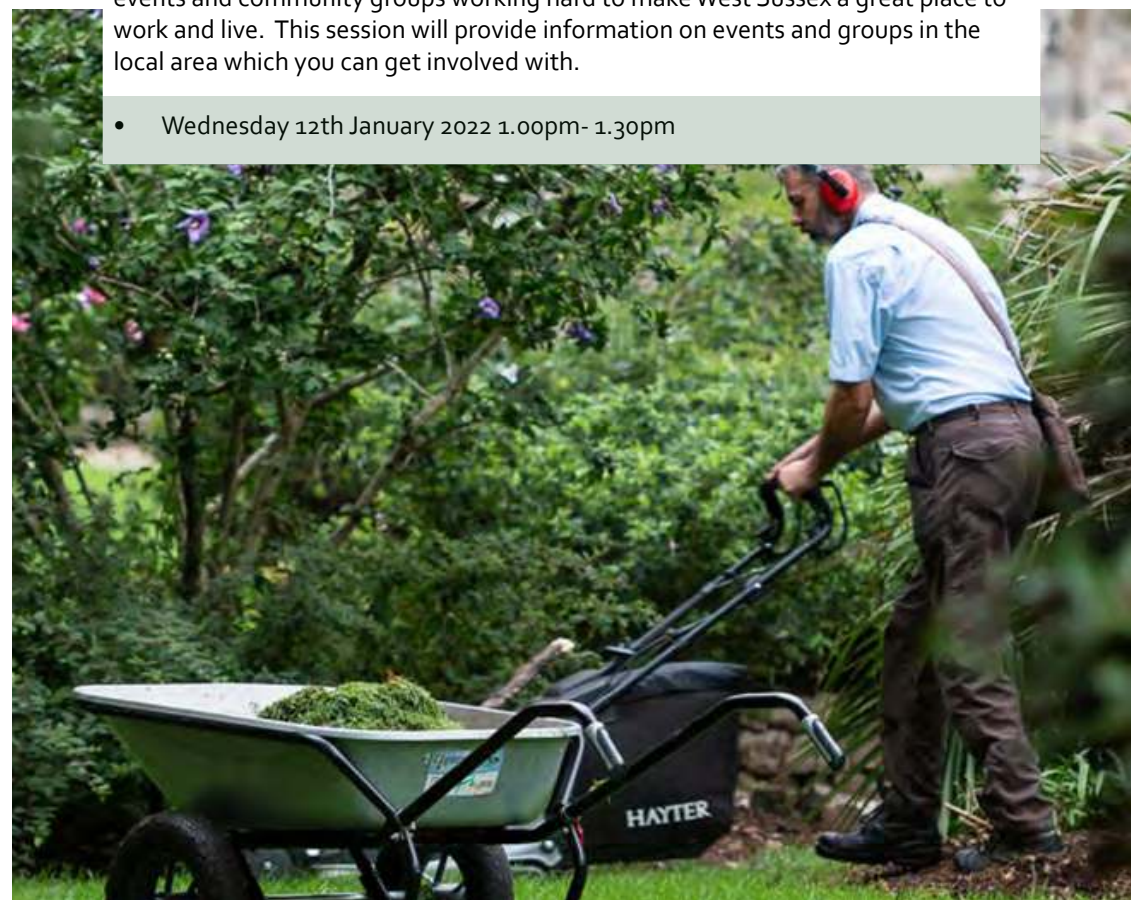
Hedgehog Friendly Campus Litter Pick Challenge

Did you know that one of the greatest hazards to wildlife, including of course hedgehogs, is litter? Hedgehogs get trapped in lots of things we leave lying about including litter due in part to their spines and small size. Help to limit these threats and you'll be helping to protect hogs!

Further Details
From the September 20th to November 29th 2021, Hedgehog Friendly Campus is holding their annual litter pick challenge. If you want to join in with campus litter picks during this time please contact k.cathie@chi.ac.uk. Alternatively, simply take pictures of any bags of litter you have collected and send them to k.cathie@chi.ac.uk to be included in our campus total.

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 on a Wednesday each 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.

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

Like many work places, the University of Chichester 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 University of Chichester has chosen this popular lifestyle benefit with the opportunity to lower the cost of a brand new cycling package, spread the cost over 18 months and improve wellbeing amongst staff.

The University uses two providers for this scheme – Evans Cycles and Cycle Solutions. Both companies offer a wide range of bicycles and safety equipment.

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.

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

Fairtrade Fortnight 2022

The University has held Fairtrade status since August 2009. This means that for the past twelve 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 21st February to Friday 4th March 2022

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 2022.

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

Working Groups

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, the introduction of bat and bird boxes and more recently, our Hedgehog Friendly Campus accreditation.

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 by contacting k.cathie@chi.ac.uk for more information.

Dates:
- Wednesday 13th October 2021, 11.00am to 12.00am
- Tuesday 14th December 2021, 2.00pm to 3.00pm
- Thursday 17th March 2022, 10.00am to 11.00am
- Wednesday 15th June 2022, 2.00pm to 3.00pm

Hedgehog Friendly Campus Working Group

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 were proud to obtain the bronze level in March 2021 and are now working towards the silver level accreditation. To obtain accreditation, we have to fulfil seven criteria. These include holding hedgehog awareness and fundraising events, making sure our sports netting and ponds are safe for hedgehogs, carrying out hedgehog surveys and installing hedgehog highways on our campuses. Watch the video from the link below to find out more https://www.greenimpact.org.uk/hedgehogfriendlycampus

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.

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.
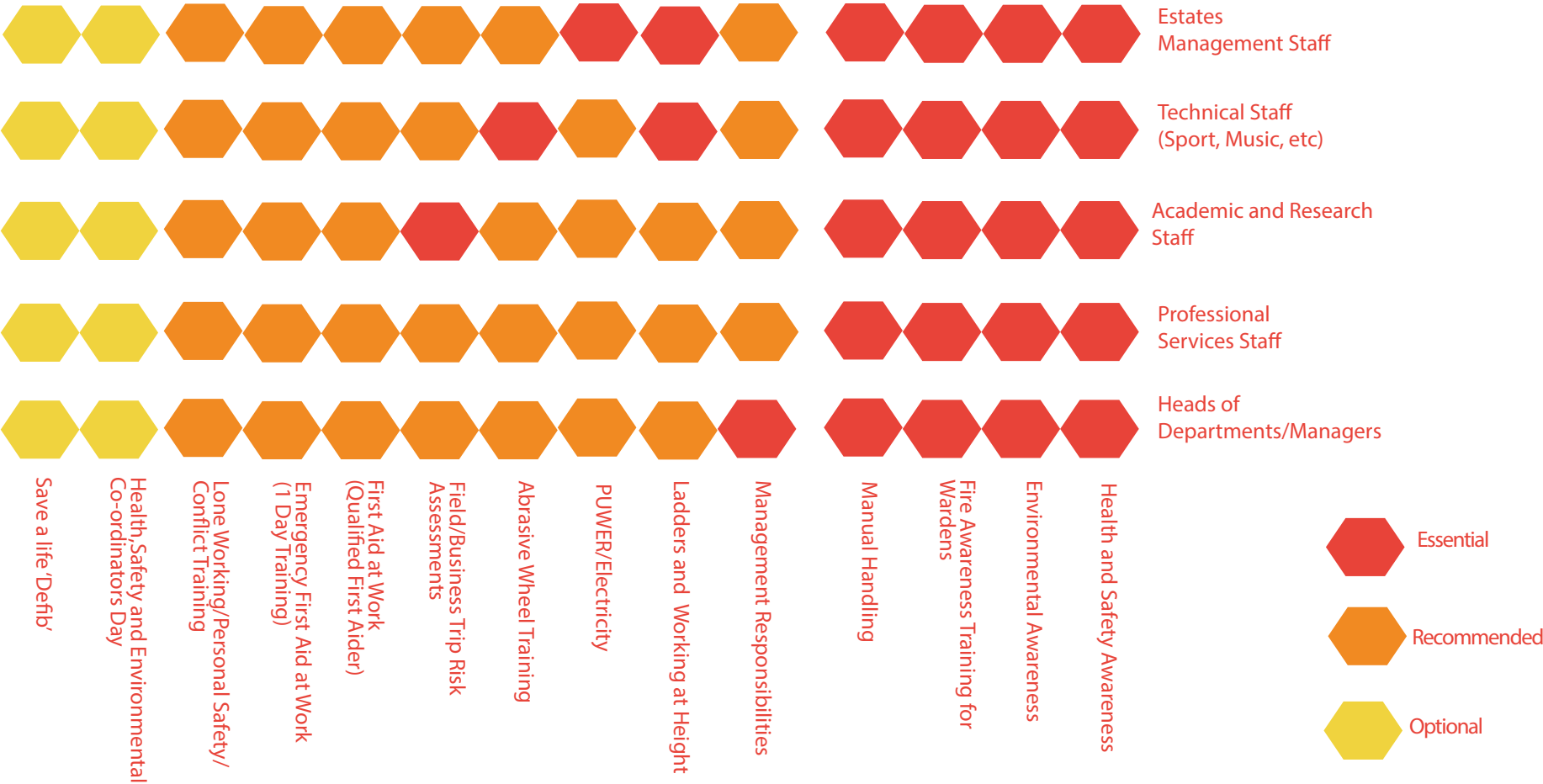
If you are interested in joining any of the working groups advertised here, please contact k.cathie@chi.ac.uk.

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.

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

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

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

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
- Thursday 21st October 2021, 9.00am-11.30am
- Wednesday 19th January 2022, 9.00am-11.30am
- Thursday 31st March 2022, 9.00am-11.30am
- Wednesday 25th May 2022, 9.00am-11.30am

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.

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 24th February 2022, 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 24th February 2022, 10.30am-12.00pm

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 and Assess the environmental impact
- Contain Spills on-site
- Safely dispose of hazards substances

Dates
- Tuesday 8th February 2022, 10.00am-11.00am
- Thursday 19th May 2022, 10.00am-11.00am

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.

First Aid

First Aid at Work (Qualified First Aider)

This three day course, facilitated by Safety 1st, 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 and Legal aspects
- 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

Dates:
- Day 1: Tuesday 25th October 2021, 9.30am-4.30pm
- Day 2: Wednesday 26th October 2021, 9.30am-4.30pm
- Day 3: Thursday 27th October 2021, 9.30am-4.30pm

Another course will likely run in 2022, dates for this will be advertised nearer the time

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 29th November 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 10th December 2021, 2.30pm-3.30pm
- Wednesday 13th April 2022, 2.30pm-3.30pm

Sessions Available on Request

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.

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.

Technician workshops

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

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.

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.

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.

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.

UNIVERSITY OF
CHICHESTER

Contact Us

Elisabeth Whitaker
Chief Human Resources Officer
E.Whitaker@chi.ac.uk
Ext. 6119

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

Natasha Loveday
Professional Development Coordinator
N.Loveday@chi.ac.uk
Ext. 6248