

Welcome to our PROFESSIONAL DEVELOPMENT PROGRAMME



I am pleased to introduce the new Professional Development Programme for 2024/25, designed to foster continuous learning and growth at the University of Chichester.

As we navigate an ever-evolving higher education landscape it is essential that we invest in the skills and capabilities that will empower us to meet both current challenges and future opportunities.

This programme has been carefully designed to cater to a wide range of professional interests and career stages. Whether you are looking to sharpen specific skills, develop leadership capabilities or explore new areas of interest, there is something here for you. Your participation is not only an investment in your own career but in the collective success of our University.

Thank you for your dedication, and I hope you enjoy attending as many sessions as you can.

Professor Jane Longmore,
Vice-Chancellor



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.

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. The programme is developed in partnership with staff and shaped by feedback including an annual survey and review of PRDP and probationary outcomes.

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 where there are exceptions we have provided details of how to access these.

1. Log into [HR Self Service](#).
HR Self Service is also accessible via the 'Quick links' menu on Staffnet.
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 event and either 'Book onto the course' 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 are fully booked, to hear if a space becomes available.

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 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 a minimum of 2 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 24/25

This summer we surveyed University staff to help shape next academic year's professional development priorities.

Your responses drive the content of the Professional Development Programme, helping to improve the offering and introduce new ideas.

FEEDBACK ON THE PROFESSIONAL DEVELOPMENT PROGRAMME

We very much value the feedback we received on the Professional Development Programme and have carefully reviewed all of your responses, thoughts and suggestions. Sixty eight per cent of respondents had attended a session last academic year for professional benefit, and we are delighted that 92% of these felt that this had been achieved:



In addition, 98% of those attending a learning event for personal benefit agreed or strongly agreed that this had been achieved.:



Feedback from the staff survey has helped to shape the Professional Development Programme for 2024/25:

- We have added further training to the Leadership and Management section, including a new one-day session designed specifically for new managers to support them in undertaking this role as effectively as possible.
- We have continued to schedule training during a time with fewer teaching commitments in the early new year, with the aim of enabling academic staff to attend. Training taking place during this week in February includes LGBTQ+ Inclusivity in Higher Education, Retirement Planning (TPS scheme), Responding to Sexual Assault Disclosures and Supporting Dyslexic Students.
- The Professional Development Programme is focussed on supporting employee wellbeing and this year we will again provide Mental Health First Aid training. For the first time staff can benefit from a programme of free coaching sessions to develop mindset and self-awareness.
- We are excited that this year will see a new Carers Staff Network meet for the first time at the University. A Parent Link Group will also be launched.





✓ ESSENTIAL TRAINING

ONLINE LEARNING HUB

To access all essential online training, visit [Learning.chi.ac.uk](https://learning.chi.ac.uk)



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. Staff should then keep their knowledge and skills up to date by repeating the training every two years.

ESSENTIAL ONLINE TRAINING

DATA PROTECTION

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

EQUALITY, DIVERSITY AND INCLUSIVITY

A summary of the principles of equality, diversity and inclusivity, the legislation to follow 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 PREVENTION AND PROCEDURES

Training designed to help protect staff, students and visitors to University premises against fire.

DISPLAY SCREEN EQUIPMENT WORKSTATION RISK ASSESSMENT

A 15-minute assessment to ensure you have your workplace set up comfortably and safely.

THE PREVENT DUTY

Prevent is a national safeguarding programme supporting people who are at risk of becoming involved with terrorism through radicalisation. This training will help you to identify any worrying behaviour and understand how to refer students who may be at risk for appropriate support.

All training on this page can be accessed at learning.chi.ac.uk.

OTHER ESSENTIAL TRAINING

HEALTH, SAFETY AND ENVIRONMENT INDUCTION

As well as being essential training for new employees, staff should refresh their skills and knowledge every 2 years by attending this session. It is facilitated by the University's Health, Safety and Environment team and covers all the essentials you need to know in this area.

Dates:

- Tuesday 5th November 2024, 9.30am-11.30am
- Thursday 16th January 2025, 9.30am-11.30am
- Wednesday 12th March 2025, 9.30am-11.30am
- Monday 19th May 2025, 9.30am-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 overview of copyright legislation is essential training for academic staff and useful for all. Led by University Librarian Karen Lloyd, it discusses common misconceptions and issues that can arise regarding copyright in higher education.

You will learn what can and what cannot be copied. The session will also cover the licences and resources available to University staff which enable effective materials to be provided to students, while complying with the law.

Dates:

- Thursday 7th November 2024, 9.30am-10.30am, BOC
- Tuesday 28th January 2025, 9.30am-10.30am, BRC
- Wednesday 2nd April 2025, 9.30am-10.30am, BOC

How to book:

Book via [HR Self Service](#) or contact the Professional Development team at staffdevelopment@chi.ac.uk

"The whole session was very insightful."

"Thank you for making a very complicated subject more clear and for providing practical examples to understand it even further."

ESSENTIAL IT FOR STAFF - WORK SMARTER NOT HARDER

This session guides participants through their daily interactions with IT to promote paperless working and working together effectively. It covers:

- personalising your Microsoft 365 account
- best practice guidance for email and calendar
- managing smart meetings
- document sharing and collaboration
- chatting/calling/collaborating with colleagues using Microsoft Teams

Duration: 45 mins

How to access:

Visit [Learning.chi.ac.uk](https://learning.chi.ac.uk)





ENHANCING THE STUDENT EXPERIENCE: LEARNING, TEACHING & PROFESSIONAL PRACTICE

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 professional practice. This helps to focus our professional development to enhance teaching and support of learning at the University.

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. We look to:

- inspire and motivate staff and students to work together in effective ways to ensure that we continue to be a University that is known for delivering outstanding learning and teaching informed by high-quality research.
- build up the confidence, aspirations and resilience of every student through an engaged and responsive admissions, academic advisor and module co-ordinator system so as to optimise student retention and progression.
- continue to provide a proactive, accessible and bespoke range of centralised student support and wellbeing services.
- ensure that all our staff recruitment and interview processes include an essential requirement to understand and actively embrace our distinctive sensibility, the qualities, values and characteristics expected of everyone working for our University.
- enhance the digital literacy of staff and systematic development of our digital learning environment to ensure that it meets the present and future learning and teaching needs of our students and staff.
- embed both employability and enterprise education in all undergraduate and taught postgraduate programmes.
- equip our students to make the most of life opportunities.

View the complete Learning, Teaching and Student Experience Strategy by downloading it from our [Mission and Values page](#).

LEARNING, TEACHING & PROFESSIONAL PRACTICE

LEARNING AND TEACHING TEAM LEAD CONTACTS

Mark Mason, Deputy Vice-Chancellor (Student Experience)
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Bev Hale, Professor Learning and Teaching
B.Hale@chi.ac.uk, Ext. 6347

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

THE PROFESSIONAL STANDARDS FRAMEWORK (PSF)

The 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 professional values, core knowledge and areas of activity that encompass the Dimensions of the Framework.

You will see that many of the events are labelled with V, K, or A to show how they fit dimensions of the PSF. The Dimensions of the Framework are outlined in three related sets:

Professional Values (V) underpin all forms of Core Knowledge and Areas of Activity. They are the foundation of professional practice.

Core Knowledge (K) represents key forms of knowledge required to undertake the Areas of Activity.

Areas of Activity (A) bring together the Professional Values and forms of Core Knowledge, showing the essential activities that support delivery of effective practice.

The Framework describes key characteristics of the professional practice of those teaching and supporting learning. According to role and experience, university lecturers and those supporting learning in a wide range of ways can receive recognition as an Associate Fellow, Fellow, Senior Fellow or Principal Fellow of the Higher Education Academy.

Find out more about PSF and see the [document](#) itself at the AdvanceHE website. Talk to your line manager to explore a possible route to receiving recognition. Use Advance HE's [Fellowship Category Tool](#) to help you decide on the category of Fellowship that is the closest match to your current practice.

LAUNCH PARTY: HAPPY NEW YEAR - INTRODUCING PSF 2023 TO CHICHESTER

It's time to launch the new Professional Standards Framework across our whole University of Chichester community because it's new and it matters to everyone.

Dates to be announced for in person and Teams events in the New Year. Everyone is invited to the party!

THE PSF AND ME

Find out more about how you can use the new Professional Standards Framework to move forward in your professional practice - and get some letters after your name for free. This informal session will be chance to:

- reflect on your own story so far as a university educator
- set yourself some goals
- add a timeline
- if you want to, take the next step

PSF Dimension V5

Dates to be announced for in person and Teams events in semester two



POSTGRADUATE CERTIFICATE / UNIVERSITY CERTIFICATE IN PROFESSIONAL PRACTICE IN HE

For those who are new to teaching and/or supporting learning in higher education in the UK, there is an expectation of engagement in professional development related to learning and teaching in HE.

The University Certificate of Professional Practice (UCPP) and Postgraduate Certificate of Professional Practice in Higher Education (PGCertPPHE) programmes are accredited by Advance HE for the nationally and internationally recognised awards of Associate Fellowship (AFHEA) and Fellowship (FHEA). The programmes are undertaken alongside your usual University role so that learning on the programme can draw on – and inform – your professional practice.

The UCPP is a six-month, one module programme (20 credits at Level 7) that gives AFHEA on successful completion. The PGCertPPHE programme is a one module programme, but a longer module (40 credits at Level 7). To take the PGCertPPHE programme you would normally be recognised as AFHEA already, so you would have to take the UCPP first. Successful completion of the PGCertPPHE results in both a postgraduate certificate award from the University and FHEA. The programmes would include those who support students in the LRC, careers consultancy, IT, postgraduate students with teaching responsibilities as well as lecturing staff who are new to HE in the UK. Those with substantial teaching or student support will find the PGCertPPHE appropriate for their needs, while the UCPP programme will suit those on Associate Lecturer contracts, PhD students, or those who have more limited contact with students.

The courses aim to equip you with the knowledge and skills to undertake your professional duties effectively and confidently, increasing satisfaction and enjoyment in teaching/learning support roles and making a major contribution to student learning.

Further details:

For further details please contact [Bev Hale](#), Professor, Learning and Teaching.

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 Advance HE to deliver our own routes to take you to AFHEA, FHEA and SFHEA. You can get a feel for which fits you by using Advance HE's [Fellowship Category Tool](#). To find out more, look out for introductions to the three routes on Teams (dates to be announced in the monthly professional development emails) or contact [Duncan Reavey](#), Professor of Environmental Education.

Associate Fellowship of the Higher Education Academy (AFHEA) (CPD route)

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 reflective portfolio stressing your effectiveness and inclusivity – needs careful thinking and evidence, and you will learn a lot on the way! It is also a really satisfying personal milestone.

Fellowship of the Higher Education Academy (FHEA) (CPD route)

Fellowship of the Higher Education Academy is a very public acknowledgment of your expertise in University learning and professional practice – 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 reflective portfolio to achieve Fellowship. Lots of support is provided on the way and you keep those letters “FHEA” after your name for life and for free.

Senior Fellowship of the Higher Education Academy (SFHEA) (CPD route)

Senior Fellowship of the Higher Education Academy is for experienced University teachers or facilitators of learning who have a track record in helping others develop their own professional practice in creative, positive ways. You need to demonstrate comprehensive understanding and effective practice, and that you use this to lead or influence those who teach or support high quality learning. 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 Advance HE 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.



LEARNING AND TEACHING DISCUSSION GROUP

You are invited to join PGCertPPHE participants in a Learning and Teaching Discussion Group that will meet five times between October and February. Led by PGCertPPHE participants, conversations will focus on current issues in learning, teaching and professional practice 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.

To get a regular invitation to the Discussion Group, please email [Bev Hale](#) or [Duncan Reavey](#).

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.

During this session, led by Bev Hale and Rachel Mackinney, you will challenge how activities are planned and we will suggest how you can develop different methods of teaching to change the learning environment to engage students more effectively. 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 \(PSF\) Dimensions V1, V2, K1, K2, A1 and A2](#) in particular.

Dates to be announced for Spring 2025.

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 Bev Hale, will enable some reflection on the [Professional Standards Framework \(PSF\) Dimensions K1, K2, K3, A1 and A2](#).

Dates to be announced for Spring 2025.

HELP! I NEED TO WRITE REFLECTIVELY

This session explores different ways that we can write reflectively about our professional practice.

It is aimed at those completing the UCPP/PGCertPPHE or planning AFHEA/ FHEA/ SFHEA through the CPD route. It will familiarise you with how to reflect on your professional practice in context and with reference to the PSF.

Dates to be announced, usually one each semester, please view monthly professional development emails.





I WISH I'D KNOWN THAT EARLIER

This introductory professional development session is for academic staff new to the University. It aims to demystify some of the idiosyncrasies of the University of Chichester and to identify questions to ask and people to see to help your initial weeks at Chichester run more smoothly. It is led by Bev Hale.

Dates to be announced.

FIELD TRIPS AND OFF SITE VISITS

Can better learning happen off campus? Is it worth the extra effort? This session takes a look at the practicalities (including risk assessment) for day trips and overnight residentials. In keeping with its theme, this session will be held off campus.

PSF Dimensions VI, V2, K1, K2, A1, A2

Dates to be announced.

DEVELOPING YOUR ACADEMIC CAREER TO FOCUS ON 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 Duncan Reavey for this interactive session.

This will enable some reflection on the Professional Standards Framework (PSF) Dimensions K3 and A5.

Dates to be announced.



ACADEMIC ADVISER BRIEFINGS

These briefings are aimed at colleagues providing academic, pastoral and professional development tutorial support. They are aimed at roles 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.

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 Vito Mastrolonardo, Director of Students, Support and Information Services, is not only for academics, but open to all staff to come along to.

PSF Dimensions VI, V2, KI, K2, A2, A4

How to book:

If you are interested in Vito delivering a session for your team, please contact staffdevelopment@chi.ac.uk. This would be personalised and tailored to the job roles involved.



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 [Ruth Clark](#).

PSF Dimensions VI, V2, KI

Dates:

- Wednesday 13th November 2024, 3-4pm (BRC)
- Thursday 14th November 2024, 10am-11am (BOC)
- Wednesday 5th February 2025, 10am-11am (BOC)
- Thursday 27th February 2025, 3pm-4pm (BOC)

How to book: Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk



USING TECHNOLOGY WITH LEARNING AND TEACHING

These sessions are led by the Skills Team. You'll find further learning events that the team run in the 'Developing Digital Literacy Skills' section of this programme.

DIGITAL ACCESSIBILITY (DESIGNING OUT BARRIERS TO LEARNING)

This session will show you how to create accessible learning resources for your students, in order to comply with current legislation. It will cover:

- what the regulations say
- creating accessible documents using MS365
- how to create accessible videos using Stream
- creating accessible Moodle pages

PSF Dimensions VI, V2, KI, K4, AI

Duration: 1 hour

Further details:

Training can be delivered online or in person. Contact TEL@chi.ac.uk for details.



STUDENT ENGAGEMENT TOOLS

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

It 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, draw and add images and text and pin sticky notes. You'll learn how to collaborate on inbuilt templates designed for brainstorming, problem-solving, project planning, games and more.

PSF Dimensions VI, V2, KI, K4, AI, A2

Duration: 1 hour

Further details:

Training can be delivered online or in person. Contact TEL@chi.ac.uk for details.



PREPARING FOR DISTANCE LEARNING

This bespoke session can be requested if you're planning to deliver online learning programmes. You'll be guided through:

- online delivery
- engaging with students online
- building a community online
- good practice working with Moodle and Microsoft Teams

PSF Dimensions VI, V2, K1, K2, K4, A1, A2, A3, A4

Duration: 45 minutes

Further details:

Training can be delivered online or in person. Contact TEL@chi.ac.uk for details.

ENGAGING STUDENTS IN BLENDED LEARNING

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

This 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.

PSF Dimensions VI, V2, K1, K4, A1, A2

Duration: 1 hour

Further details:

Training can be delivered online or in person. Contact TEL@chi.ac.uk for details.



EFFECTIVE AND ETHICAL GENERATIVE AI

This online training session will introduce you to Generative AI and will include:

- what is Generative AI?
- how can it help you?
- genAI chatbots
- prompt engineering
- what are the limitations and risks?
- academic malpractice and student guidelines

PSF Dimensions VI, V2, K1, K3, K4

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails

LET'S TALK ABOUT GENERATIVE AI

No agenda! This weekly session is an opportunity for academic and professional services teams to ask questions, discuss ideas/issues and share good practice examples of using Generative AI to support their day-to-day activities.

PSF Dimensions V5, K3

Duration: 30 minutes

How to access:

Book via link in monthly 'IT Skills' emails





DEVELOPING DIGITAL LITERACY SKILLS

ESSENTIAL IT FOR STAFF

This session guides participants through their daily interactions with IT to promote paperless working and working together effectively. It covers:

- personalising your Microsoft 365 account
- personalising your Moodle account
- best practice guidance for calendar use
- managing meetings
- working with OneDrive documents
- collaborating with colleagues using Microsoft Teams

Duration: 45 mins

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

MICROSOFT TEAMS FOR PROJECTS AND COMMITTEES

Microsoft Teams is much more than online meetings. This session will guide you through project and committee group management using Teams' advanced features.

Find out how to:

- create new Teams groups
- schedule meetings through the Teams calendar
- securely share and collaborate on documentation
- utilise SVOT (single version of truth) documentation workflows
- use channels to request committee papers and privately arrange agendas
- keep track of meeting actions and outcomes with Microsoft Planner

Duration: 1 hour

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

MEET THE TEAM

ROZ HALL

Learning Technologies and Skills Development Manager

Roz Hall has over two decades of experience working in Learning Technologies, having been involved with the original launch of Moodle at the University. Since those early days he's overseen the adoption of Turnitin, Panopto, Digital Accessibility, Distance Learning, Online Assessment and Feedback, Microsoft Teams, Microsoft Stream and Developing Digital Capabilities. Most recently he's been supporting the University with their guidance on the effective and ethical use of Generative AI.

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 supports the Post Graduate Certificate in Learning and Teaching in Higher Education, specialising in digital pedagogies.

In his spare time he teaches art in schools, galleries and at festivals across the country, and is regular speaker for Art in Action.

DARREN THOMPSON

Learning Technologist

Darren Thompson is a Learning Technologist with almost 20 years of experience of teaching, learning and people development gained through working in higher education, further education and work-based learning. His areas of specialism include learning design, gamification, student experience and 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

Matt Davidson is Learning Technologies Trainer, who also brings more than 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.

DAN CARLINE

IT Skills Trainer

Dan is the University IT trainer with experience of supporting staff and students of all abilities. Having previously run an independent IT support service and his own photography business, Dan joined the University in 2016 and his specialisms include Office 365 applications, assistive technologies, corporate systems, and classroom technologies. He also loves to use creative software and generative AI as a passionate digital artist. 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 twenty years and has specialised in academic skills support for more than a decade. She is a Fellow of the Higher Education Academy (FHEA) and has a Master's Degree in Education.

Alison works with students across 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 improve their academic skills. Alison leads sessions for staff to build writing and editing skills. Please see the 'Developing Your Skills' section for details.

ELECTRONIC MANAGEMENT OF ASSESSMENT (EMA)

This session will guide you through the University's flexible online assessment and feedback processes. The session will include:

- an 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

Duration: 1 hour

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

MODULE ASSESSMENT FEEDBACK (MAF) ONLINE FOR TUTORS

This e-learning session leads you through the MAF 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

Duration: 40 minutes

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

MODULE ASSESSMENT FEEDBACK (MAF) ONLINE FOR ADMINISTRATORS

This 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

Duration: 30 minutes

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

TURNITIN: UNDERSTANDING YOUR ORIGINALITY REPORTS

Understand and learn how to utilise the originality report in Turnitin. This is essential knowledge for Faculty staff.

The session will look at:

- accessing the originality report
- locating matches
- filtering matches
- poor practice vs. malpractice

Duration: 1 hour

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

MOODLE

INTRODUCTION TO MOODLE

This session is aimed at staff new to our virtual learning environment, and for those interested in refreshing their knowledge. You will be guided through:

- University expectations of Moodle usage
- the Moodle homepage
- accessing your modules
- working with colleagues
- University Moodle page minimum standards
- editing content
- contacting students
- page settings

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

Duration: 1 hour

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

ADVANCED MOODLE – ENGAGING WITH STUDENTS ONLINE

Use your Moodle module to maximise student engagement.

Content includes using groups, setting up a scheduler for tutorial booking, quizzes, questionnaires, restricting access, basic reporting and more.

Duration: 1 hour

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

MOODLE FOR FACULTY ADMINISTRATORS

An introduction to Moodle specially focussed on the responsibilities of the Faculty Administrator.

Duration: 30 minutes

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

MOODLE MINIMUM STANDARDS

This 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.

Duration: 30 minutes

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk



MICROSOFT STREAM FOR VIDEO

Introducing the new flexible video workflows utilising Microsoft 365 applications. The session will explain how to:

- create new recordings (Stream, Teams, Clipchamp)
- edit your videos (Stream and Clipchamp)
- share recordings with students and external viewers
- add interactive elements (MS Forms)

Duration: 1 hour

How to access:

To arrange an online or in person session, contact TEL@chi.ac.uk

MICROSOFT OUTLOOK (APP & ONLINE)

How to manage your emails and calendar effectively, using Outlook via desktop app and online. The session will show you how to find old emails and migrate those that you need to keep outside of Outlook. You'll learn how to use rules to keep your inbox and departmental accounts up-to-date and well managed.

Using these skills will also make you compliant with the 2018 General Data Protection Regulations. In addition, we'll cover the University's retention policy on email and calendar items.

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails



MICROSOFT ONEDRIVE

An introduction to Microsoft's cloud storage OneDrive. By the end of the session you'll know how to:

- 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
- hyperlink to resources stored in OneDrive

Duration: 30 minutes

How to access:

Book via link in monthly 'IT Skills' emails



MICROSOFT WORD MASTERCLASS

This workshop will show you the quickest ways to achieve the document format you want, filling those knowledge gaps where there is often fast solution to a common problem.

The session covers the use and editing of Styles, to streamline your workflow and minimise the amount of work required to format a document as required. It will show 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'll 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
- 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

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails



EXCEL BEGINNER

Learn the basics of Excel, including how to create functions that will total the values you select, find the averages and apply mathematical operatives. After this session you will be able to name the components of Excel and handle basic data. Even if you're confident with the basics, come along to learn faster ways of mastering them. The session will cover:

- identifying the parts of Excel (cells, columns and rows, functions, formula bar, fill handle) and 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

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails

EXCEL INTERMEDIATE

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

- IF functions
- using the fill handle to replicate functions
- absolute and standard cell references
- pivot tables
- VLOOKUP and HLOOKUP functions

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails

POWERMAPS

A masterclass on using the PowerMaps feature of Excel, which displays geospatial data on maps over a period of time. This will effectively provide you with a time-lapse of your data, shown overlaid onto the locations on a map. PowerMaps create stunning visualisations of your data.

Duration: 45 minutes

How to access:

Book via link in monthly 'IT Skills' emails

POWERPOINT MASTERCLASS

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

By the end of this workshop, you will know how to:

- create PowerPoint templates with slide masters
- add special effects with animation and transition
- use hyperlinks and action buttons within a PowerPoint slide
- import and export data from other applications
- customise graphs and SmartArt graphics

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails

MICROSOFT FORMS

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 these in Excel for additional analysis.

The session will cover:

- using different question types and sections
- branching between questions or sections to create alternate paths through the survey based on earlier responses
- creating a live Excel file of responses in your OneDrive
- sharing the response data and working on a form collaboratively

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails



GENERATIVE AI

Explore AI-driven image and text creation for compelling visual content. We'll also demonstrate other AI tools such as video editing and music creation. This session aims to show tools you can use yourself and demonstrate some of the more advanced tools not necessarily immediately available to everyone. It will explain:

- large language model chatbots – Ask your AI assistant anything you need
- image generation – Generate artwork, photography or logo/graphic designs
- problem solving – Image analysis using AI
- prompt crafting – learn how to structure your prompt most efficiently to generate the content you want.

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails



MICROSOFT ONENOTE

This workshop is for those who wish to use OneNote for personal or professional use. OneNote 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.

You will learn how to:

- add information such a text, images and links
- add audio
- link 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

Duration: 1 hour

How to access:

Book via link in monthly 'IT Skills' emails



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.

Our 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 that oversees the Researcher Development Framework.

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

DR CHARLES GREEN

Senior Research Officer charles.green@chi.ac.uk

ANALISE FRENCH

Research Office Coordinator research@chi.ac.uk

NELLY WALSH

Postgraduate Research Administrator pgrsupport@chi.ac.uk

ALISON DAVIS

Research and Enterprise Finance Officer a.davis@chi.ac.uk

CHIPRINTS OPEN ACCESS REPOSITORY

Contact eprint@chi.ac.uk

For further information about the professional development opportunities in research development, please contact the Research Office at: research@chi.ac.uk. We also welcome enquiries if you have a particular training or development need.

RESEARCH CONFERENCE

Our Research Conference showcases the many exciting ways in which University researchers are seizing new opportunities in a changing world. The event seeks 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. Sessions will discuss various topics, covering the three overarching themes for research at Chichester: Health and Wellbeing, Smarter Solutions, and Culture and Community.

The Research Conference will take place on the 4th and 5th September 2024, in the Dome (BRC). The registration link and programme will be sent to all staff via email.

VITAE RESEARCHER DEVELOPMENT FRAMEWORK

For approaching 10 years the University has subscribed to Vitae, the national researcher development organisation that oversees the Researcher Development Framework. This Framework articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development. It is a comprehensive new approach to enhancing careers in research. The framework was developed by and for researchers, in consultation with academic and non-academic employers.

Who is the RDF for?

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

Mapping your development with the RDF

You can map your development against relevant domains of the Vitae Researcher Development Framework:



For more information about the RDF, please visit the [Vitae website](https://www.vitae.ac.uk/RDF-overview.pdf).

RESEARCHER DEVELOPMENT SERIES

The Research Office organise workshops and sessions focussed on researcher development throughout the academic year, which are informed by the Researcher Development Framework. While these draw primarily on in-house expertise, they also involve experienced external trainers and facilitators.

The Researcher Development Series offers University staff and research students a wide range of opportunities to share information and expertise, explore important research-related issues and build relationships with colleagues. Subjects include grant/bid writing, working with the media, public engagement, research integrity, research impact, 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 you are a reader or professor and would like to receive training in coaching, please get in touch with the Research Office at research@chi.ac.uk

Online Resources

A range of online training resources, including free impact training, can be found on the [Research Moodle](#) and the PGR Moodle page, accessible from the research area of Staffnet.

RESEARCHER DEVELOPMENT DAY: POLICY ENGAGEMENT

Following the success of these events previously, the Research Office will hold a further Researcher Development Day in 2024/25 on a specific impact related theme.

This will be led by the award-winning external facilitator [Dr Jamie Gallagher](#), a leading public engagement professional specialising in impact and evaluation. The event will provide opportunities for staff networking and collaboration. PGR students are also welcome to join.

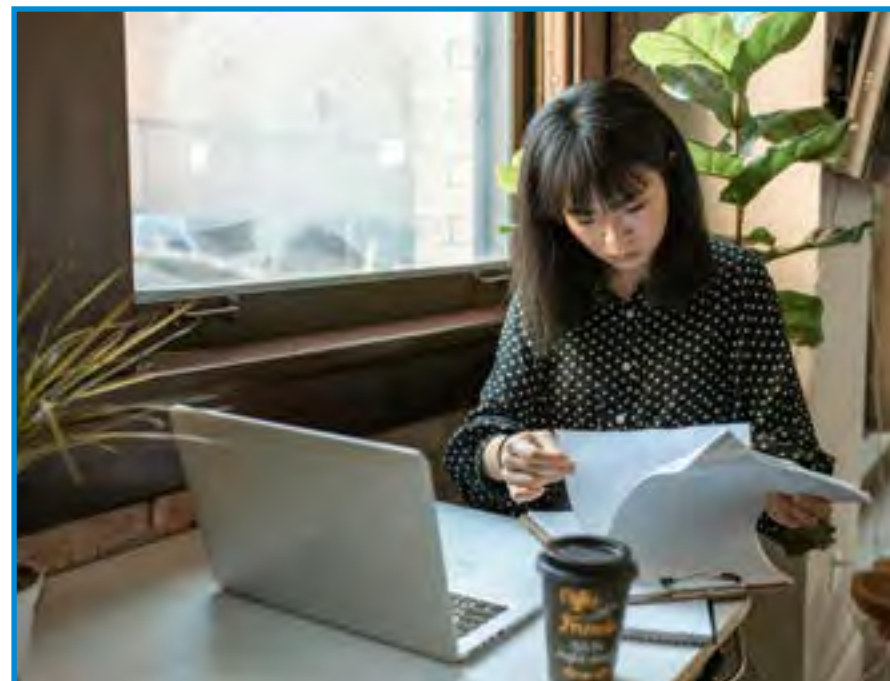
The 2024/25 Research Development Day will take place in semester two. Further details to be announced.

IMPACT WORKING GROUP

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 generally, the Research Office is offering a range of sessions to meet your needs this academic year.

Led by Dr Charles Green and Professor Sam Blacker, these include regular meetings, open to all, in which researchers can share impact related projects and gain feedback from colleagues. As we continue to build towards REF2029, we will use sessions for sharing draft impact case studies. Bespoke research impact workshops delivered to specific academic areas are also available 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 a further opportunity to discuss and design impactful projects and collaborations for the future.

For more information, email charles.green@chi.ac.uk or s.blacker@chi.ac.uk.



OPEN ACCESS IN RESEARCH

The University's ChiPrints team can deliver this session at departmental/Research Centre/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'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 session is primarily for active research staff, but can be tailored for other staff and PhD students on request. Refresher sessions and one-to-ones are also available. Sessions are organised on an ad hoc basis. Contact the Library's [ChiPrints Team](#) or book time with [Debbie Bogard](#).

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](#).

COPYRIGHT FOR RESEARCHERS

This workshop covers 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:

12pm-1pm on Tuesday 12th November 2024

To book:

Contact the [Research team](#).

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 text files, 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 researchers 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 the PGR Moodle on the [Research Staffnet pages](#)).

INTRODUCTION TO MENDELEY

A practical session facilitated by Subject Librarian, Janet Carter and Research Support Librarian, Debbie Bogard on using Mendeley reference management software.

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

There will be plenty of opportunities for questions, along with and follow up one-to-one support.

Learning outcomes:

Participants will learn how to manage references efficiently. By the end of the session you will have set up a reference library, imported and created references, and integrated with MS Word to cite while you write and create a bibliography.

Further details:

Click [here](#) to view a set of a set of bite-sized videos that will get you started with using Mendeley. You can then contact [Debbie](#) or [Janet](#) to arrange one-to-one or group support.



BROWN BAG SESSIONS

Brown Bag Sessions offer you the chance to present and hear short (approximately 15 minutes) 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 different areas.

The Brown Bag sessions typically run from 12pm to 1pm, with one or 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!

Email research@chi.ac.uk to find out more, or to enquire about presenting your research at a Brown Bag session.



PROFESSORS' AND READERS' FORUM

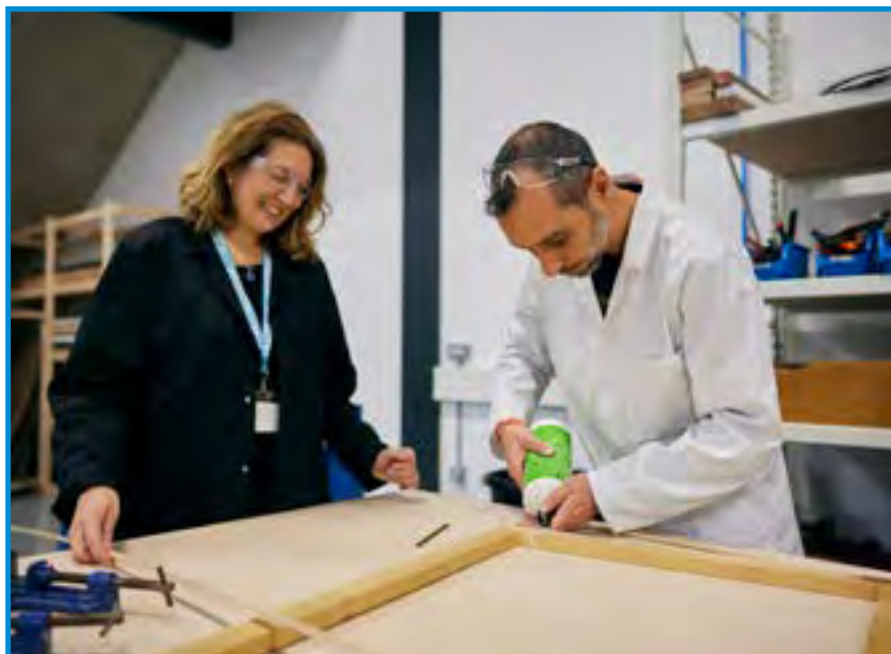
This is an opportunity for Professors and Readers to meet and discuss issues that are pertinent to the current research environment at the University. The Deputy Vice-Chancellor Professor Simeon Keates will facilitate these forums.

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

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 either of these questions, then this is the workshop for you. Run by academic staff, in conjunction with 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 'Full Economic Costing' in the process.

Dates will be announced.

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, Research and Enterprise Finance Officer Alison Davis and Senior Research Officer Dr Charles Green 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](#) or [Charles](#) 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 and enforce 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, 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, whatever your level of experience, are also welcome to attend.

Dates will be announced.

POSTGRADUATE SUPERVISION TRAINING SERIES

Across four sessions, this training programme will cover essential information and skills related to postgraduate supervision, providing also for developmental peer group work designed to enhance supervisory practice and culture across the University. It consists of two 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, we recommend that each active supervisor attend at least once every three years.

They will cover:

- responsibilities of the supervisor within the current Higher Degree Regulations and Code of Practice
- key administrative processes relating to postgraduate research
- monitoring and reporting on progress
- enhancing the student experience
- good practice in supervision
- equality and diversity
- health and safety
- international students (including visa issues)
- overview of other University services relevant to PGR support

ii) Supervisor Development Workshops

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

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

Dates will be announced.

TRAINING AND EVENTS FOR POSTGRADUATE RESEARCH STUDENTS

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

POSTGRADUATE RESEARCH STUDENT INDUCTION

The induction is an opportunity for new PGR students to get to know each other and the University. Sessions focus on the learning resources that are 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:

- Monday 3rd February 2025
- Monday 2nd June 2025



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.

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
- 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 and concerns, and integrate with the University's postgraduate community

PGR Study Days are usually 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](#) 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 same format. Contact [Charles](#) for more information.

PGR DAY 2025

PGR Day is a full day for postgraduate research students to meet up, learn about each other's research and develop new ideas. 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' and preparing for your viva examination.

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

Date:

This event will take place in [May 2025](#). More details will be announced.



TOWARDS THE FINISHING LINE: PREPARING FOR MAJOR REVIEW AND VIVA

The 'Major Review' and viva examination are key academic milestones and must be completed successfully in order to complete the programme. The Major Review process is a great opportunity to gauge feedback from people who may provide a different perspective on your work. It also offers an excellent 'dry run' for the viva, which follows your thesis submission.

While both can feel daunting, they can also be hugely enriching experiences, delivering unique opportunities to engage with experts in the field, and to explore your work in new and exciting ways.

Led by the Research Office, this session will develop your understanding of these assessments, dispel misconceptions around them, and provide practical tips on how to approach them. 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.

[Dates to be announced.](#)

UNIVERSITY OF EAST ANGLIA (UEA) ONLINE PGR AND ECR TRAINING SERIES

The University 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.

Dates

Dates for the sessions and information on how to register can be found on the [PGR Moodle](#) page under the 'Development and Training' tile.

All sessions will open for booking three weeks before they run. The booking link will be available on the PGR Moodle. This site provides information about how to book, waiting lists and whether any extra sessions will be held. It details 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. Please visit the booking website and read the information provided. For queries please e-mail simon.d.watts@uea.ac.uk and/or ssf.advancedtraining@uea.ac.uk.



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 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 training will look at writing 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 and 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 be considered and opportunity will be provided to look at the response-to-reviewer letters of experienced academics. Time will be available for questions.

WRITING AND STRUCTURING AN EFFECTIVE THESIS

This session will focus on the writing of an effective PhD thesis, covering style, structure and presentation. It will consider overall chapter structure, the aims and presentation of specific chapters (including the introduction, literature review, theoretical/methodological chapters, study chapters, and general discussion), and how they should be combined to create an effective and impactful thesis.

It will explore the need to create a single 'golden thread' or 'guiding narrative' for the thesis. Writing an 80-100,000 word document is challenging 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 qualitative methods: grounded theory, thematic analysis, interpretative phenomenological analysis and narrative analysis. It will identify the types of research questions to which each method is best suited. Conducting by-person or case analyses using qualitative data will also be considered.

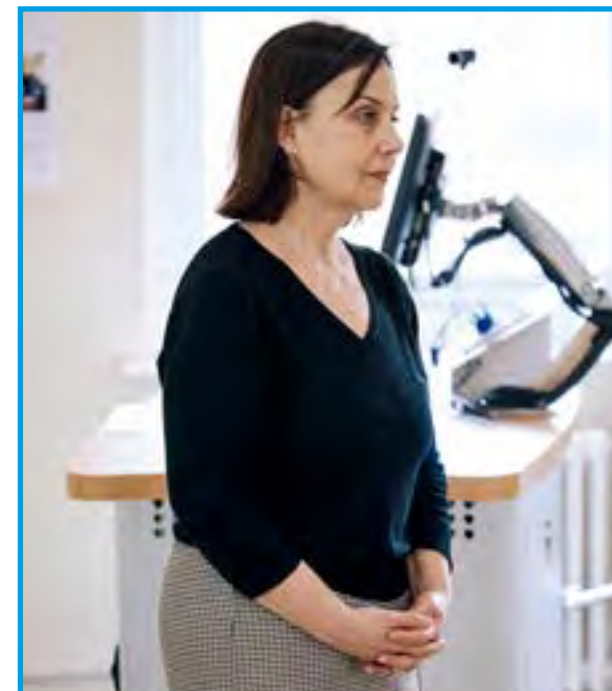
QUALITATIVE INTERVIEWING

This session will consider several types of interviewing, with a particular focus on semi-structured or 'qualitative' interviewing. We will discuss the nature of interview questions, the design and structure of an effective interview schedule and the mechanics of conducting a successful interview that delivers on research aims. The idea is to share experiences, knowledge and potential 'tricks-of-the-trade'.

Time will be allocated to questions and issues pertinent to your own PhD studies.

ANALYSING QUALITATIVE DATA

This session will consider and discuss a range of issues relative to the microanalysis of qualitative data. Using example data throughout, it will cover 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, generalising from qualitative findings and 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 and getting a foot on the ladder can seem 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 can lead to all being lost in the paperwork.

Followed carefully, the advice given in this session will stop that happening. It will be delivered by an academic of 20 years, 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 and how to recognise a 'gettable' post. It will include the generation of effective and job-tailored application paperwork such as CV's, personal statements, and covering letters. The structure and nature of academic interviews will also be discussed.

While attending this session alone is not enough to secure a first academic post, it should improve your chances of being interviewed, and that's a very big step in the right direction.

QUANTITATIVE RESEARCH: A BASIC GUIDE

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.





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.

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.

Date:

- Tuesday 8th April 2025, 2pm-4.30pm

How to book:

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

NEW MANAGERS

If you're a new line manager, or you're managing team members but have not had any previous training, you can undertake training specifically designed to equip you with the skills to thrive in your role. The new line manager training is a comprehensive, interactive and practical session. As well as opportunities to observe demonstrations, you'll be able to try techniques out yourself in a safe and supportive environment. You can also access the New Manager's Toolkit which covers key University policies, procedures and other information you need to know.

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 PROCEDURES

FIRST LINE MANAGER TRAINING

This one-day training is designed for those new to line management and team leadership or those without previous training in managing other team members at work. It will cover all the essential areas to perform effectively in your new role.

NEW MANAGER'S 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. Visit Staffnet to view this or contact staffdevelopment@chi.ac.uk for details.

RECRUITMENT AND SELECTION

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](#).

PERFORMANCE REVIEW DEVELOPMENT PLAN (PRDP) OVERVIEW

This overview workshop 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.

LINE MANAGEMENT TRAINING

BUILDING STRONG TEAMS

Learn how to create good team dynamics, encourage collaborative working and build trust within your team.

DEVELOPING AND MANAGING INDIVIDUALS

This course will help managers to inspire and engage their team and get the most out of each team member.

UNLOCKING POTENTIAL: DEVELOPING PERFORMANCE

Learn how to effectively manage performance and bring out the best in those you work with.

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.

AN INTRODUCTION TO COACHING

An introduction to the language, approach and techniques used in coaching.



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.

FURTHER INFORMATION

If you'd like to discuss any leadership qualifications and formal training opportunities available, contact HR/ Professional Development Manager [Kevin Botto](#)

FIRST LINE MANAGER TRAINING

This comprehensive first line manager training is designed to equip you with the essential skills to thrive in your new role. Whether you're moving into management for the first time or looking to sharpen your leadership abilities, this course covers the key areas you need. It's an interactive and practical session and as well as opportunities to observe demonstrations, you'll be able to try techniques out yourself in a safe and supportive environment.

The training will explain how to motivate, guide, and inspire your team to achieve their best. You'll develop your understanding of how to manage different levels of performance, including giving constructive and motivational feedback. The session will show how to identify opportunities for coaching to develop your team, with effective approaches explored and explained.

You'll also learn more about delegating tasks to team members, including how to identify opportunities for delegation and the skills and process for delegating effectively.

Date: Tuesday 4th March 2025, 9.30am to 4.30pm

How to book: Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk



MANAGER'S TOOLKIT

The manager's toolkit is designed to help managers recruit, develop and manage their teams more easily and effectively. You'll find it located on the Human Resources pages of Staffnet.

The toolkit has all the guidelines, support and tools you need in one place, with information on recruiting and onboarding team members, performance management, professional development and more. There is also a section to help managers approach conversations and support team members who are impacted by the menopause.

While you do not have to be a new manager to use the toolkit, the aim is to support those in this new role and so it includes an area focused on the transition to management. The toolkit is easily accessible for managers to use and revisit as and when needed.

Find the Manager' Toolkit [here](#) or visit the Human Resources pages of Staffnet.



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

Date: Tuesday 8th April 2025, 10am-12.30pm

How to book: Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk



AN INTRODUCTION TO COACHING

This three-hour workshop, facilitated by Mark Wilson of 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 session is 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: Thursday 3rd July 2025, 9.30am-12.30pm

How to book:

Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk



RECRUITMENT AND SELECTION OF STAFF

This series of online training sessions takes you through an overview of recruitment and selection.

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 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](#).



WORKPLACE INVESTIGATIONS

Led by ACAS, this session will explain how to carry out a fair investigation in the workplace. It will cover the essential steps that should be taken when carrying out an investigation at work, including a disciplinary or grievance investigation.

Areas covered include:

- legal principles, including reasonable belief and band of reasonable responses
- discrimination, bullying, harassment (including sexual harassment) and liability
- the investigation process
- listening and questioning
- dealing with anonymity
- writing the report

Date: Tuesday 4th February 2025, 10am-4pm

How to book:

Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk



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



PERFORMANCE MANAGEMENT

This interactive one-day training course helps managers and team leaders recognise their role and contribution to effectively manage performance at work.

By the end of the course participants will have:

- shared a common understanding on how performance management can be effectively utilised to raise the performance of individuals and teams.
- enhanced their skills in setting clear expectations and objectively measuring individual performance using performance objectives and competencies as key measures.
- identified and practised some performance management strategies and techniques to enhance the performance and motivation in underperforming and high performing team members.

Date: Thursday 1st May 2025, 9.30am-4.30pm

How to book: Visit [HR Self Service](#) or email 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.



FINANCE FOR NON-FINANCE MANAGERS

This course will introduce the role of the Finance function in Higher Education (HE), what Finance do and why. The course will explore financial rules and regulations, financial reporting standards and financial sustainability. The module then moves on to financial information in HE, starting with the annual finance cycle, then to onto to financial statements and internal financial management.

This training is for non-finance staff with no, or very little knowledge on:

- The role of the Finance function
- HE financial information
- Financial terminology

By the end of the course participants should be able to:

- Understand what the Finance function does and why
- Understand more about the financial rules and regulations universities must adhere to
- Know what financial reporting standards are
- Understand financial sustainability
- Identify key dates in the annual finance cycle
- Understand university financial statements and the terminology within them
- Understand internal financial management processes and the role everyone has in maintaining them

Topics covered:

- The role of the Finance function
- Financial rules and regulations
- Financial reporting standards and accounting principles
- Financial sustainability
- The annual finance cycle
- Financial statements
- Internal financial management

How to access:

Register with the [BUFDG website](#) and then [log in](#) to the training.



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.

PROJECT MANAGEMENT- "IT'S NOT ALL ABOUT A GANTT CHART"

An overview of project management as well as insights on choosing the most appropriate approach for your projects. This session is facilitated by Head of Business School Programmes, Paul Kooner-Evans, and Dr Rob Warwick, Professor in Management and Organisational Learning.

The training looks at what you do when you start, undertake and close a complex project. It will explain best practices that enable their successful completion. The session has a practical element and you will be introduced to and practice some of the tools used in Prince 2.

Date:

Tuesday 21st May 2025, 10am to 4pm

How to book:

Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk

"I will use the techniques in daily life and for future projects at work."

"It was all really helpful and valuable and the practical elements were most enjoyable."

THE ASSOCIATION OF HIGHER EDUCATION PROFESSIONALS (AHEP)

The Association of Higher Education Professionals (formerly AUA) is the professional body for managers and administrators working in Higher Education in the UK and Ireland. AHEP 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 AHEP 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 calendar, 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 AHEP have organised Christmas collections and cake sales for various local charities. Sessions will be advertised in the monthly emails and circulated separately to AHEP members.

HOW TO JOIN

AHEP 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, visit the [AHEP website](#). At the University you can contact [Analise French](#) or [Sam Charles](#), or get in touch with the [Professional Development Team](#).



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

Further details:

For more information please contact [Becky Edwards](#), Senior Lecturer in Childhood and Social Work.

LET'S TALK ABOUT GENERATIVE AI

Unlock the future with this "Introduction to AI" training session. Designed for beginners, this is a regular 30-minute session that will demystify artificial intelligence and equip you with the foundational knowledge needed to navigate the AI landscape.

Whether you're looking to enhance your career or simply satisfy your curiosity, this session offers practical insights and hands-on learning to help you grasp the power and potential of AI. Join us and take the first step towards mastering the technology that's shaping tomorrow.

How to access:

Book via link in monthly 'IT Skills' emails.



WORKING TO YOUR STRENGTHS

Using the Strengthscope® tool as a framework, this session will give participants a greater insight into the strengths that energise them at work, and how they can use these more effectively to reach their goals and targets.

This session will cover

- Introduction to Strengthscope® and a review of your individual Strengthscope® report
- Negativity bias and how to use your strengths to overcome this
- Energy drainers vs energy drivers
- How to use your strengths to achieve performance goals

Prior to the session, participants will be asked to complete a Strengthscope® questionnaire and consider any particular goals or projects that they are working on or want to work towards that are challenging or that would benefit from a different approach.

How to book:

This training is offered on a 1-2-1 basis. Please email staffdevelopment@chi.ac.uk to arrange a session.



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 30th January 2025, 10am-11am

How to book: Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk



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.

Date:

Wednesday 29th January 2025, 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.

Date:

Tuesday 28th January 2025, 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 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 who 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
- 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 it 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](#) for further information.

∞ INCLUSIVITY AND SUPPORT



The University benefits from diverse, talented people from many different heritages and backgrounds. 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 members of an inclusive community, where they can be proud of their unique identity.

OUR COMMITMENTS

STAFF AND STUDENTS FROM ETHNIC MINORITIES

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.

Dates for these groups will be advertised in the monthly Professional Development emails and can be booked via HR Self Service. All our groups welcome new members. To find out more, please contact [Staff Development](#).

LGBTQ+ AND ALLIES STAFF NETWORK

All staff are welcome to join our LGBTQ+ 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 get together to create a safe, supportive and informative group.

Alongside this, the network helps to advance LGBTQ+ equality at the University by hosting guest speakers. We 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.

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. Events have covered topics including obstacles facing women in Higher Education and managing Imposter Syndrome.



CARERS' STAFF NETWORK

The Carer's Staff Network aims to support staff members who are, or could become, carers for people who are older, disabled or seriously ill. We understand how difficult it can be to juggle caring responsibilities with working life.

Our new Carers Staff network is a supportive and informative space for everyone. It will provide a confidential and informal forum to share knowledge, information and experiences with colleagues. If you are currently a carer, have been a carer in the past or think that you may be a carer at a future point, please join us.

STAFF NEURODIVERSITY GROUP

Our Neurodiversity Group is for both those who identify as neurodivergent and those who are keen to learn, connect and enjoy thinking outside the box. You don't have to identify as neurodivergent, as our aims are to connect with colleagues across the university to create a welcoming, supportive and creative space with shared aims (which we will shape together as a group).

We aim to create a vibrant and supportive community that celebrates neurodiversity in all its beautiful forms. Whether you identify as neurodivergent or a passionate ally, we believe in embracing difference and fostering an environment of inclusion, understanding and collaboration. We also need to know what members would like from this network. So this aim (and the name of our group) will evolve as we grow.

PARENT LINK

We're excited to announce the upcoming launch of Parent Link, a staff group dedicated to supporting parents at the University. Whether you're navigating parenthood or seeking to connect with other working parents, Parent Link aims to provide a supportive network and helpful resources.

TRANS AWARENESS

Develop your understanding of the trans community with this interactive training session. You'll gain an understanding of trans experiences and learn the key terms, language and identities. It's an opportunity to explore the lived experiences of trans people in the UK today.

By the end of the session you'll feel more comfortable with language to use and have a greater understanding of the difference between sex and gender and the impact of names, pronouns, and gendered language. You'll understand the legal context and our responsibilities, there will be real world scenarios for the workplace, as well as practical tips for everyday interactions.

Date: Thursday 30th January 2025, 9.30am-1pm

How to book:

Book via [HR Self Service](#) or contact the Professional Development team at staffdevelopment@chi.ac.uk



LGBTQ+ INCLUSIVITY IN HIGHER EDUCATION

Led by Rylee Spooner, this LGBTQ+ training entails a whistlestop tour of all things sexuality and gender. We will go through some statistics, scenarios, support, and particular stressors to consider when it comes to teaching and working with those who identify as LGBTQ+.



Please bring an open mind - this will be a safe space to discuss and ask questions in an open environment where it is okay 'to get things wrong' as long as respect is at the heart of it. The aim is by the end of the training, you will feel more comfortable in approaching and navigating these topics in the classroom and life in general!

Date: Wednesday 19th February 2025, 10am-12pm

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 and provide training and strategies for improved communication and learning.

Date:

Tuesday 11th February 2025, 10am-11.30am

How to book:

Book via [HR Self Service](#) or contact the Professional Development team at staffdevelopment@chi.ac.uk

SUPPORTING DYSLEXIC STUDENTS

This session is about Specific Learning Difficulties (SpLDs), with a particular focus on dyslexia.

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 18th February 2025, 2pm-4pm

How to book:

Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk

NEURODIVERSITY DEEP DIVE

This is an in-depth workshop designed to provide participants with a comprehensive understanding of neurodiversity, delivered through interactive exercises and by facilitators with lived experience.

The learning outcomes of this course are:

- Understand the types of neurodiversity in depth, their traits and how it manifests in the workplace
- Understand the strengths and challenges neurodivergent people experience in the workplace
- Learn actionable strategies and practical ways to support your neurodivergent colleagues
- Leave the workshop with practical takeaways to use in your day to day work.

Date:

Thursday 3rd April 2025, 9.30am-12.30pm

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:

- Defining good mental health and 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: Thursday 13th March, 9.30am-12.15pm

How to book: Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk



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: Tuesday 19th November, 9.30am-12pm

How to book: Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk



WHITE PRIVILEGE

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

“Very well presented. Dan was approachable, friendly and patient”

“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

Date:

Thursday 20th February 2025, 1pm-5pm

How to book:

Book via [HR Self Service](#) or contact the Professional Development team at staffdevelopment@chi.ac.uk

“It was really eye opening and so useful...Great speaker too!”

RESPONDING TO SEXUAL ASSAULT DISCLOSURES

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 session is led by Vito Mastrodonardo, Interim Director of Students, Support and Information Services and Becky Potheary, 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: Monday 17th February 2025, 2pm-3pm

How to book: Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk

ACADEMIC SUPPORT FOR INTERNATIONAL STUDENTS

Using research-based evidence and the voices of our students, the session explores challenges faced by international students and suggests how academic areas can best support and encourage them. The session covers the university’s International Academic & Language support package (IALs), specific welfare support for international students and processes for attendance monitoring of student route visa holders.

Date:

Wednesday 26th February, 2pm-3.30pm

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:

Details on allocation of places and how to book will be announced.



SPEAK SUICIDE PREVENTION – EXPLORE, ASK, KEEP-SAFE

This online session will be delivered 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:

Thursday 21st November 2024, 9.30am to 12.30pm, MS Teams

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 staff to look after their mental and physical health and provide a range of opportunities to support with this.

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: Monday 14th April 2025, 9.30am-4.30pm

Please book your appointment via [HR Self Service](#) or email staffdevelopment@chi.ac.uk Appointments are limited and will be available on a first come, first served basis.



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 free and confidential support

The 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.

What's Available:

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, and difficulties with colleagues
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

Call 08000 856 148 to access the services provided by the Employee Assistance Programme.



"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."

You can also access online resources by visiting the [Education Support](#) website.

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

“I really value these sessions. Mark is a very engaging trainer and I always learn a lot and go away with a yearning to learn more.”

“I am so glad I signed up for this course. It’s the best one I have ever done!”

INTRODUCTION SESSION - BUILDING RESILIENCE

Date: Thursday 1st May 2025, 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

Date: Thursday 8th May 2025, 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

Date: Thursday 15th May 2025, 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

Date: Thursday 29th May 2025, 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 longstanding issue, a study of which the group agrees will be of benefit to all.

How to book:

Book via [HR Self Service](#) or contact the Professional Development team at staffdevelopment@chi.ac.uk

“This was a powerful and reflective session.”

“All sessions have been thought provoking and enjoyable.
Thank you Mark.”

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 one hour appointment.

NHS Health Check is a national programme in England for people between the ages of 40 and 74. It is a free 60 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 a 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: Tuesday 3rd June 2025, 9.30am-4.30pm

Please book your 1 hour appointment via [HR Self Service](#) or email staffdevelopment@chi.ac.uk Please note that appointments are available on a first come, first served basis.



LEARNING TO LIVE WITH IMPOSTER SYNDROME

Impostor Phenomenon (sometimes called Impostor Syndrome) is something many of us experience. Maybe we keep out of conversations because we think we have nothing to say, or maybe we turn down invitations because we think we can't or shouldn't go. In other words, we feel like we are frauds. We are not quite sure how we got to where we are and we think we are really only pretending to be something that we are not. These feelings can cause us to feel anxious and might stop us from growing and learning and being the best versions of ourselves.

In this session, Senior Lecturer in Psychology Dr Karen Rodham will discuss her work on Impostor Phenomenon and share insights into how we can recognise when we are experiencing it and what we can do to counteract it and perhaps how to learn to live alongside it.

Dates for sessions on the Bishop Otter and Bognor Regis Campuses to be announced. Please review the monthly professional development emails for information.

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 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 don't 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

How to book:

Book your Financial 1-2-1 health check 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.

Examples 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.

ONLINE SUPPORT

There is also a range of 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

[Help for Households](#) provides details of cost of living support available from government, including income support, support if you have a disability and help with 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.

Please view the next page for details of our Retirement Planning training courses.



UNDERSTANDING MENOPAUSE

The menopause is linked with many physical and emotional changes for women, and this can make it a challenging and complicated time. Perimenopause and menopause symptoms can affect your physical and mental wellbeing. Research shows that 59% of women experiencing menopausal symptoms stated it had a negative impact on their work.

As there are over 30 recognised symptoms of perimenopause and menopause, everyone has their own unique experience. You may have brain fog, insomnia or hot flushes, or notice changes to your mood such as anxiety, mood swings and low self-esteem.

While it can feel a lot to deal with, there is much that can be done to help manage symptoms. Led by Dr Olivia Hum, this session is aimed at all gender identities and provides practical information and advice on menopause. It will explore the steps women can take to reduce their symptoms, focussing on lifestyle changes as well as HRT. It will also explain how we can support our colleagues experiencing menopause.

“I wasn’t expecting to have a menopause specialist delivering the session, Olivia had a wealth of knowledge and was really interesting to listen to.”

“Really thought it was brilliant!”

Dr Hum is an experienced GP and one of 240 British Menopause Society Menopause Specialists in the UK. She is on the British Menopause Society Medical Advisory Council and actively involved with national pathway design and guideline production.

Dates:

- Wednesday 16th October 2024, 10am-12pm

How to book:

Visit [HR Self Service](#) or email staffdevelopment@chi.ac.uk You can access online menopause awareness training via the [Learning Hub](#)

RETIREMENT PLANNING

Are your retirement savings on track? Do you know how much income your pension savings may provide? And have you thought about how much income you might need when you retire?

Financial education specialists ‘Affinity Connect’ will lead an interactive half day course around the key aspects of planning for a financially secure future.

Retirement might be up to 10 years away but it’s never too soon to start planning. This course is perfect for anyone thinking about retirement or already at the planning stages.

During the course you’ll learn how to:

- Help plan for the lifestyle changes ahead
- Maximise the benefits of your state and workplace pensions
- Make the most of your tax-free cash
- Understand the income options available from your pension
- Achieve your retirement goals

Dates:

- Monday 25th November 2024, 9am-12pm (LGPS Pension Scheme)
- Tuesday 18th February 2025, 9am-12pm (TPS Pension Scheme)

How to book:

Book via [HR Self Service](#) or email staffdevelopment@chi.ac.uk



HOW TO HAVE CONVERSATIONS ABOUT DEATH, DYING AND BEREAVEMENT

Do you find it difficult to talk about death, dying and bereavement? Are you concerned that the conversations may stir up feelings and thoughts that are unsettling? Do you worry about hurting or offending someone?

Our workshop will explore these questions and help you learn about the challenges, myths and cultural differences of talking about death, dying and bereavement. It will discuss the benefits of talking about these topics and how to start a conversation about them.

Dates:

- Wednesday 6th November 2024, 10am-11.30am, BOC
- Wednesday 6th November, 2024, 2pm-3.30pm, BRC



GROUP COACHING PROGRAMME

Thriving not surviving - Navigating life with greater clarity and psychological strength

“Thriving not surviving” is a transformative group coaching experience designed for staff who seek to understand and embrace the liminal spaces of their lives. Liminal is a term used to acknowledge times in life when we feel we are on the threshold of a shift or change. The liminal space is the in-between period where change occurs, and new possibilities and identities are formed.

Participants do not need to have a specific issue that they are keen to overcome, this programme will enable you to pause and explore how you are currently navigating life's uplifts and hassles and how you could adapt your mindset and self-awareness. The model of the programme is based in coaching psychology. Coaching psychology offers opportunities to increase self-efficacy, motivation and commitment to make changes to your lifestyle and improve your health and wellbeing.

In this 6-week programme, 8 participants will explore personal values and strengths, gaining deeper self-awareness and learning to navigate life's transitions with greater clarity and confidence. The programme aims to cultivate a greater sense of wellness, contentment, and satisfaction by recognising the unique challenges and opportunities of living with greater intention and attention. While there will be an invitation to discuss and share thoughts in the group through paired activities, **there is no obligation to share personal information or discuss thoughts with the whole group.** The sessions will take place as a blend of outdoor sessions and indoor sessions, weather permitting.

This programme is being offered as part of a study into the effects of group coaching and there will be a request for attendees to take part in the research by completing anonymous surveys prior to the start and at the end of the programme. Weekly reflections on the experience will also be gathered with anonymity for research purposes. The researcher and facilitator of the programme is Helen Neary, a chartered Coaching Psychologist (BPS) and staff member at the University.

Dates:

- Thursday 7th November 2024, 12.15pm - 1.15pm - Thursday 12th December 2024, BOC
- The programme will be repeated from Thursday 1st May 2025 to Thursday 12th May 2025 (no session on 30th May), BOC

How to book:

Please note that you must be able to commit to each weekly session to participate. Visit

[HR Self Service](#) or email staffdevelopment@chi.ac.uk

BOOK GROUPS

Reading for pleasure can contribute to better health and wellbeing. The University's Book Groups meet throughout the year and all staff are welcome. Meetings are held during the lunchtime period in person on both campuses 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 groups will meet and share their thoughts and experiences with a facilitator who will help lead the discussions.

This is an opportunity 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 Bognor Regis Campus:
Wednesdays at 12pm-1pm

- 6th November 2024
- 11th December 2024
- 22nd January 2025
- 5th March 2025
- 24th April 2025
- 4th June 2025

Dates for Bishop Otter Campus:
Thursdays at 12pm-1pm

- 7th November 2024
- 12th December 2024
- 23rd January 2025
- 6th March 2025
- 25th April 2025
- 5th June 2025



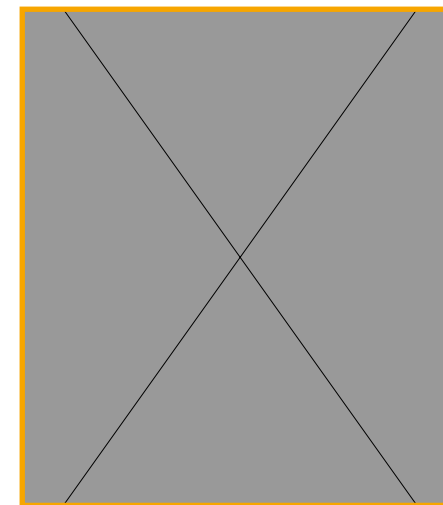
RAINBOW CHOIR

Rainbow Voices is a vibrant ensemble that celebrates the exuberance of musical theatre through a lens of inclusion and joy. Comprising passionate performers from diverse backgrounds, the choir brings to life the magic of show tunes, fostering a welcoming space where everyone can shine.

Their performances are a testament to the power of unity and the transformative nature of the arts, creating an uplifting atmosphere where every voice is celebrated and every story is embraced. Through their harmonies and heartfelt renditions, Rainbow Voices champion the spirit of acceptance and the sheer joy of theatrical expression.

Further details:

For further details about the book groups or Rainbow Choir, please contact the [Professional Development team](#)



OPPORTUNITIES TO NETWORK AND SOCIALISE

Staff groups at the University include the LGBTQ+ and Allies Staff Network, Parent Link, Neurodiversity Group, Women's Networking Group and a new Carers Group. View the Inclusivity and Support section for details.

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, please join us at our friendly weekly sessions. Held on both campuses, they are a great opportunity to prioritise your wellbeing each week, returning to work relaxed and refreshed.

Bognor Regis Campus:

Every Monday from 12pm to 1pm, Mini Gym

Bishop Otter Campus:

Every Friday from 11.45am to 12.30pm, venue emailed to participants

How to book:

Book via [HR Self Service](#) or contact the Professional Development team at staffdevelopment@chi.ac.uk



Please note that there is a charge to take part in the yoga and meditation sessions. If you're interested in attending, please contact staffdevelopment@chi.ac.uk for further details.

MEDITATION

"I've experienced a profound sense of relaxation and clarity. It's become my essential recharge. It goes beyond words to describe the amazingness of these sessions!"

"The workplace meditation sessions have been transformative. I've become more self-aware and present in daily life, and am able to approach challenges with greater acceptance and equanimity. The benefits extend far beyond the sessions themselves and I'd highly recommend these sessions to reduce stress, improve focus and find more balance in all aspects of life."

"Ross is both a friendly teacher and an experienced practitioner. Being able to reflect on the meditation experience both with him and others in our group is really valuable."

Meditation is a science-backed mind-body discipline that has been practiced around the world for millennia. In modern times, we often think of it as a temporary feeling of relaxation or calm, but meditation offers much more than that. When you tap into its power, you realise that it's not a single nugget of gold, but a gold mine. It's all-encompassing, awareness-transforming, brain-altering, permanently life-changing.

In our group, you'll use it to increase self-awareness, transform your psychology, and change your habits of mind and behaviour. You'll find it deeply healing and insightful.

You likely know of its power and have perhaps tried it, but find it tricky to make into a habit. This is why knowing like-minded people and having accountability is so important.

Not only will you learn to cultivate exquisite awareness of your mind, body and senses, and practice bringing this new vantage point into your life, but you'll have plenty of opportunities to share your experiences and give and receive support from like-minded others.

This fosters regular practice, which leads you to the fabulous benefits of this work: the great meditative gold mine.

Dates:

Every Monday from 11.45am to 12.45pm, BOC (venue emailed to participants each week). **Please note there is a fee to attend these classes.**

How to book:

Book via [HR Self Service](#) or contact the Professional Development team at staffdevelopment@chi.ac.uk

ENVIRONMENT AND SUSTAINABILITY



With a staff and student community comprising over six thousand 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 are plenty of sustainability projects to get involved with.

BITESIZE SUSTAINABILITY SESSIONS

Would you like to find out more about the University's sustainability activities including our wildlife community project, how we are trying to reduce single use products, or what we are doing to reach our net zero carbon target by 2045?

Perhaps you have some questions you've always wanted to ask, or some suggestions for actions we could take?

Join these informal 30-minute sessions on Microsoft Teams to find out what the University is doing and how you can get involved. Each session is facilitated by one of our Environmental and Sustainable Development Co-ordinators, [Kate Cathie](#) or [Lucy Ferre](#).

How to book

Book any of the Bitesize Sustainability sessions below via HR Self Service or contact the Professional Development team at staffdevelopment@chi.ac.uk

- Wednesday 9th October 2024, 1pm - 1.30pm
- Tuesday 10th December 2024, 1pm - 1.30pm
- Wednesday 5th February 2025, 1pm - 1.30pm
- Tuesday 8th April 2025, 1pm - 1.30pm

MONTHLY BEACH CLEANS

Join the Library Services team for a #2minutebeachclean on Bognor beach. Meet outside the BRC Learning Resource Centre at 12 noon. Walk to the beach, pick up some litter and walk back again for 12.30pm. We have a few litter pickers to share. Bring your own rubber gloves if you have them. This is a great opportunity to stay healthy, get outdoors and do a little bit for the environment and our community.

If you would like to be invited to all of the beach cleans for this academic year then please email [Ruth Clark](#) and she can add you to the mailing list.

Dates:

Thursdays at 12pm on:

- 24th October 2024
- 21st November 2024
- 5th December 2024
- 16th January 2025
- 13th February 2025
- 13th March 2025
- 24th April 2025
- 22nd May 2025



CARBON LITERACY TRAINING

Do you want to understand more about climate change, what is causing it and what the impacts are? Do you worry about climate change and feel that your actions won't make a difference?

Come along to a Carbon Literacy training day where you will learn about the facts behind climate change and what actions we can all take that can change the course of how the climate changes in the future. By improving our knowledge and understanding, and connecting with others, we can make a difference by choosing behaviours that have least impact on the planet.

During this training you will learn the basics behind climate change, understand what a 'zero carbon' world looks like, explore your own carbon footprint, and learn how to influence others in your social and professional circles. The key part of the training is to come out of it with clear actions you can take as an individual and actions the University can take to reduce its impact and make a better world for all of our futures. All participants completing the training will receive a certificate from the Carbon Literacy Project.

Dates to be announced in the monthly Professional Development emails.

CAR SHARE SCHEME

If you have to drive to campus, why not save money by car sharing? The University runs a car share scheme which makes it really easy for you to find travel companions, and you can choose whether you want to share with staff and/or students. We also provide dedicated car share spaces in our car parks, so no more problems finding somewhere to park. Contact [Kate Cathie](#) for more details.

CYCLE TO WORK SCHEME

The University participates in the 'Cycle to Work Scheme' which enables you to purchase bikes and bicycle equipment tax free. You pay monthly through your salary and can spread the cost over 18 months. Cycling is a fantastic way to look after your wellbeing as well as the environment.

For more details, take a look at [Staffnet](#) or contact [Kate Cathie](#).

WORKPLACE WALKING MAPS

[Living Streets](#), the UK charity for everyday walking, have worked with the University to produce walking maps for both our Bognor Regis campus and Chichester campuses. These highlight short lunchtime walks and walking routes to the railway stations. Please contact [Kate Cathie](#) for copies.

FAIRTRADE FORTNIGHT

The University is proud to have held Fairtrade status since 2009. This has been achieved by selling Fairtrade products in our catering outlets and shop, ensuring Fairtrade products are part of our hospitality offering, including Fairtrade and social justice in our teaching and by providing information on how the Fairtrade system benefits farmers in lesser developed countries.

Fairtrade Fortnight will take place between March 3rd and 16th 2025. For these 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. Look out for activities and events held on both campuses to celebrate and promote Fairtrade.

Dates:

- Monday 3rd March to Sunday 16th March 2025

UNIVERSITY SPRING FAIR

Each year the University holds a Spring Fair to enhance awareness of sustainability and well-being on our campuses. The event is organised by the Green Campus Group with proceeds donated to a local chosen charity and used for sustainability initiatives across the campuses. Last year's charity was the Sussex Wildlife Trust.

This year's event will be held in May 2025.

For more details contact [Kate Cathie](#) or [Lucy Ferre](#).



NUS RESPONSIBLE FUTURES

To help us ensure that teaching about sustainability is embedded in our curriculum, in 2021 we joined the NUS's Responsible Futures programme. As part of this programme, we have set up a sustainability forum for interested staff to exchange ideas and help us obtain Responsible Futures accreditation.

[Responsible Futures](#) was created 10 years ago to support students and staff to work in partnership to integrate sustainability and climate justice into student learning, monitoring progress and reflecting on impact. Universities are supported to make transformative changes to their teaching and learning, strategies, and policies in partnership with their students, to ensure sustainability is embedded in all aspects of students learning, including informally and subliminally.

If you're interested in getting involved with the Responsible Futures programme, please contact [Hugh Dunkerley](#).

OPERATION PAPER CUT

Individuals, teams and departments are invited to work with the Digital Skills Team to find ways to improve working practices, and enable a more paperless office environment.

This bite-size session will analyse current business processes and identify areas for simplification and improved efficiencies. It will 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](#).



WORKING GROUPS

Please contact [Kate Cathie](#) or [Lucy Ferre](#) if you're interested in joining any of the working groups listed below.

GREEN CAMPUS GROUP

The Green Campus Group was formed in 2007 and there are now about forty members from across the University community. The aim of the group is to help to ensure that the right decisions are made to reduce the environmental impact of the University's activities and ensure that our campuses are great places to work, study and live.

The group is involved in running a range of green events and projects including the annual Spring Fair. In the past activities have included tree planting, the construction of a pond, the introduction of bat and bird boxes and our Hedgehog Friendly Campus accreditation. Meetings are held every three months and all staff are welcome to join.

Dates:

- Thursday 24th October, 2pm-3pm, BRC
- Tuesday 4th February, 10am-11am, BOC
- Thursday 1st May, 2pm-3pm, BOC

HEDGEHOG FRIENDLY CAMPUS GROUP

The University is part of the Hedgehog Friendly Campus scheme, which aims to make campuses places where hedgehogs can thrive. We are proud to have achieved gold level accreditation and to have retained this for three years.

To continue our work to help stop the dramatic loss in hedgehog numbers, we will be undertaking a range of activities including holding fundraising events, carrying out hedgehog surveys on our campuses and in the community and carrying out training on how to make spaces, including gardens, places where hedgehogs can thrive.



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 University's sustainable travel plan are met and enables interested parties including staff, students and the local community to provide input into this.



WASTE WORKING GROUP

The aim of the Waste Working Group is to promote initiatives which will encourage the University community to minimise the amount of wastes generated on campus, while increasing the amount which can be recycled.



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 the following pages to identify the training you need to complete.

FIRST AID

FIRST AID AT WORK (QUALIFIED FIRST AIDER)

This three day training will develop the knowledge, skills and confidence to deal with a number of emergency situations, both in and out of the workplace.

On successful completion participants will receive a nationally recognised First Aid at Work Certificate, which is valid for three years. Staff members who then act as first aiders for the University will receive a supplement to their pay.

The course will cover:

- 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 or shocked
- how to deal with different types of injury, e.g. burns or poisoning
- assessment and treatment of major and minor illnesses
- transporting casualties

Dates:

- Tuesday 26th, Wednesday 27th and Thursday 28th November 2024

How to book: Book via [HR Self Service](#)

HEALTH AND SAFETY 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 in yellow. The Display Screen Equipment Assessment and Fire Prevention and Procedures e-learning can be accessed at learning.chi.ac.uk.

		Estates	Technical	Academic	Professional Services	Heads of Dept/ Managers
Training	Session Type					
Health and Safety Induction/ Refresher	Classroom	Essential for all new staff and recommended as a refresher every 2 years for existing staff.				
Display Screen Equipment Assessment	E-learning	All staff who use a visual display screen for more than 3 hours per day should on a regular basis should undertake this assessment. Must be completed before an eye test voucher can be claimed.				
Fire Prevention and Procedures	E-learning	This is mandatory as it is a legal requirement for all staff to receive annual fire safety training.				
Manual Handling	Individual or classroom					
Management Responsibilities	Individual or classroom					
Ladder/ Work at Height	Individual or classroom					
Field/ Business Trip Risk Assessment	Individual or classroom					
Risk Assessment	Individual or classroom					
COSHH Risk Assessment	Individual or classroom					
Lone Working/ Personal Safety	Individual or classroom					
Fire Extinguisher Training	Classroom					
First Aid at Work (3 Day Training)	Classroom					
Save a Life Defib Instruction	Classroom					

Further e-learning is available on subjects including manual handling, asbestos awareness, working at height and environmental awareness.

TRAINING FOR ALL STAFF

HEALTH, SAFETY AND ENVIRONMENT INDUCTION

As well as being essential training for new employees, all staff should refresh their skills and knowledge every 2 years by attending this session. Led by the Health, Safety and Environment Team, it covers general health and safety, fire awareness and environmental awareness.

Dates:

- Tuesday 5th November 2024, 9.30am-11.30am
- Thursday 16th January 2025, 9.30am-11.30am
- Wednesday 12th March 2025, 9.30am-11.30am
- Monday 19th May 2025, 9.30am-11.30am

How to book: Book via [HR Self Service](#)

SAVE A LIFE DEFIB TRAINING

Facilitated by the Health, Safety and Environment Team, this session is for complete beginners, as well as acting as a refresher for those already trained in using a defibrillator. This session is non-certificated, but could be a life-changing hour of learning.

Dates:

- Thursday 5th December 2024, 2.30pm-3.30pm
- Wednesday 9th April 2025, 2.30pm-3.30pm

How to book: Book via [HR Self Service](#)

RISK ASSESSMENT TRAINING

This workshop provides guidance on how to complete a risk assessment in the workplace to comply with current legislation. You will develop your understanding of the key steps, including how to identify risks, manage hazards and determine the likelihood of harm.

Date:

Tuesday 18th February 2025, 9.30am-10.30am

How to book: Book via [HR Self Service](#)

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) TRAINING

After this session, learners will be able to identify and work with hazardous substances safely and effectively, in a way that is appropriate in their workplace.

Date:

Tuesday 18th February 2025, 11am-12.30pm

How to book: Book via [HR Self Service](#)

FIELD AND BUSINESS TRIP RISK ASSESSMENT AND GUIDANCE

Suitable for colleagues involved in organising field trips or business trips. This session is also available for teams.

Date:

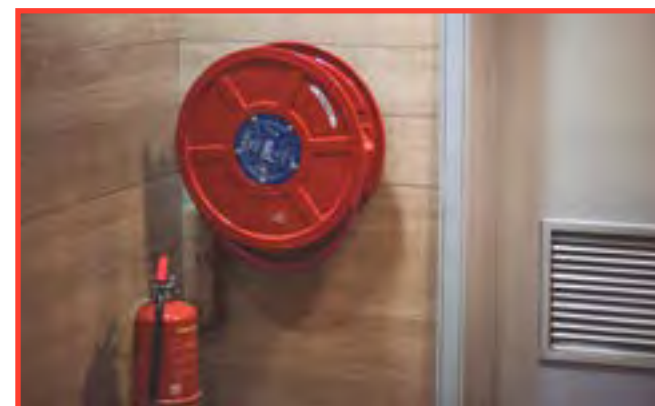
Thursday 5th December 2024, 9.30am-10.30am

How to book: Book via [HR Self Service](#)

HANDS-ON FIRE EXTINGUISHER TRAINING

This explains the types of fire extinguishers found in the University and how to use them effectively and safely. It is ideal for Emergency Response Team members, fire wardens and staff members who just want to try using an extinguisher.

Date: To be announced, please view monthly professional development emails.



WORKSHOPS

Heads of departments should ensure that their department has sufficient fire wardens, safety coordinators and first aiders. These should be made up from volunteers or nominated staff. These workshops are designed to support those individuals in carrying out their roles.

FIRE WARDENS' DEVELOPMENT WORKSHOP

These informal development sessions support the development of fire wardens. They are an opportunity to keep skills up-to-date, discuss any issues or concerns and share experiences with other members of the First Aid Team at the University.

Dates:

- Tuesday 3rd December 2024, 9.30am-10.30am
- Wednesday 18th June 2025, 10am-11am

How to book: Book via [HR Self Service](#)

HEALTH, SAFETY AND ENVIRONMENTAL CO-ORDINATORS' DEVELOPMENT WORKSHOP

The University's health, safety and environmental co-ordinators provide a link between Health and Safety and the department or 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. Keep skills up-to-date, discuss any issues or concerns and share experiences.

Dates:

- Tuesday 3rd December 2024, 11am-12pm
- Wednesday 18th June 2025, 10am-11am

How to book: Book via [HR Self Service](#)

FIRST AIDER DEVELOPMENT WORKSHOP

The University's first aiders provide vital emergency first aid to students and staff across both campuses. These informal sessions support current first aiders. Develop your skills, discuss any issues or concerns and share experiences with other members of the First Aid team at the University.

Dates:

- Monday 9th December 2024, 10am-11am
- Tuesday 19th March 2025, 2-3pm

How to book: Book via [HR Self Service](#)

TECHNICIAN WORKSHOPS

Bespoke health and safety training sessions are provided for all departments with technicians upon request.

How to book: Contact the Health, Safety and Environment Team at: healthandsafety@chi.ac.uk.



MEET OUR TRAINERS

THANK YOU TO OUR STAFF TRAINERS

Each year the Professional Development Programme is strengthened by the sessions delivered by academic and professional services colleagues from across the University. On behalf of the Professional Development Team, I would like to sincerely thank you for sharing your time, effort and expertise with staff in this way. The knowledge and skills you impart make a lasting impact on personal growth and professional development at the University.

Alec Parry, Chief Human Resources Officer



Mark Wilson, Mark Wilson Coaching

Mark is a qualified professional coach with substantial experience of working in Higher Education 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.

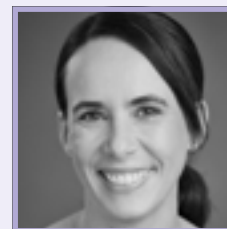
Dan Sanders

Dan Sanders has been delivering anti-racism training to a wide range of audiences for more than 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

Olivia is an experienced GP who trained at Cambridge University and UCL Medical School. She holds the FSRH Advanced Certificate in Menopause Care, training at Guy's Hospital menopause clinic. One of 240 British Menopause Society Menopause Specialists in the UK and a BMS Trainer, she is on the British Menopause Society Medical Advisory Council and is actively involved with national pathway design and guideline production. 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.

Sal Pearman

Sal holds an MSc in Human Resource Development and Consultancy from Birkbeck, University of London and this helps them ensure their learning approaches remain current and firmly grounded in theory as well as practice. Sal is a Fellow of RSA and has led workshops, research and consultancy projects on the themes of inclusive workplaces, values creation, and designing people strategies.

Sal creates learning solutions that are tailored to reinforce the culture, passion, purpose, and uniqueness of the organisations she supports.



OUR TRAINING PROVIDERS

ACAS

ACAS provides training courses on employment relations and the latest good practice for employers, HR professionals, managers and employees.



Affinity Connect

Affinity Connect is a financial wellbeing and retirement specialist in the public sector— helping employees in the workplace to improve their financial future.

West Sussex MIND

West Sussex MIND is an independent charity driven by the needs and experiences of people with mental health problems. They offer advice and support to improve people's physical and mental well-being, strengthen self-esteem and confidence and promote strong relationships with family, friends and communities.

Increasing understanding about mental health is a priority so they run a comprehensive training programme for parents, carers and professionals. They also work in communities to raise awareness and to tackle the stigma which continues to affect the lives of people with mental health problems.



Safety 1st

Safety 1st deliver health and safety training across Hampshire and surrounding areas, specialising in first aid training. In addition to holding the relevant qualifications, trainers have gained invaluable real world experience in professions such as nursing, the emergency services and military medical services.



Chichester Wellbeing

Chichester Wellbeing can help you to find local wellbeing information and services. You can get advice and support on how to make small changes to improve your health and wellbeing, including how to stop smoking, how to become more active or how to make your meals healthier.

Chichester Wellbeing is a friendly and impartial service which comes from the local authority and other partners. Services are offered completely free to users.



KSL Training

KSL Training offer high quality in-house training courses to companies across the UK and Europe. They are proud to be UK Trading Standards approved and listed on the "Buy with Confidence" website.



Any questions? You can email the team at:

staffdevelopment@chi.ac.uk

You can also use the individual contacts overleaf.



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.

UNIVERSITY STRATEGY 2018-25: 'OPEN FOR CHANGE'

The Professional Development Programme 2024-25 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.

Both strategies can be downloaded from our [Mission and Vision page](#).

“„

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