# Professional Development Programme 2022/23

UNIVERSITY OF
CHICHESTER

# **Welcome** to the Programme for 2022/23

I am delighted to share with you the Professional Development Programme for University of Chichester staff and governors for the coming academic year.

The programme provides you with access to a wealth of opportunities to help you grow and develop in your role. It has been designed by the Professional Development Team in partnership with colleagues across the University, and is enhanced by contributions from many of our own staff.

I hope you take full advantage of this year's programme, and enjoy selecting and attending as many sessions as possible.

Professor Jane Longmore,
Vice Chancellor

## About the Professional Development Programme

The Professional Development Programme is open to all staff and supports colleagues across the University to develop personally and professionally. It provides opportunities to build knowledge, keep skills up to date, meet others and feel more confident and effective in your role.

There are a comprehensive range of learning events which you will find divided into key areas. The programme is developed in partnership with staff across the University, and shaped by feedback including an annual staff survey and review of PRDP and Probationary outcomes.



## Contact Us

If you have any questions about the Professional Development Programme, please do not hesitate to contact the Professional Development team at staffdevelopment@chi.ac.uk. We are located in the Gatehouse building on the Bishop Otter Campus.

Look out for our Professional Development email update each month, it's a reminder of all upcoming learning events you can book.

# How to Book a Learning Event

Please ensure you have the approval of your line manager before you book a session. Most sessions can be booked via HR Self Service, but there are some exceptions.

1. Log onto HR Self Service from the 'Quick links' menu in Staffnet, using your University username and password.
2. Select the 'Learning' tab from the left hand menu.
3. Enter the name of the learning event or leave blank to browse all, and press 'search'.
4. Click on the learning events returned that you would like to book and follow the instructions.
5. Click 'save' to book your place, or select 'add to waiting list' if no dates or times are suitable. You can also add yourself to the waiting list for sessions that do not have organised dates or are fully booked.

The Professional Development team will confirm your booking, which will be displayed in your HR Self Service.

You can access a range of online training via the Learning Hub in HR Self Service. This includes all essential online training and a range of digital skills courses.

Cancellations:

It is important that staff prioritise the sessions that they have booked onto. If you need to cancel, please give as much notice as possible so we can offer your place to another colleague. For externally facilitated sessions, please give two working days notice of cancellation, or costs incurred will be recharged to your department.

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# Your Responses to the Professional Development Survey 22/23

In July 2022 we sent out a survey to all University staff to capture feedback on next academic year's professional development priorities. This would enable us to improve the current offering and consider new ideas for the Professional Development Programme for 2022/23.

The survey was completed by 157 respondents, representing approximately 22% of established post-holders. Twenty per cent of academic staff responded to the survey and 24% of Professional Services staff.

Most respondents felt engaged with their work and proud to work at the University:

**90%**
Proud to work at the University

**94%**
Engaged with their work
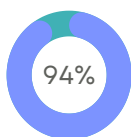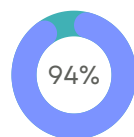
**94%**
Understand how their role contributes to the University

## Feedback on the Professional Development Programme

We are proud that staff members feel that the programme benefits them professionally and personally. Over the past academic year hundreds of staff attended learning sessions and gave the following feedback:

**64%**
Had attended a session for professional benefit

**94%**
Agreed or strongly agreed this had been achieved

**46%**
Had attended a session for personal benefits

**93%**
Agreed or strongly agreed this had been achieved
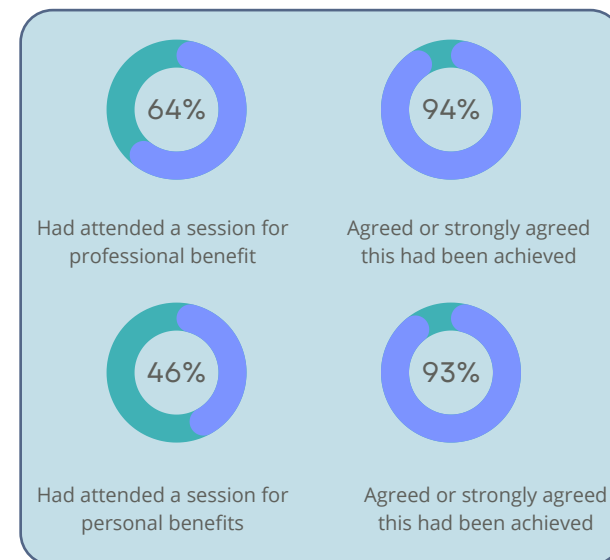
Feedback from the staff survey has helped to shape the Professional Development Programme for 2022/23. We received over 230 comments indicating areas where training that would be beneficial, including:

**Mental Health First Aider training** - We are pleased to confirm that we will be offering this course this academic year. To ensure we have Mental Health First Aiders across the breadth of the University we will be inviting nominations through Heads of Department in due course.

**New Line Manager training** – We are developing a New Line Manager's Toolkit on the staff intranet and have identified a suite of training that would be beneficial for those new to the role of line manager. See page 78 for more details.

**Wellbeing support** – Staff will retain access to the University's Employee Assistance Programme and we have invited Mind to deliver a Wellbeing 101 session. Yoga sessions will also be held on both campuses. A range of opportunities are available in the Wellbeing section of the programme and we will be undertaking activities to promote good mental health through our Mental Health and Wellbeing Commitment.

# Essential Training

When you become a new member of staff at the University of Chichester, there is some essential training that we ask you to complete to help ensure a smooth start to your role. Most of this can be undertaken online, at a time that suits you.

We recommend that staff keep their knowledge and skills up to date by repeating the training every 2 to 3 years.

# Essential Online Training

### Data Protection

This online module provides staff with a general overview of the current Data Protection and the GDPR guidelines.

### Equality, Diversity and Inclusivity

An overview 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.

### Unconscious Bias

This e-learning module explains what Unconscious Bias is, the various biases that we may have and how we can make sure they do not affect our decision making at work.

### Fire Awareness

This training is designed to help protect staff, students and visitors to University premises against fire and the effects of fire.

### DSE Workstation Risk Assessment

An assessment to ensure that you have your workspace set up comfortably and safely.

### The Prevent Duty

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.

Refresher training should be undertaken every 3 years and is delivered via face to face sessions facilitated by Dave Corcoran, Director of Students, Support and Information Services. Sessions are advertised in the monthly professional development email.

To access all essential online training, visit Learning.chi.ac.uk

## Online Learning Hub

To access all essential online training, visit Learning.chi.ac.uk

You'll also find e-learning here that you can undertake at any time.

# Other Essential Training

## Health, Safety and Environment Induction

As well as being essential training for new employees, we encourage all staff to refresh their skills and knowledge every 2 years by attending this session.

Facilitated by the Health, Safety and Environment team, it covers general Health and Safety, Fire Awareness and Environmental Awareness.

Dates:   Wednesday 18th January 2023, 9am-11.30am
Thursday 30th March 2023, 9am-11.30am
Wednesday 24th May 2023, 9am-11.30am

How to book:   Book via HR Self Service or contact the Professional Development team at staffdevelopment@chi.ac.uk

## Introduction to Copyright

This session is essential training for academic staff. Facilitated by University Librarian Karen Lloyd, it provides an overview of copyright legislation. It will discuss common misconceptions and issues that can arise in a Higher Education environment. You will learn what can and what cannot be copied, and how to properly reference material.

The session will also cover the licences and resources available to University staff, which enable them to provide effective materials to students while complying with the law

Dates:   Tuesday 1st November 2022, 9.30am-10.30am, BOC
Tuesday 24th January 2023, 9.30am-10.30am. BRC
Wednesday 5th April 2023, 9.30am-10.30am, BOC
Tuesday 30th May 2023, 9.30am-10.30am, BOC

How to book:   Book via HR Self Service or contact the Professional Development team at staffdevelopment@chi.ac.uk

## Essential IT for Staff

This 45 minute session guides participants through their daily interactions with IT to promote paperless working and a collegiate 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/ collaborating with colleagues with Microsoft Teams

How to book:   Contact the IT Skills team at ITSkills@chi.ac.uk

## 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

Further details:   If you're interested in using this tool for your team or department, potentially as  part of your PRDP, please get in touch with the IT Skills team at TEL@chi.ac.uk

# Enhancing the Student Experience through Learning and Teaching

At the University of Chichester we are committed to delivering the highest standards of teaching and learning and to continually updating and improving all we offer. A key way this is achieved is by following the Professional Standards Framework (PSF).

The PSF is the globally-recognised framework for benchmarking success within Higher Education teaching and learning. This helps to focus our professional development to enhance teaching and learning at the University.

# Learning and 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. View the Learning, Teaching and Student Experience Strategy.

## The Professional Standards Framework (PSF)

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.

### Further Details

Find out more about the Framework here. 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.

We are a University with a long-standing commitment to widening participation. The University is proud that satisfaction with academic support among students from ethnic minority backgrounds and disadvantaged student groups is recognised as a strength.

### Learning and Teaching Team Lead Contacts:

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

Bev Hale, Professor of 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 about the group, please email
B.Hale@chi.ac.uk or D.Reavey@chi.ac.uk.

# Postgraduate Certificate/University Certificate in Learning and Teaching in HE

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.

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.

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, PhD students, or those 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 teaching/ learning support roles and making a major contribution to student learning.

Further details:  For more information 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

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 routes 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 at 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 the 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"
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.

# 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.

How to book:
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 personalised and tailored to the job roles involved in the session.

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

> 66 We will strengthen the distinctiveness of the Chichester student experience as high quality, personalised, accessible and aspirational. 99
>
> 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 for Spring 2023.

## 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 for Spring 2023.

# ChiReadingLists: a quick guide to creating an electronic reading list for your Moodle

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, please contact: R.Clark@chi.ac.uk.

Dates:  Tuesday 1st November 2022, 10am-11am
        Tuesday 15th November 2022, 3pm-4pm
        Wednesday 8th February 2023, 10am-11am
        Tuesday 21st February 2023, 2pm-3pm

# Help!...I Need to Write Reflectively

This session, facilitated by Professor Bev Hale, Professor, Learning and Teaching, 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: Wednesday 16th November 2022,  4pm-5.30pm or March 29th 2023, 4.30pm-5.30pm .

# "I Wish I'd Known That Earlier"

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

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

# Field Trips and/or Off-site visits

Can better learning happen off campus? Is it worth the extra effort? This session, facilitated by Dr Duncan Reavey, 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 email updates.

# Using Technology with Learning and Teaching

These sessions are led by the Skills Team, the University's in-house team of staff and student trainers. You'll find further learning events that the team run in the 'Developing Digital Literacy Skills' section. Access training via the Learning Hub or contact TEL.chi.ac.uk.

## Digital Accessibility (Designing out Barriers to Learning)

This 1 hour session will show you how to create accessible learning resources for your students, in order to comply with the government regulations. It will cover:

– What the regulations say
– What is covered/not covered
– University suggested workflows

This training is also available as an interactive online course.

## Student Engagement Tools

This session will guide you through our interactive tools that can be used in the classroom and online.

This 1 hour session includes using Microsoft Forms for taking polls, multiple choice questions, quizzes and word clouds. It will also look at using the Microsoft Whiteboard app to show or collaborate on information, to draw, add images and text, and pin sticky notes. You'll also learn about how to collaborate on inbuilt templates designed for brainstorming, problem-solving, project planning, games and more.

## Blended and Flipped Learning

In this 1 hour 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

This 1 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.

> "For online learning to be successful and happy, participants need to be supported through a structured development process."
>
> Salmon, 2011

# 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 and services, academic study skills, developing digital literacies, digital accessibility, blended learning and online learning and teaching.

A selection of their workshops are listed in this section but more will be developed and advertised throughout the academic year. Look out for details in the monthly Professional Development email updates.
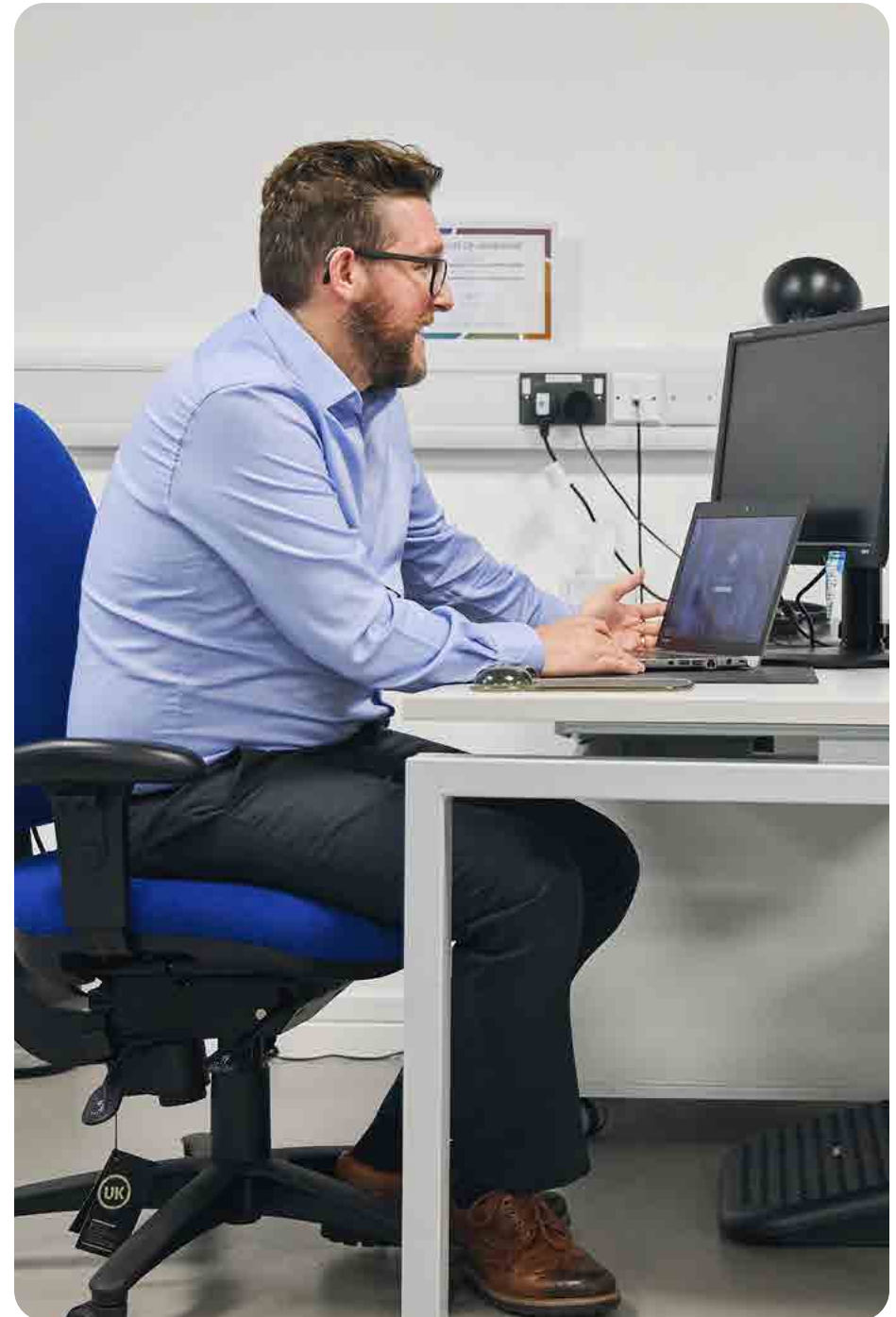
# Meet the Team

## Roz Hall, Learning Technologies and 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's overseen the adoption of Turnitin, Panopto, Digital Accessibility, Distance Learning, Online Assessment and Feedback, Microsoft Teams and Developing Digital Capabilities.

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. Roz teaches on the Post Graduate Certificate in Learning and Teaching in Higher Education, specialising in digital pedagogies.

## Darren Thompson, Learning Technologist (TEL)

Darren Thompson is a Learning Technologist at the University of Chichester. He has 18 years' experience of teaching, learning and people development gained through working in HE, FE and work-based learning. His areas of specialism include Learning Design, Gamification, Student Experience & Engagement, and Digital Literacies. Darren is a member of the Association of Learning Technologists (ALT), and a certified Microsoft Educational Expert.

## Matt Davidson, Learning Technologies Trainer (TEL)

Matt Davidson is Learning Technologies Trainer and our newest member of staff, bringing with him over five years of academic administration experience. Whilst working in the University's Academic Registry, he gained valuable insight into the system that drives the student and staff data behind Moodle, and as a student he saw first-hand the value that Moodle adds to the learning experience. His personal technology interests range from 8-bit retro computing through to virtual reality.

> **❝** We will enhance the digital literacy of staff and systematic development of our digital learning environment to ensure that it meets the present and future learning and teaching needs of our students and staff. **❞**
>
> Learning, Teaching and Student Experience Strategy, 2018-2025

## 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.

## Alison Wright Academic Skills Advisor

Alison has worked supporting students in further and higher education for the last seventeen years and has specialised in academic skills support for the last eleven.  Please see page 102.

## How to book a digital literacy session:

Sessions will be promoted in the monthly Professional Development update emails, please check your inbox for details. Some training is online and available at learning.chi. ac.uk. If you need 1-2-1 support, you can contact the team at TEL.chi.ac.uk.

There is further information about digital skills training at TEL.chi.ac.uk.

# 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 collegiate 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

It is essential that you complete at least one of these training sessions on Microsoft Teams, which will depend on your role at the University.

### For Work

In this 1 hour workshop learn how to utilise Microsoft Teams for business use. Find out how to:

– Create Teams for group and project working
– Share and collaborate on documentation
– 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!

### 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.

Email TEL@chi.ac.uk to book your place on these training sessions.

# 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 Microsoft 365 account (photo and email signature)
– 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.

# Online Assessment and Marking Workshops

## Electronic Management of Assessment (EMA)

This 1 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

## MAF online for Tutors

This 40 minute session shows you how to administrate MAF Online. It includes:

– Searching for feedback via module code
– Searching for feedback via student name
– Adding tutors to modules
– Adding administrators to modules

Access online training via the learning hub. Other sessions will be advertised in the monthly Professional Development emails or contact TEL.chi.ac.uk for 1-2-1 support.

## MAF online for Administrators

This 30 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 team

## Turnitin: Understanding your Originality Reports

This 1 hour session shows examples of how to understand and utilise the originality report in Turnitin. Essential knowledge for Faculty staff.

The session will look at:

– Accessing the originality report
– Locating matches
– Filtering matches
– Poor practice vs. malpractice

# Moodle Workshops

## Introduction to Moodle

This 1 hour session is aimed at staff new to our Virtual Learning Environment, and for those interested in refreshing their knowledge.

You will be guided through:

– The university expectations of Moodle usage
– Tour of the Moodle homepage
– Accessing your modules
– Working with colleagues and contacting students
– University Moodle page minimum standards
– Editing content and page settings

Bespoke group face-to-face sessions are available upon completion of this introduction course.

## Advanced Moodle

Take your Moodle module beyond the minimum requirements to maximise student engagement in this 1 hour interactive online course.

You will be guided through:
– using groups
– setting up schedular for tutorial booking
– quizzes & questionnaires
– restricting access
– basic reporting and more

# Moodle for Faculty Administrators

A 30 minute introduction to Moodle specially focussed on the responsibilities of the Faculty Administrator.

## Moodle Minimum Standards

This 30 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 students.

# Panopto Workshops

## Introduction to Panopto

Getting started! This 45 minute interactive 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 30 minute training 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.

Access online training via the learning hub. Other sessions will be advertised in the monthly Professional Development emails or contact TEL.chi.ac.uk for 1-2-1 support.

# IT Skills Workshops

Access online training via the learning hub. Other sessions will be advertised in the monthly Professional Development emails or contact TEL.chi.ac.uk for 1-2-1 support.

## Microsoft Outlook (App and Online)

This 1 hour session teaches 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 range of skills to 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 University's retention policy on email and calendar items.

## Microsoft OneNote

This 1 hour workshop is ideal for those who wish to use OneNote for a variety of tasks, for personal and 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 know 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
– Use OneDrive to store your OneNote Notebook, so it's available between computers or your mobile devices

## Microsoft OneDrive

This 30 minute session will introduce you to Microsoft's cloud storage, OneDrive.
– Save your files online for easy access wherever you have an internet connection.
– Synchronize OneDrive with file explorer so you don't need to log into the browser.
– Collaborate on documents simultaneously
– Version history
– Hyperlinking to resources stored in OneDrive.

## Microsoft Word Masterclass



This 1 hour workshop is ideal for anyone using Word. It will show you the quickest ways to achieve the document format you want by filling those knowledge gaps, where there is often a fast solution to a common problem. The workshop covers the use and editing of Styles, to streamline your workflow and minimise the amount of work required to format a document as required.  How to use Images and text-wrapping in a way that won't destroy your document, as well as Charts (Excel) and SmartArt.

After the workshop you will have the skills to:

– Create styles for headings, including customising automated bullets and numbering,
– Manage new documents correctly and check existing documents using the ¶ (Show hidden formatting tool)
– Use the correct formatting and features to ensure documents continue to be consistent. (Breaks, sections, paragraph settings and font)
– Generate and edit an automatic table of contents and table of figures/ equations
– 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

# PowerPoint Masterclass

This 1 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.

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 graphic

# Microsoft Forms

Microsoft Forms enables you to create a form, survey or quiz, and invite others to respond to it using almost any web browser or mobile device. View results online or open results in Excel for additional analysis. The 1 hour session will cover:

– Using different question types and well as sections
– Branching between questions or sections to create alternate paths through the survey based on earlier responses.
– Create a Live Excel file of responses In your OneDrive
– The methods used to share both the response data as well as working on a form collaboratively

# PowerMaps

This 45 minute session is a masterclass on using the PowerMaps feature of Excel. This is used for displaying geospatial data on maps over a period of time. It 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

Update your skills and knowledge on the ever-growing Microsoft Excel programme.

## =Excel (Beginner)

This 1 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
– Basic Cell referencing

## =Excel (Intermediate)

Continuing from the previous session, this 1 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. You'll use pivot-tables to make charts interactable with your data with just a few clicks.

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

Access online training via the learning hub. Other sessions will be advertised in the monthly Professional Development emails or contact TEL.chi.ac.uk for 1-2-1 support.

# Research Development

The University is committed to 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 seeks to provide relevant opportunities for every academic at each stage of their career. Since 2015 the University has been a subscriber to Vitae, the national researcher development organisation who oversee the Researcher Development Framework.

# Research Development Sessions

Please register your interest in any of the following sessions by emailing research@chi.ac.uk. We also welcome enquiries if you have a particular training or development need.

## Research Team Contacts:

**Professor Simeon Keates**
Deputy Vice-Chancellor with 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

**ChiPrints Open Access Repository**: eprint@chi.ac.uk

# Online Resources

In addition to the University of East Anglia Online provisions we offer (please see later section) there are a range of online resources available on Research Moodle and PGR Moodle.

These include:

– 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

Our 2022 Research Conference showcased the many exciting ways in which University of Chichester researchers are seizing new opportunities in a changing world. The event sought to build on our growing reputation for research excellence, and explore 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 were received from all subject areas, across panel themes including Research Across Boundaries; Making a Difference; Sustainability; Inclusion and Exclusion; Space, Place, and Aesthetics; Evolving Education; Amplifying Impact; People, Health, and Wellbeing; Ideas and their Effects; and Designing for People.

There are plans to run another conference in Summer 2023. Details will be released in due course.

# Vitae

## Mapping your development with the RDF

You can map your development against relevant domains of the Vitae Researcher Development Framework (see page 49).
For more information about the RDF, please visit the Vitae website.

# 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 advisor 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

Research Development Framework:
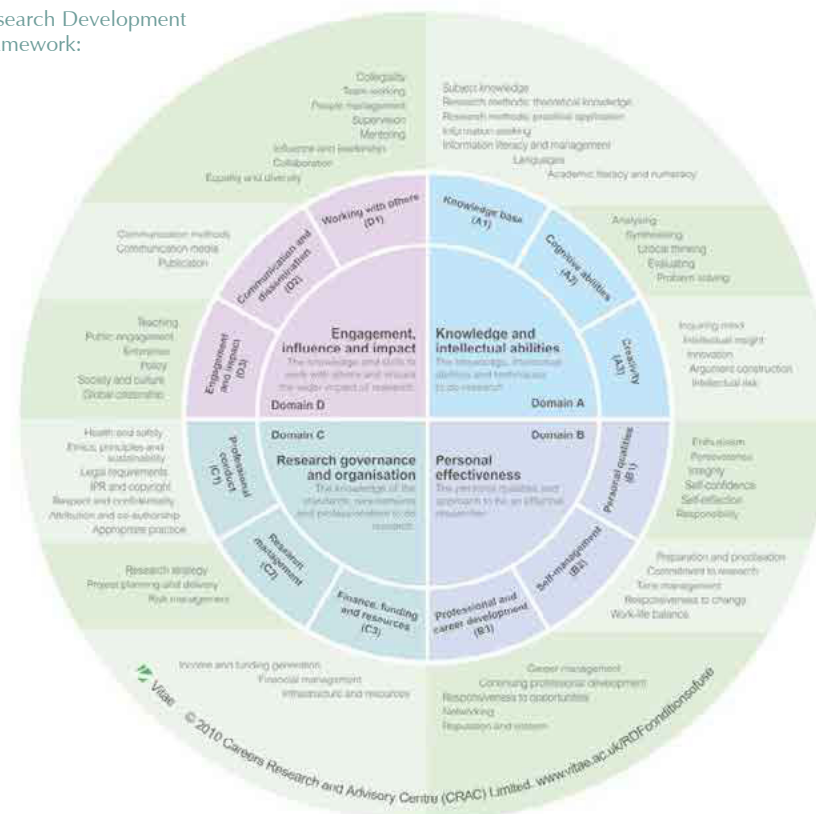
## Researcher Development Series

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.

## Researcher Development Day Morning Workshop: Impact Through Engagement

The 2022/23 academic year will see the Research Office rebooting its annual Researcher Development Day, which will offer a range of presentations and workshops on topics such as research methodology, research impact, research funding, research outreach, and how to get your research published, delivered by and for colleagues from across a range academic areas at the University.

The day will kick off with a workshop on 'Impact Through Engagement', led by the award-winning external facilitator Dr Jamie Gallagher (see his website for more information). Whether you are new to engagement or looking to get new perspectives on what you can do to improve this workshop is packed with tips, tricks and strategies for making the most of your engagement:

- Understanding how to turn research into a compelling narrative
- Preparing high-quality engagement plans and activities
- Recognising the benefits of external engagement and how to achieve them
- Feeling comfortable and confident with public engagement
- Understanding the use of evaluation for reporting and monitoring

Building on the success of our annual PGR Day and 2022 Research Conference, this event will provide a host of additional opportunities for staff networking and collaboration. PGR students are also welcome to join.

The 2022/23 Research Development Day will run on Wednesday 22 March, Bishop Otter Campus, from 9am. The location will be announced closer to the time. Lunch and refreshments will be provided.

## Research Mentoring Scheme 2022/23
## Launch event: Being an Active Researcher

It can be challenging, juggling teaching, lecturing and admin duties, to carve out the time and focus you need to keep active as an 'active researcher' – whether you're getting stuck into data, finishing up that article you've been writing, or submitting a funding application that could provide opportunities further down the line. At the same time, it can be all too easy to feel that these challenges are unique to you, rather than shared by colleagues across all areas.

This 2022/23 academic year, the Research Office is launching a brand new Research Mentorship Scheme, offering you the chance to explore what might be holding you back from the research element of your role, what you might do to address it, and, more broadly, what it means to be 'research active'. The scheme will help you to clarify challenges and goals, feel accountable for progress (in a positive way), stay realistic about what can be achieved within a specific timeframe, and learn from colleagues.

The scheme will be launched by an online 90-minute workshop, 'Being an Active Researcher', led by external facilitator Dr Elaine Hickmott, career energiser (further details on her website). Attendees will be allocated to interdisciplinary mentoring groups, and a follow-up workshop (Spring semester) will offer you a chance to reconvene, share progress and develop perspectives even further.

All academic staff are encouraged to attend. Details will be announced closer to the time.

## 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 Research Office will be offering a range of sessions catering to your needs over the 2022/23 academic year.

These sessions, led by Dr Charles Green, will include two research impact 'clinics' (one per semester), to which you can bring and discuss any questions, project ideas or impact evaluation materials you may have, and tailored Research Impact Workshops delivered to specific academic area, 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 Charles at charles.green@chi.ac.uk for more information.

Semester 2 dates will be announced nearer the time.

# Open Access in Research

The University's ChiPrints team can 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 be tailored for other staff and PhD students on request. Refresher sessions are also available. The course is facilitated by the Library's ChiPrints Team, book via eprint@chi.ac.uk.

Additional information:
ChiPrints is available for anyone to search or browse. For links to user guides, information on licenses, ORCIDs and more, visit the Open Access reading list.

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

# Copyright for Researchers

This workshop is run by University Librarian Karen Lloyd. It will cover the main principles of copyright law, and how these apply to research, including creative commons license, what happens if you need permission, use of images and/or videos, and text/data mining.

Date:            Wednesday 2nd November, 10am-11am, Library Training
                    Room, Bishop Otter Campus
To book:         Contact the Research team at research@chi.ac.uk

# Quantitative Research Skills: '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.

Access this training via HR Self Service

## 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 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 showing how to use NVivo are available on the Research Moodle page in the External Resources section. 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 Subject Librarian, Janet Carter and Research Support Librarian, Brigette Kaltenbacher. Normally delivered in small groups on campus, this would include opportunities for practical exercises using Mendeley reference management software.

It has now also been adapted for online delivery and can be delivered via Teams if needed. 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:
Participants will learn how to manage references efficiently. By the end of the session, you 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.

Dates:   Tuesday 15th November 2022, 2pm-2.45pm
         Tuesday 13th December 2022, 3.30pm-4.15pm

How to book:    Book via HR Self Service or email staffdevelopment@chi.ac.uk

# 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 while munching on your lunch.

While subject-specific seminars, Research Cafes 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.

The Brown Bag sessions will run from 12pm to 1pm, 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!

Dates:   Thursday 17th November 2022, 12pm-1pm at Cloisters, BOC
Friday 20th January 2023, 12pm-1pm (provisionally – look out for announcements closer to the time)
Wednesday 26th April 2023, 12pm-1pm (provisionally – look out for announcements closer to the time)

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 facilitate these forums.

Dates will be circulated to all Professors and Readers by the Research Office.

# 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 on their website. The dates of the sessions will be announced shortly.

# Research: Ethics and Integrity

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.

These sessions, organised by the Research Office, will make use of members of the Research Ethics Committee, offering a chance for discussion of specific issues, as well as broader reflections on research ethics and integrity. They will run in both semesters 1 and 2, with details to be announced closer to the time.

The Research Ethics policy and forms, as well as other resources can be found on the Research Ethics Moodle Page. If you have any questions about the ethics approval process, please contact research@chi.ac.uk.

# 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 early summer 2023, 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.

# 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.

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.

# Preparing to be a 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 challenging situations that can sometimes arise.

This session, run by the Research Office and academics experienced in conducting viva examinations. It 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.

Dates will be announced in Semester 2.

# Postgraduate Supervision Training Series

Across five 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 three parts:

## 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

Semester 1 dates:

The Basics 1 (up to Major Review): Tuesday 1st November 2022,10.30am-12pm
The Basics 2 (Major Review to viva): Monday 6th March 2023,10.30am-12pm



## 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.

Semester 1 dates:
Supervisor Development Workshop: Thursday 10th November 2022, 10.30am-12pm

Semester 2 dates:
Supervisor Development Workshop: Wednesday 15th March 2023, 10.30am-12pm

## iii) Supervisor Development Symposium

An additional provision for the 2022/23 academic year, the Supervisor Development Symposium will be an on-campus, multi-presentation opportunity to explore best practices and pedagogies in PGR supervision, and to reflect on specific experiences. Presentations will be grouped around two interlinked core themes, with lunch and refreshments provided.

The Symposium will run in Semester 1. Details will be announced closer to the time.

Access this training by emailing research@chi.ac.uk

# Training and Events for PGRs

These training and events have been carefully designed for Postgraduate Research (PGR) students. Please contact the Research Office directly at PGRSupport@chi.ac.uk to register for any of these sessions.

## 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:  Wednesday 1st February 2023
        Thursday 1st June 2023

## 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: Wednesday 23rd November 2022, 11am-12.00pm

Access this training by emailing research@chi.ac.uk

## 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: Dates for Semesters 1 and 2 will be announced shortly.

# PGR Study Days and 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 integrate 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 at 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 at RBONDWE1@stu.chi.ac.uk for more information, and/or to sign up to a session.

# PGR Christmas Social and Quiz 2022

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 2023

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 19th May 2023. More details to be announced nearer the time.

# PGR Presentation Week

Join us for a week of events for and by Postgraduate Researchers, which will include PGR student presentations and pertinent discussion opportunities for PGR Students.

Dates: This is planned for the commencing Monday 24th April 2023. 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 an indicative list of some of the sessions offered, the full schedule of the modules and the relevant dates and times for 2022/23.

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.

## 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.

## 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!

## Preparing Impactful Research Proposals and 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.

## 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.

## Writing and 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.

## 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.

## 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.

## 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.

# 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.

# 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.

# 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.

# (UEA) Online PGR and ECR Training Series Dates 2022/23

Training sessions are delivered via a virtual classroom. 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.

These tables show all scheduled dates for each module from the Online PGR and ECR Training Series

All sessions are held at 7pm-9pm, apart from those marked with an asterisk which are from 10am-12pm.

| Module 1: Writing | |
|---|---|
| Name | Dates |
| What Should a Literature Review Do? | Tues 4th October |
| | Weds 5th October |
| | Thurs 6th October |
| | Tues 15th November* |
| | Tues 10th January |
| | Tues 14th March* |
| Writing Effectively | Tues 11th October |
| | Weds 12th October |
| | Thurs 13th October |
| | Weds 16th November* |
| | Tues 17th January |
| | Wed 15th March* |
| Academic Publishing | Tues 18th October |
| | Weds 19th October |
| | Thurs 17th November* |
| | Tues 24th January |
| | Tues 21st March* |
| Writing and Structuring an Effective Thesis | Thurs 20th October |
| | Tues 25th October |
| | Thurs 27th October |
| | Tues 22nd November* |
| | Tues 31st January |
| | Wed 22nd March* |
| Using NVivo for Qualitative Research | Thurs 10th November |
| | Thurs 24th November |
| | Weds 18th January* |
| | Tues 28th February |
| | Weds 3rd May |

| Module 2: Qual. | |
|---|---|
| Name | Dates |
| A Comparison of Qualitative Methods | Tues 1st November |
| | Tues 15th November |
| | Tues 10th January* |
| | Tues 7th February |
| | Tues 25th April |
| Qualitative Interviewing | Thurs 3rd November |
| | Thurs 17th November |
| | Weds 11th January* |
| | Tues 14th February |
| | Wed 26th April |
| Analysing Qualitative Data | Tues 8th November |
| | Tues 22nd November |
| | Tues 21st February |
| | Tuesday 17th January |
| | Tues 2nd May |

| Module 3: Finishing | |
|---|---|
| Name | Dates |
| Preparing for your Viva | Weds 30th Nov |
| | Weds 22nd Feb |
| | Tues 28th Mar* |
| | Tues 9th May |
| On the Job: Securing a First Academic Post | Thurs 1st December |
| | Weds 1st March |
| | Wed 29th March* |
| Preparing Impactful Research Proposals and Grant Applications | Tues 6th December |
| | Tues 7th March |
| | Tues 18th April* |

| Module 4: Teaching | |
|---|---|
| Name | Dates |
| Preparing & Delivering Seminars | Weds 7th December |
| | Tues 14th March |
| Preparing and Delivering Lectures | Tues 13th December |
| | Tues 21st March |
| Assessment, Feedback and Module Design | Weds 14th December |
| | Tues 28th March |

| Module 5: Quant | |
|---|---|
| Name | Dates |
| Quantitative Research: A Basic Guide | Wed 29th March |
| | Wed 10th May |
| Intro. to Structural Equation Modelling | Wed 19th April |
| | Wed 17th May |
| Introduction to Scale Development | Tues 18th April |
| | Tues 16th May |

# Leaders, Managers and those Aspiring to Be

Our leaders and managers play a vital role in translating the University's vision into actions and modelling the behaviours and values that are critical to our success. They support team members to adapt to new challenges and ways of working, to develop and reach their full potential.

We have built tailored learning programmes to align with the needs of new and emerging managers. These promote excellence in Higher Education management and administration and enhance links with the Association of University Administrators (see page 94) and other professional bodies.

# New Managers

As a new line manager there are a number of training sessions we recommend that you undertake and we have developed intranet pages which point you towards helpful resources. It is essential that you complete all training relating to University policies and procedures. Then, depending on your current skills and experience, we recommend that you undertake either a formal programme of learning or attend training to develop your line management skills.

## University Policies and Processes

New Line Managers Toolkit – Key policies, procedures and information you will need as a new line manager. This includes recruiting and onboarding and developing yourself and your team. Contact staffdevelopment@chi.ac.uk for details.

New Manager's Induction – Delivered 1-2-1 or in a small group session, this provides a summary of University policies, procedures and systems you'll need to be aware of in your role. The training includes the PRDP process, authorising sickness and holiday absence and disciplinary, capability and grievance policies. Contact staffdevelopment@chi.ac.uk to arrange.

How to Manage Disciplinary, Capability and Grievance – This session gives a more detailed overview of these University policies, discussing legal pitfalls and how to undertake an investigation. Access via HR Self Service.

How to Manage Sickness Absence – This session explains how to support the wellbeing of staff, reasonable adjustments and how to act on advice indicated in a Statement of Fitness for Work. Access via HR Self Service.

Recruitment and Selection training – These e-learning modules cover all stages of the recruitment process, from creating a job profile to offering a role. Access via the Learning Hub.

# Line Management Training

Developing and Managing Individuals (see page 86) - This course will help managers to inspire and engage their team and get the most out of each team member.

Building Strong Teams (see page 87) - Learn how to create good team dynamics, encourage collaborative working and build trust within your team.

An Introduction to Coaching (see page 90) - Develop effective approaches for day-to-day engagement with colleagues.

Finance for Non-Finance Managers – This explains the role of the Finance Function in Higher Education, the annual finance cycle and internal financial management. Access this e-learning after registering on the British Universities Finance Directors Group (BUFDG) website. There are a range of useful modules for new managers also available on the site.

The online Recruitment and Selection training is available via the Learning Hub. All other training can be booked via HR Self Service.

# Leadership Qualifications

If you'd like to undertake further study for a formal qualification to help you in your role, there are a number of options available.

Team Leader Apprenticeship (Level 3) – This apprenticeship covers aspects of management such as project management, finance, decision making, building relationships and communication, providing first line managers and supervisors with the skills, behaviour and knowledge to undertake their role. This would be delivered externally, either face-to-face or online. On completion, you can register as an Associate Member of the Chartered Management Institute (CMI) or Institute of Leadership and Management (ILM).

Chartered Manager Degree Apprenticeship (CMDA) (Level 6) – This degree apprenticeship is delivered by the University's Business School. You will study a mix of modules focusing on management and business topics, organised around six strands – Human Resources, Operations and Strategic Management, Finance and Law, Marketing and Communications, The Manager, The Organisation. On successful completion you'll be awarded a Degree Apprenticeship which includes CMI Chartered Manager status and a BA (Hons) Management degree.

Senior Leader Masters (Level 7) Apprenticeship - This programme will develop your knowledge and understanding as a leader and manager. You'll learn about strategy, HR, finance, marketing and operations, applying skills through work-based projects.  The learning objectives for the apprenticeship cover personal development, leadership and practical tools and skills.

Developing Leadership Programme - This programme is for line managers who wish to develop their skills and aspire to be Head of Department level. It covers areas including strategy, decision making processes, leadership, powerful communication, change management and innovation. The first cohort is currently undertaking this programme and details for a second cohort will be communicated at a later date.

## Further Information

If you'd like to discuss any leadership qualifications and formal training opportunities available, contact HR/ Professional Development Manager Kevin Botto at k.botto@chi.ac.uk

# Developing Leadership Programme (Postgraduate Certificate)

The Leadership and Management Programme is for line managers who are looking 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:

- 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, with 10 monthly face-to-face sessions. There will be opportunities throughout for interaction with other managers and 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.

We will advertise future cohorts in due course. To register your interest, 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.

# 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

# 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.

## Developing and Managing Individuals

Developing individuals in a team is an important part of any manager or leaders' job. And it doesn't apply only to new staff members, people need training and support throughout their careers – both as individuals and as teams – to develop their skills and to continue to work effectively.

This course will help leaders and managers to develop approaches that inspire and engage their teams. The course will equip participants with skills to help identify and acknowledge their team members' skills and knowledge, and build on these to get the most out of each individual.

The course will cover:
    Tactics and strategies for motivating others
    Influencing skills that encourage individuals to engage in their work and improve their performance
    Giving constructive feedback and using feedback to motivate
    Leadership styles
    How to get the best out of people

Dates to be announced in the monthly Professional Development emails.

## Building Strong Teams

High performing strong teams require careful cultivation from a manager or leader. Without leadership, teams are simply co-workers so it's up to managers to understand how to create good team dynamics, encourage collaborative working and build trust within your team.

This course will provide tips on how to effectively communication with a team and aims to help you feel more confident as a leader to build a strong team.

The session will cover:
    Fostering a team ethos
    How to engage team, encouraging working collaboratively
    How to involve them in decision making/group decision making
    Modelling positive communication
    Building trust in a team
    Motivating and empowering people in a team
    Building positive relationships in teams and how to deal with possible conflict/different personalities.

Dates to be announced in the monthly Professional Development emails.

# Recruitment and Selection of Staff

This is a series of online training sessions and 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 create job profiles, shortlist applicants, or sit in on an interview panel.

The online training modules cover:
– How to write effective job adverts and job profiles including an accurate person specification.
– The skills needed to ensure you are be able to short list and interview candidates effectively
– What you need to consider when preparing for an interview, such as who should be on the panel, setting a task or presentation, and how to decide on the questions to ask
– How to ensure all recruitment is conducted fairly, is non-discriminatory and in line with the University's policies and practice

Further details:
You can find these online training modules on the Learning Hub.

# How to Manage Disciplinary, Capability and Grievance

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 28th March 2023, 9.30am-12.30pm

How to book:  Visit HR Self Service or email staffdevelopment@chi.ac.uk

# 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:

"It was incredibly useful."

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 11th May 2023, 9.30am-12.30pm

How to book:  Visit HR Self Service or email staffdevelopment@chi.ac.uk

"The trainer was informative, very knowledgeable and able to give real life examples. Good length of session and content was all relevant to our needs."

# Coaching and 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 workshop context.

Date: Tuesday 21st March 2023, 9.30am-12.30pm

How to book:  Visit HR Self Service or email staffdevelopment@chi.ac.uk



## 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.

The purpose 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 to manage their career and improve their skills.

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

# Developing Your Skills

If you're looking to develop your skills, there is a wide range of learning opportunities available at the University. We are committed to supporting the development of the skills and capabilities staff need for future success. Our diverse range of learning events are tailored to the needs of academic and professional services staff, and aligned with University priorities.

By developing skills we encourage and support innovative thought and activity, in the work of individuals and the teams they are part of.

# 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 focussed 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 past few years the AUA have arranged a collection of Christmas gifts for the families of babies in the Neonatal Unit at St Richards Hospital. They hold events including regular talks and "Bake Off" cake sales to raise money for local charities. Sessions will be advertised in the monthly emails.

## 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 out more, please contact Analise French, the University's AUA Branch Coordinator: A.French@chi.ac.uk, or get in touch with the Professional Development Team at staffdevelopment@chi.ac.uk.

# 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 12-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.

Date: Thursday 16th February 2023

Further details:
For more information please contact Becky Edwards, Senior Lecturer in Childhood and Social Work: B.Edwards@chi.ac.uk, ext. 6431.

# 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 15th June 2023, 1.30pm-3.30pm
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk

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

This session aims to help you to understand your role within a project management environment. It is facilitated by Support Services Co-ordinator Paul Kooner-Evans, and Dr Rob Warwick, Professor in Management and Organisational Learning. 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.

Date:           Tuesday 23rd May 2023, 10am to 4pm
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk

"All enjoyable and useful... Two very knowledgeable experts!"

# A Coaching Approach
## Within the Mentoring Relationship

This course, facilitated by Mark Wilson from Mark 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'

> "Mark is fantastic facilitator who was engaging and took a genuine interest in my role. I really enjoyed learning and networking with colleagues. Thank you - a really enjoyable session!"

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 19th January 2023, 9.30am-12.30pm
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk



# Presentation Skills

Steve Creffield from Evolve Training leads this dynamic and interactive workshop which explores how to we can stand up and stand out in our presentations at work.

The first session explains how to rapidly design a presentation, including storyboarding, slide design and crafting the core message. We then move on to focus on delivery, exploring how to bring voice, gesture, movement and our best energy to the delivery of the presentation.

Date:               Monday 27th February 2023, 9.30am-4.45pm
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk

# Managing Challenge

As we're all aware, challenge in both our professional and private lives can take many forms. This practical course considers strategies we might use with a team member, friend or partner faced with two specific types of challenge.

One part is aimed at supporting someone faced with a project where the overriding sense can be one of feeling overwhelmed by its scale as well as daunted by anxieties associated with failure.

The other considers how we might support someone faced with a dilemma involving, for example, a career choice or a decision within their private lives. You will come away from this course with an understanding of, and practice in, two proven approaches to managing challenge.

Date: Thursday 8th December 2022, 9.30am-12pm

# Dealing with Difficult Situations

This workshop will provide the training you need to have effective and meaningful conversations with colleagues and to resolve conflict with confidence. The session has been designed to be relevant to all University staff, but may be particularly useful if you are a new line manager or in a customer facing role.

The session will cover:

– The practical aspects of having potentially difficult conversations, including those relating to work performance or conduct
– How to have meaningful coaching conversations to encourage personal and career growth
– How to read body language signals and avoid an escalation to conflict
– How to effectively resolve conflict in the event that it does arise

Date: Wednesday 10th May 2023, 9.30am-1pm
How to book: Visit HR Self Service or email staffdevelopment@chi.ac.uk

# 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 stealers / distractions
– Prioritising/managing workloads including practical techniques
– Dealing with procrastination and techniques for how to overcome it
– Evaluating current approaches to organising and time management

Date: Monday 30th January,10am-12.30pm
How to book: Visit HR Self Service or email staffdevelopment@chi.ac.uk

# Writing Skills

## Alison Wright Academic Skills Advisor

Alison leads the following sessions for staff to help them to enhance their writing skills. She has worked supporting students in further and higher education for the last seventeen years and has specialised in academic skills support for the last eleven. 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.

## Effective Writing in the Workplace

Effective writing is an important skill in the workplace. This workshop will focus on how to write clearly, concisely and effectively

We will look at techniques for improving writing style, including structuring clear sentences and identifying and eliminating waffle.

Dates:    Friday 27th January 2023, 10am-11am
          Tuesday 6th June 2023, 10am-11am

How to book:  Visit HR Self Service or email staffdevelopment@chi.ac.uk

## Perfect your Punctuation

Anxious about apostrophes? Confused by commas? This workshop will refresh your knowledge of punctuation and help you to use it with confidence in your writing.

Dates:    Monday 23rd January 2023, 10am-11am
          Thursday 8th June 2023, 10am-11am

## Editing and Proofreading your Work

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

Dates:    Thursday 26th January 2023, 10am-11am
          Friday 9th June 2023, 10am-11am

How to book:  Visit HR Self Service or email staffdevelopment@chi.ac.uk

# 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 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. View the full A-Z of possible Apprenticeships here. 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 your line manager. In particular, under the Apprenticeship Levy, 6 hours per week must be spent on off-the-job learning, which should be agreed with line managers.

Please speak with your line manager then contact Kevin Botto: K.Botto@chi.ac.uk or on ext. 6047 for further information.

# Inclusivity and Support

We celebrate diversity at the University and work in an atmosphere of mutual respect. It is vital to ensure that all of our students, staff and stakeholders feel that they are a member of an inclusive community, where they can be proud of their unique identity.

We promote the inclusion of staff at all levels, and benefit from a University community enhanced by diverse, talented people from many different heritages and backgrounds.
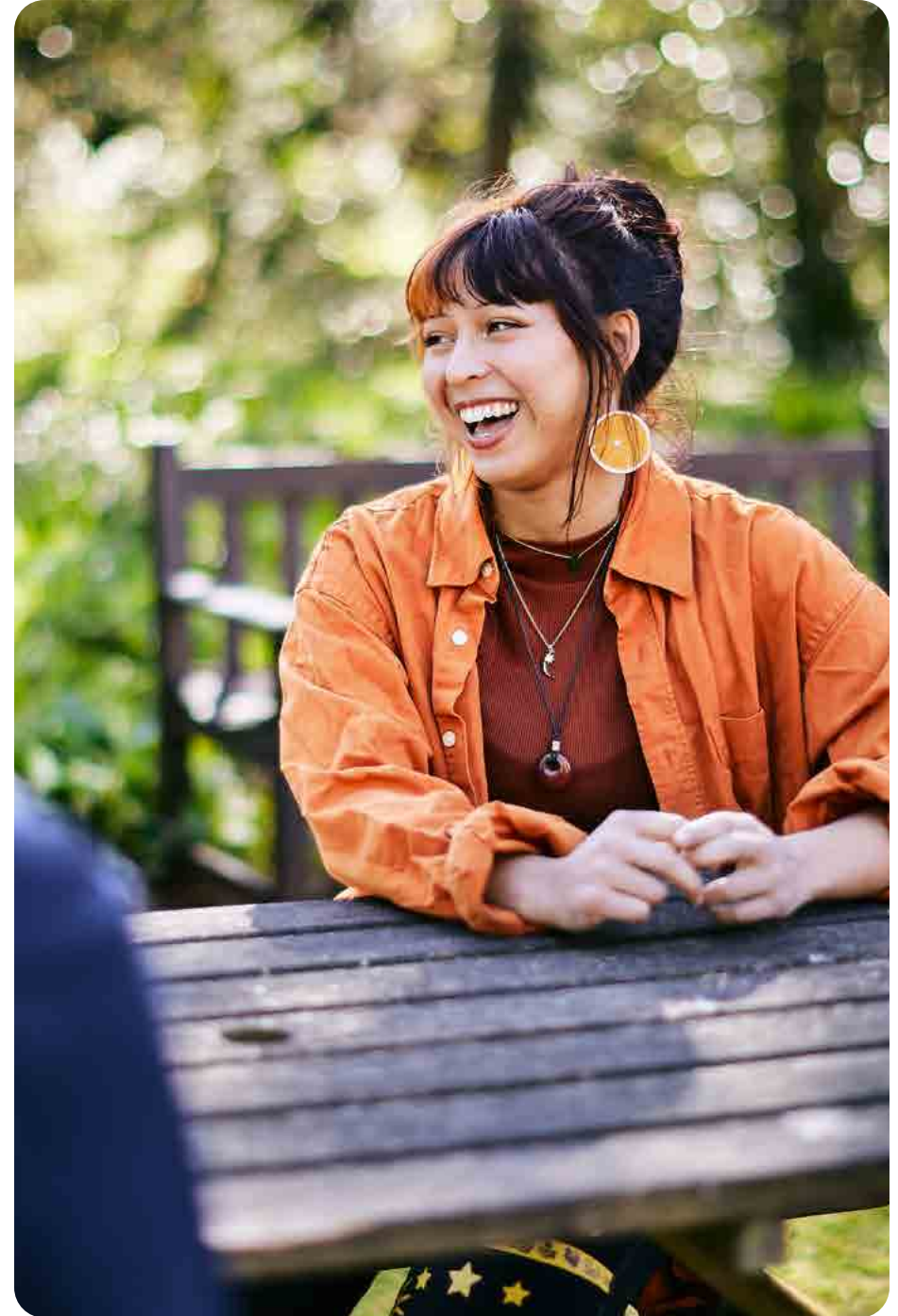
# Our Commitments



## – Staff and Students from Ethnic Minority Backgrounds

We all have a part to play in addressing race inequality. The University of Chichester is committed to race equality and ensuring that all students, staff and stakeholders have a positive experience of our learning, teaching, research, and work environment. We celebrate the diversity of our home and international staff and students and recognise that they may have different experiences and needs. We strive to provide a positive and supportive working, learning, and living environment for all our staff and students.

## – LGBTQ+ Equality

We believe that all LGBTQ+ staff and students should be free to be themselves at the University and work with individuals and organisations to advance gender identity and sexual orientation equality.

## – Staff with Disabilities

The University is proud to be a Disability Confident Employer. We will continue to recruit, support and develop great people with disabilities.



## – Mental Health and Wellbeing

By signing the Mindful Employer Charter for Employers who are Positive about Mental Health, we demonstrate our ongoing commitment to better mental health at work. We work with the Students' Union to tackle mental health stigma and discrimination and to promote mental health wellbeing.



## – Harassment and Sexual Misconduct

All staff and students have the right to feel safe at university. We have taken steps to meet the standards of the Office for Students' Statement of Expectations to prevent and address harassment and sexual misconduct. This includes reviewing our policies and procedures and training staff on how to most effectively support those coming forward to report incidents.

## BE YOU podcast

The BE YOU podcast showcases the diverse community at the University of Chichester, with the aim of helping everyone to feel comfortable with being themselves on campus.

Further details:
Listen to the podcast at:
https://anchor.fm/university-of-chichester
or on Spotify.
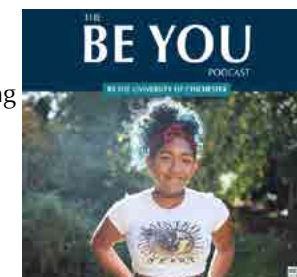
# LGBTQ+ and Allies Staff Network

All staff are welcome to join our new LBTQ+ and Allies Staff Network. Whether you identify as LGBTQ+ or not, please join us in our mission to connect like-minded colleagues from across the University. We want to get together to create a safe, supportive and informative social group.

Alongside this, the network may will help to advance LGBTQ+ equality at the University through hosting guest speakers. We will support joined up activities and events with the Students' Union throughout the year, including LGBTQ+ History Month, Bi Visibility Day, and Trans Day of Visibility.

We also need to find out what you would like from the network so we look forward to seeing you at our launch events! Dates will be announced shortly.

### More Details
To find out more, please email Suzanne Jones, Inclusivity and Wellbeing Officer s.jones@chi.ac.uk.



# Carers Staff Network

Do you act as carer for a relative or friend? If so, you are not alone. Carers UK report that across the UK 6.5 million people are carers, supporting a loved one who is older, disabled or seriously ill. That's 1 in 8 adults who care, unpaid, for family and friends.

The University recognises that many staff are, or could become, carers for people who are older, disabled or seriously ill and we understand the impact that juggling care with work and family life can have on individuals. Our new Carers Staff network will be a supportive and informative space for everyone.

All staff are welcome to join the network, whether you are currently a carer, have been a carer in the past, if you think that you may be a carer in the future, if you just want to find out more, or support colleagues. We are planning a range of relevant activities, including those focussed on physical wellbeing, nutrition, resilience, financial planning, mental health, sleep and relaxation.

The group may also get involved with helping to highlight caring and the issues it involves. There will be opportunities to help advance age and disability equality at the University through the group.

### More Details
Dates for our launch events will be announced shortly. To find out more, please email Suzanne Jones, Inclusivity and Wellbeing Officer s.jones@chi. ac.uk.

# White Privilege Training

Facilitated by Dan Sanders, this session is recommended for all staff and explores how white privilege impacts on our lives and practice.

The aim is to increase your understanding of the affect racism has 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.

"A really important session which I have been challenged by and enjoyed."

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 others' 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

"Dan has a very open, honest style which fostered a chatty discussion but conveyed the message too."

Dates:           Tuesday 29th November 2022, 9.30am-1.30pm
                 Thursday 9th March 2023, 9.30am-1.30pm
                 Tuesday 13th June 2023, 9.30am-1.30pm

How to book:  Visit HR Self Service or email staffdevelopment@chi.ac.uk

# Trans Awareness

This course provides 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.

"Enjoyable and informative. Handled with an open and light touch. Nice balance of information and humour."

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 4th April 2023, 1-4.30pm
How to book:     Visit HR Self Service or email staffdevelopment@chi.ac.uk

We also have online Trans Awareness training that can be found on the Learning Hub.

# Supporting Dyslexic Students

This session is about Specific Learning Difficulties (SpLDs), with a particular focus on dyslexia. It consists largely of a formal presentation, but also incorporates 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 14th March 2023, 2pm-4pm
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk





# Working Effectively with People who are Deaf and/or Blind

This session focusses on optimising the learning experience for University students who are deaf, hard of hearing or have a visual impairment. It is facilitated by the University's Disability Advisor for Sensory Impairments, Helen Dignum.

The session aims 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 that these disabilities can have on students, the aim is to share ideas, provide training and strategies for improved communication and learning.

Course content:

– An introduction to models of disability and support
– Understanding the potential barriers for learning for students who are blind, sight impaired, deaf or hard of hearing
– Increasing understanding about visual and hearing needs
– What does good deaf/visual awareness look like? How we can improve access – best practice tips
– Current student testimony
– 'Top Tips' and take away guidelines and references

Date:            Wednesday 15th February 2023, 10am-11am
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk
If you would like to have a personalised session or have any queries regarding the subject, please contact Helen: H.Dignum@chi.ac.uk.

# Neurodiversity at Work

Neurodiversity is the concept that people vary in terms of our neurocognitive ability. Everyone has both talents and things they struggle with. However, for some people the variation between those strengths and challenges is more pronounced, which can bring advantage, but can also be disabling. Neurodivergent people tend to find some things very easy and other things incredibly hard.

This interactive session, facilitated by Genius Within, will explain what neurodiversity is and the conditions associated with it, such as autism and ADHD. We 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 strategies for managing and communicating with neurodiverse staff.

Date:            Wednesday 9th February 2023, 9.30am-12.30pm
How to book:    Book via HR Self Service

90% of disabilities are invisible

5% of the population have ADHD

1-2% of the population is autistic

10% of the population are dyslexic

5% of the population are dyspraxic

1-2% of the population have Tourette Syndrome

7 % of the population have mental health needs

5% of the population have an acquired brain injury

# Autism E-Learning

West Sussex Mind offer a range of E-learning modules to increase understanding of autism, including how it is defined and experienced.

Click on each course title below to register for the E-Learning course.

## Understanding Autism
This module provides perspectives from autistic people 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 explains communication differences for people with autism and what factors impact upon successful communication. This will enable learners to respond to communication differences to effectively support autistic people.

## Autism, Stress and Anxiety
This introductory module explores the differences in how people with autism experience stress and anxiety. Learners will explore the factors that impact on stress and anxiety, in order to provide effective support.

## How to Support Colleagues and Others with their Mental Health

This half day workshop, facilitated by West Sussex Mind, is focused on better mental health in the workplace and identifying and supporting those with potential mental health issues. By the end of the session participants will feel more confident having conversations with others about their mental health, and will have better knowledge on ways that they can support them.

The workshop will explore:
– 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 8th March,10.30am-12pm
How to book: Visit HR Self Service or email staffdevelopment@chi.ac.uk

## How to Support Students with their Mental Health

Led by West Sussex Mind, this workshop focuses on identifying and supporting students with potential mental health issues. It aims to make participants feel more confident about having conversations with students about their mental health, and to understand the ways that they can support them.

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

Date: Monday 6th February 2023, 10.30am-12pm
How to book: Visit HR Self Service or email staffdevelopment@chi.ac.uk

## Sexual Assault Training

The first response when a disclosure of sexual assault/misconduct is made is central to everything that follows, including the confidence, wellbeing and safety of the reporting and responding parties, and possible future criminal justice and discipline processes.

This sessions run by Dave Corcoran, Director of Students, Support and Information Services and Becky Pothecary, Lead Nurse Health Adviser, aim to equip University staff with the knowledge and skills to appropriately support the needs of students and staff who are victims/survivors of sexual violence/misconduct. It will look at how to respond effectively to individuals and to mitigate any adverse impact on the individuals themselves, the University processes, and potential criminal justice process. All staff are encouraged to attend.

Date: Thursday 17th November, 3pm-4pm
How to book: Visit HR Self Service or email staffdevelopment@chi.ac.uk

# Mental Health First Aid

Led by West Sussex MIND, this course is the internationally recognised mental health awareness course accredited by Mental Health First Aid England. Through a blend of instructor-led live sessions and interactive self-learning activities, you will:

– Develop practical skills to spot the triggers and signs of mental health issues
– Gain confidence to reassure and support a person in distress
– Learn how to guide them to further support for recovery.

By the end of the two-day course you'll be able to:

– Spot the early signs of a mental health issue
– Feel confident helping someone experiencing a mental health issue
– Provide help on a first aid basis
– Help prevent someone from hurting themselves or others
– Help stop a mental health issue from getting worse
– Help someone recover faster
– Guide someone towards the right support
– Reduce the stigma of mental health issues.

Further Details:  To ensure we have Mental Health First Aiders across the breadth of the University we will be inviting nominations through Heads of Department in due course.



# SP-EAK Suicide Prevention – Explore, Ask, Keep-Safe

This online session is led by Papyrus, the charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people. It will provide an introduction to suicide prevention skills.

The key objectives are:

– To consider the attitudes, myths and stigma that surround suicide
– To recognise and explore the 'signs' that may indicate someone is having thoughts of suicide
– To encourage an open, safe and sensitive conversation about suicide with a person having thoughts of suicide
– To support a safety plan with someone thinking of suicide.

Date:              Tuesday 28th February, 1pm-4.30pm
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk

# Supporting International Students

This experiential workshop uses student voices and simulations to highlight some of the challenges typically faced by international students, who have previously undertaken their education in non-UK educational cultures and/or languages, when they arrive at Chichester to study on undergraduate and postgraduate programmes.

Using research-based evidence, it also explores how departments/institutes can best support and encourage students and outlines the academic and non-academic help available at Chichester.

Date:              Monday 12th December, 9.30am-11.30am
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk

# Employee Wellbeing

Caring and compassionate people make up our workforce and we are committed to placing wellbeing at the heart of the experience of working at the University. Our aim is for staff members to thrive at work.

We encourage people to look after their mental and physical health and provide a range of opportunities to support them with this.

# Employee Assistance Programme

The Employee Assistance Programme is a package of emotional and practical support for University staff. It is run by Education Support, a UK charity dedicated to supporting the mental health and wellbeing of staff in education.

## Access confidential support free of charge

The Employee Assistance Programme offers all staff confidential support and guidance. It provides a completely independent service that you can access 24 hours a day, 365 days a year. You can obtain support for personal or work issues.

## Expert 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.
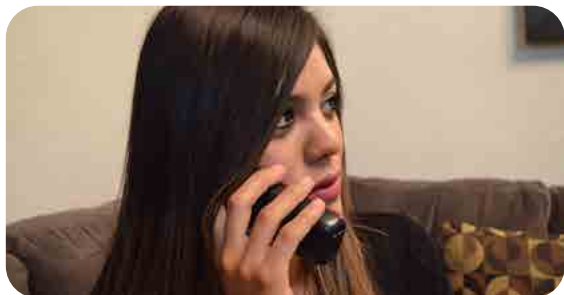
"I can't believe that I can access such high quality therapy completely free. It's made such a difference."

**Call: 08000 856 148
for free and confidential support**

"I only wish I had called and set up counselling sooner. It has really helped me change my way of thinking and how I deal with things."

| | |
|---|---|
| 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 and insomnia. |
| 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 | Specialist legal and financial 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 childcare and disabled care. |
| Support for managers | A support service for managers, dealing with challenging people issues. |
| Fast access | You can access support via telephone or live chat 24 hours a day. |

To access these free and confidential services, call: 08000 856 148

You can also access online resources by visiting: 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 link to each other so we recommend that participants attend all four sessions. However we welcome attendees to individual sessions, which also bring their own benefits.

If you would like any further information on the Resilience series, please contact staffdevelopment@chi.ac.uk.



## Introduction Session - Building Resilience
Tuesday 23rd May 2023, 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 6th June 2023, 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
Wednesday 21st June 2023, 9.30am-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 4th July 2023, 9.30am-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.

How to book:     Visit HR Self Service or email staffdevelopment@chi.ac.uk

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

## Wellbeing Check-Ins

These 30 minute sessions provide the opportunity to see a Wellbeing Advisor for a lifestyle appraisal. If you're looking to make some changes, or want to understand how your lifestyle is impacting your health and wellbeing, this session could help.

The advisor will run through some questions with you and you have the option of using a body composition monitor, which records factors such as weight and body fat percentage. The session is an opportunity to discuss any specific lifestyle issues you may be concerned about, such as stress, emotional wellbeing and stopping smoking.

Date: Thursday 19th January 2023, 9.30am-4pm

Please book your 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.

## NHS Health Checks

Staff who are 40 years old or above are invited to have a health check provided by the NHS. This is a 1hour appointment.

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 do not have a pre-existing condition (such as diabetes, hypertension, chronic kidney disease, atrial fibrillation, angina)
    You are not on medication such as statins, anti-platelets, anticoagulants, blood thinning  or hypertensive drugs

Date: Wednesday 7th June 2023, 9.30am-4.30pm

Please book your 1 hour appointment via HR Self Service. Appointments are limited and will be available on a first come, first served basis.

# Wellbeing 1.01

Resilience skills have recently been identified as the most important success criteria and training need for organisations. Led by Mind, this introductory training will help you to understand how to increase your own and others' wellbeing. You will take away a toolkit of practical ideas for your workplace, leading to improved performance and happier people.

By training managers to anticipate staff needs, situations can be prevented from escalating and people can access important early support.

The session will explore:

– Key ideas about mental health and well-being
– Physiology of stress and how this impacts mind and body
– Meeting your own and others emotional needs
– Activities that activate an 'anti-stress' response with the vagus nerve
– Five ways to wellbeing
– Creating good sleep habits
–

Date:            Thursday 12th January, 9.30am-11.30am
How to book:    Book via HR Self Service

# Understanding Menopause

Half the population will go through menopause, yet it is only recently that people have begun talking about it openly. As its symptoms are so wide ranging, there is no such thing as a textbook menopause.

Every woman's experience is different, but many women lack the knowledge and information they need, including what their options are for treatment and support. The lack of awareness around menopause also means that many employers do not have a clear process to support women coping with menopausal symptoms.

Led by menopause specialist, Dr Olivia Hum, this session is aimed at all gender identities and will provide practical information and advice, to help raise awareness of menopause. It will explore the steps women can take to reduce their symptoms, focussing on lifestyle changes as well as HRT. It will explain how we can support our colleagues experiencing menopause.

Date:            Wednesday 19th April 2023, 9.30am-11.30am
How to book:    Visit HR Self Service or email staffdevelopment@chi.ac.uk

# Coping with the Cost of Living

Keeping up with the cost of living is proving difficult for so many of us. From the increase in energy costs to food and fuel prices, we're all feeling the pinch. If you're struggling with money at the moment, help and support is available.

## Financial Health Checks

The University has teamed up with HSBC to provide virtual 1-2-1 financial wellbeing appointments, which are designed to improve your knowledge and understanding of your financial situation and the options that are available to you for action. You do not need to bank with HSBC to attend these sessions.

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

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

Access a range of webinars that provide you with the knowledge and tools to achieve your financial goals, no matter who you bank with.

Types of sessions available:

Coping with the cost of living
How to check your credit report
Home buying

Further details:   These sessions will be advertised each month in the Professional Development update emails.

## Retirement Planning Seminar

The seminar will provide you with an introduction to the issues affecting your retirement. It will help you to plan both financially and emotionally for the next phase of your life. If you are retiring imminently or considering retiring within the next 2-5 years then this seminar is for you.

This seminar will include content on: financial planning including investments and taxation, your occupational pension benefits, your state pension entitlement and adjusting to and planning for retirement.

Learning Outcomes
– Understand the financial implications of retirement.
– Learn about your state pension entitlement
– Understand your occupational pension
– Identify personal and financial actions which will help make the most of your retirement
– Start the process of planning for a successful retirement

Date:     This seminar will take place over Teams from 10am to 1pm on Thursday 2nd February.

There is a also range online support you can take advantage of:

### Money Helper
Backed by the government, MoneyHelper offers free and clear money and pensions guidance, aiming to help people to clear their debts, reduce spending and make the most of their income. Access support online, over the phone or face-to-face. They can also point you to trusted services, if you need more support.

### Help for Households
This site provides details of cost of living support available from government, including income support and help with energy bills and childcare costs.

### Citizens Advice
Citizens Advice offers a comprehensive range of advice on money and debt. There is advice on coping with the cost of living and a handy budgeting tool. You can search for your nearest Citizens Advice and access support online and over the phone.

# 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 Higher Education.

### Further details
Katie Akerman currently leads the women's networking group so please contact her at: K.Akerman@chi.ac.uk for further information. You can also contact professional development team at: staffdevelopment@chi.ac.uk.

## Parent Link

Parent Link is a networking group which aims 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 communicate via a Teams group and there will be various networking sessions organised over the year to discuss topics decided by the group.

### Further details:
Cat Mouland leads Parent Link, for further information please contact her direct at: C.Mouland@chi.ac.uk or the professional development team at: staffdevelopment@chi.ac.uk.

> If you would like to start a networking or social group, please contact us at staffdevelopment@chi.ac.uk and we will try and help you set it up.

## Book Group Sessions

Reading for pleasure can contribute to better health and wellbeing. The University of Chichester Book Group meets throughout the year and all staff are welcome. Meetings are held during the lunchtime period in person on each campus, and via MS Teams.

You will need to borrow the chosen book from the University library or a public library, or purchase this yourself, so please bear this in mind when signing up. After reading the book, the group will meet and share their thoughts and experiences 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 visit the Book Group website. This site also has a blog for all staff to contribute to the discussion if they cannot attend the meeting.

Dates for Bishop Otter Campus:
Wednesdays, 12pm-1pm

3rd November 2022
15th December 2022
26th January 2023
9th March 2023
27th April 2023
8th June 2023

Dates for Bognor Regis Campus:
Thursdays at 12pm-1pm

2nd November 2022
7th December 2022
25th January 2023
8th March 2023
26th April 2023
7th June 2023

# Exercise and Wellbeing

## Yoga

The benefits of yoga are many, from improving flexibility and muscle tone to relieving stress and anxiety. It can improve both physical and mental wellbeing.

If yoga is something you've always planned to try, or perhaps you've done it before and miss having a regular practice, join us for a series of 5 free weekly taster sessions.  These will be held on both campuses and are a great opportunity to prioritise your wellbeing each week.

> We offer the first 5 yoga sessions free of charge. Our aim is that after this, the groups continue to meet, with participants paying a fee to the teacher to attend. Please note that places are offered on a first come, first served basis.

Dates:
– Bishop Otter Campus: Every Friday from 4th November to 2nd December, 11.45am-12.30pm,
– Bognor Regis Campus: Every Wednesday from 2nd November to 30th November, 1.30pm-2.15pm

How to book:     Visit HR Self Service or email staffdevelopment@chi.ac.uk

## Sports Injuries, Physiotherapy and Massage Clinic

The teaching clinic, that is run by the third year Sports Therapy students and supervised by qualified Sports Therapists, provides free treatment and advice to all at The University of Chichester for any musculoskeletal injury, and not just sports injuries.

If you have any ongoing injuries, or have suffered a recent injury then please feel free to book in to the clinic. We will assess your injury, then treat and rehabilitate you. Perhaps you have a niggling hamstring, or back pain that comes and goes, an ankle that you keep injuring or just feels like it gives way, or may be neck pain, or headache after a long session at the computer, then please sign up.

The Sports Injury Teaching Clinic can be found in The Tudor Hale Centre for Sport Reception .

The Sports Injury Teaching Clinic is open:
– Monday   9.30am -12.30pm
– Tuesday  12pm – 3pm
– Wednesday   9.30am -12.30pm
– Thursday   9.30am -12.30pm

If you do book into the clinic we request that you come at least 5 minutes early and wait in the reception area.

### Further Details

Booking sheets for The Sports Injury Teaching Clinic are at the reception desk of The Tudor Hale Centre for Sport, so please come along and sign up for the clinic.

# Environment and Sustainability

With a staff and student community comprising thousands of people, the University's activities can have a significant impact on our local and global environment.

We work to improve awareness of environmental issues within our community and implement a range of strategies to reduce our impact. If you want to make a difference, there is plenty to get involved with.

# 'JUMP' 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.

### How to Register
Jump operates from a web-page and an app which you can download onto your phone or access from any computer. Once you sign up, you'll start to earn points for simple activities. These might include reporting on your recycling and energy saving activities, participating in University sustainability events such as Green Campus Group meetings or helping with our Hedgehog Friendly Campus accreditation.

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. Different activities are added each month for you to get involved in.

### More Prizes on Offer
Following feedback from staff and students we are offering even more prizes this year and have created staff and student teams to ramp up the competition! Each month 20 vouchers will be awarded to the staff and student member with the most points and 15 vouchers will be randomly awarded to a staff and student member earning points that month, irrespective of how many points they have.

In addition to the monthly prizes, there are also team and individual prizes up for grabs at the end of the annual competition.

## Get involved with JUMP:

Visit: https://chichester.teamjump.co.uk

If you're already a member, why not boost your points 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: k.cathie@chi.ac.uk

This year the following prizes will be awarded:

– Staff member with the most points: £25
– Student member with the most points: £25
– Staff team with the most points: £100
– Student team with the most points: £100
– Second placed staff team: £75
– Second placed student team: £75
– Third placed staff team: £50
– Third placed student team: £50

# '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 eight 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 on Wednesday 17th May 2023, details will be announced nearer the time.

## Winners of last year's competition are as follows:

Jump Champion
Susan Coulter

Best New Team
Human Resources

1st place department with the most points per head
Academic Quality Standards Service

Highly Commended
Student Recruitment and Admissions
University of Chichester Academy Trust

2nd place department with the most points per head
Executive Team

Estate Management

Staff Member with the Most Points
Susan Coulter

3rd place department with the most points per head
IT Services

Student with the Most Points
Hollie Miller-Ratcliffe

# Bitesize 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.

Look out for the monthly Professional development update email, which will give session dates and 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.

Date: Tuesday 10th January 2023, 1pm-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 silver 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 gold level. If you want to help, then listen to what it's all about and how you can get involved.

Date: Tuesday 17th January 2023,1pm-1.30pm



## Net Zero Carbon

This summer the UK recorded its' hottest day ever with the thermometer hitting 40 degrees. We all know that we need to reduce carbon emissions to protect the planet and meet the UK Government's target of being net zero by 2050. Learn what the University is doing to meet this target and how you can help. Find out what our top tips are for being more sustainable in the office.

Date: Monday 31st January 2023, 1pm-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.

Date: Wednesday 15th February 2023,1pm- 1.30pm

## How to Book:

Book your place at these sessions via HR Self Service.

# 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 September 19th to November 30th 2022, 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

On one Wednesday a month, meet the library team outside the Bognor LRC at 12pm.  Bring your own rubbish collector and rubber gloves if you have them. Walk to the beach, pick up some litter, walk back again for 12.30pm. Stay healthy, get outdoors, and do a little bit for our environment and community.

Further Details:
This will take place on a Wednesday each month from 12pm-12.30pm. Meet outside the LRC at BRC. Sign up via HR Self Service, or contact Ruth Clark at: R.Clark@chi.ac.uk so they know numbers in advance.

# 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.

Visit the Staff intranet for more information on sustainable travel, or contact k.cathie@chi.ac.uk.

# Cycle to Work Scheme

The Cycle to Work Scheme offers savings on bikes and equipment. You pay nothing up front and spread the cost of your new bike and/or kit in equal monthly instalments taken from your salary before tax and National Insurance contributions.

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

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

# Workplace Walking Maps

We want to encourage all staff who are able to walk to work to do so. As well as reducing impact on the environment, walking is a great way to improve your wellbeing.

The University works with Living Streets, a national charity looking to embed walking in the workplace.  They have produced walking maps for both our Bognor Regis campus and Chichester campus which show short lunchtime walks and 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.

## Responsible Futures Bespoke Training

To help us ensure embed sustainability teaching into the curriculum, in October 2021 we joined the NUS' Responsible Futures programme. As part of this programme SOS-UK, which is part of the NUS, will provide us with half a day's bespoke training. This will take place later in the year and further details and the date will be announced near the time.

If you are interested in attending the training or getting involved with the Responsible Futures programme, please contact Hugh Dunkerley: h.dunkerley@chi.ac.uk.

## 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.



## Green Week

The Students' Union and the University will be hosting a series of exciting interactive events in Green Week 2022. Events will include a takeover of the UCSU Instagram to launch the week, clothes swap, Green Fairs at both campuses, promotions in Otters restaurants, free plants, quizzes & games, a sustainable fashion sessions, litter picks and more.

Date: Monday 28th November 2022 to Friday 2nd December 2022

## Fairtrade Fortnight 2023

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.

Dates: Monday 20th February 2023 to Sunday 6th March 2023

## University Spring Fair

As a celebration of our Environment and Wellbeing, the University will be holding the annual Green Campus Spring Fair on Wednesday 10th May 2023.

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 where possible, with separate rooms for each campus. Please feel free to join any of the meetings by contacting k.cathie@chi.ac.uk for more information.

Dates:  Wednesday 12th October 2022, 11am to 12pm
         Tuesday 13th December 2022, 2pm to 3pm
         Thursday 16th March 2023, 10am to 11am
          Wednesday 14th June 2023, 2pm to 3pm

## 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 the silver level accreditation in March 2022. We are now working towards gold level accreditation.  To obtain accreditation, we have to fulfil five criteria.

These include holding fundraising events, carrying out hedgehog surveys on our campuses and in the community, including the plight of hedgehogs in a curriculum project and our Biodiversity Action Plan and mentoring another team. Watch this video to find out more.

## 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 waste 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

Health and safety is every staff member's responsibility and it is vital that all colleagues undertake effective training in this area. Take a look at our matrix on the following pages, to identify the training you need to complete.

# Health and Safety Training Matrix

The matrix below shows the Health and Safety learning required for each role at the University, with essential training in red, recommended in orange and optional yellow. Visit the learning hub at: Learning.chi.ac.uk to book your training. For further information, contact the Health and Safety Team at: healthandsafety@chi.ac.uk.

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

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

# Online Training

The Health and Safety team offer a comprehensive range of 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

The Fire Awareness course is mandatory training, which is refreshed every year, as required by fire safety legislation.

Users of computerised VDU screens, who 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.

A reminder email is sent when the e-learning is due for refreshing. You can also view your training by visiting: www.safesmart.co.uk

1. Log into version 5
2. Enter Company ID as: UNI
3. Enter Username as your full name in lower case letters e.g. john smith
4. Enter your password – this should have been sent to your email when you began your role at the University.

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.

These will soon be available on the Learning Hub.

# First Aid

## First Aid at Work (Qualified First Aider)

This session 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. They will also receive a supplement to their pay on successful completion of the training.

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

Date:     To be announced in the monthly emails
How to book:     Book via HR Self Service

## First Aider Development Sessions

The University's First Aiders provide vital emergency first aid to students and staff across both campuses. These informal sessions, facilitated by the Health, Safety and Environment team, are intended for existing First Aiders. The aims are to keep their skills up to date, discuss any issues or concerns, and share their experiences with other members of the First Aid team at the University.

Dates:     Wednesday 30th November 2022, 10.30am-11.30am
          Wednesday 22nd March, 10.30am 2023-11.30am
How to book:     Book via HR Self Service

## Emergency First Aid at Work (1 Day Training)

The aim of this one day course 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:     To be announced in the monthly emails
How to book:     Book via HR Self Service

## 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:     Thursday 8th December 2022, 2.30pm-3.30pm
          Wednesday 12th April 2023, 2.30pm-3.30pm
How to book:     Book via HR Self Service

# Fire Wardens Development Sessions

There are a number of Fire Wardens in most departments across the University. These informal development sessions facilitated by the Health, Safety and Environment team are intended for existing Fire Wardens to ensure they are up to date with any changes on campus, discuss any issues or concerns, and share their experiences with other Fire Wardens.

Dates:              Tuesday 6th December 2022, 10.30am-11.30am
                    Tuesday 20th June 2023, 10.30am-11.30am
How to book:    Book via HR Self Service

# 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 23rd February 2023, 9am-10.30am
How to book:    Book via HR Self Service



# 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 23rd February 2023, 10.30am-12pm
How to book:    Book via HR Self Service

# Health, Safety and Environmental Co-ordinators Development Sessions

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.

The development sessions facilitated by the Health, Safety and Environment team, are 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.

Dates:              Tuesday 6th December 2022, 9am-10am
                    Tuesday 20th June 2023, 9am-10am
How to book:    Book via HR Self Service

# Health, Safety and Environment Induction

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

Facilitated by the Health, Safety and Environment team, it covers general Health and Safety, Fire Awareness and Environmental Awareness.

Dates:    Wednesday 18th January 2023, 9am-11.30am
          Thursday 30th March 2023, 9am-11.30am
          Wednesday 24th May 2023, 9am-11.30am

How to book:    Book via HR Self Service

> "Loved the enthusiasm and ideas around environmental management and sustainability."

# 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

Date:    Thursday 18th May 2023, 10am-11am
How to book:    Book via HR Self Service

# 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.

Session dates will be announced in the monthly Professional Development email updates. Book via HR Self Service.

# Hands-on Fire Extinguisher Training

The first part of the course will outline the basic chemistry of fire and explain the various types of fire extinguishers that are found in the University and how to use them effectively and safely.

The second part will give you the opportunity to try out at least two different fire extinguishers including how to search and seek safely.

The course is ideal for all members of the Emergency Response Team, fire wardens or if you just want to try an extinguisher out for yourself. The course is restricted to a limited number, so please book on early.

Session dates will be announced in the monthly Professional Development email updates. Book via HR Self Service.

# Sessions Available on Request

## 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 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.

## Ladder Safety

This 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.

## 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.

## 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 health and safely are appropriately managed.

## Technician Workshops

Bespoke training sessions are provided to all departments that have Technicians.

## 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.

These sessions are facilitated by the Health and Safety team and are available all year on request. Contact the team at healthandsafety@chi.ac.uk to book.

# Meet Our Trainers

## Thank you to our Staff Trainers

Each year the University delivers an extensive programme of professional development activities thanks to the involvement of our academic and professional services colleagues. The programme is greatly enhanced by internal staff facilitators leading much of the learning.

We very much appreciate your help and support.

Alec Parry, Chief Human Resources Officer

## 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 has experience of working with teaching staff, support staff, leadership teams, researchers and students. Steve develops skills in facilitation, presenting, coaching, mentoring and being resourceful at work. The workshops that he hosts are highly dynamic, interactive and grounded in practice.

## 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.

## 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.

## 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.

## Dr. Olivia Hum

Dr Olivia Hum is an experienced GP who trained at Cambridge University and UCL Medical School. She specialises in perimenopause and menopause and holds the FSRH Advanced Certificate in Menopause Care, training at Guy's Hospital menopause clinic. She is one of 160 British Menopause Society Menopause Specialists in the UK. Olivia is the first GP to be elected to the British Menopause Society Council. She is passionate about improving health care for women, especially around the menopause and perimenopause, where so many women are suffering needlessly with debilitating symptoms.

## 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.

## 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.

## 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.

## Safety 1st

Safety 1st is a recognised name in Health and Safety Training, providing a professional yet friendly approach to all training needs. All the trainers are fully qualified to teach in their specific field and have gained invaluable experience over many years within their profession (nursing, paramedics, emergency services, military medics) each holding recognised teaching qualification, assessors awards and first aid instructor qualifications.

## 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.

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

Our 'Working together – Supporting each other' People Strategy 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.

**People Strategy 2018-25**



# University Strategy 2018-25:
## 'Open for Change'

The Professional Development Programme 2022-23 has been developed to support the University's strategic themes. The 'Open for Change' strategy 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.

**University Strategy 2018-25**



> 66 "We will create the capability needed for future success by tailoring a programme of professional development opportunities to encourage and support innovative thought and activity in individual and team professional practice."
>
> University Strategy: 'Open for Change' 2018-2025 99

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