University of Sussex
Staff Development Unit

Staff development courses 2012-2013

Further details on the courses listed below, including content and aims of each course, are on the Staff Development Unit web pages - go to http://www.sussex.ac.uk/staffdevelopment/opportunities/staffdevelopmentcourses

To reserve a place on the courses listed below either**:**
- Book online, through your Sussex Direct 'personal' page **–** click on 'staff development' from the drop down menu, then select 'search for scheduled courses' or 'staff development course listings and booking facility'
- or email **sdu@sussex.ac.uk**

Visit **www.sussex.ac.uk/staffdevelopment** for more staff development information.

Management development

Course title	Date(s)	Times
*denotes essential for new managers/supervisors within first year of appointment		
Appraising academics – the Sussex scheme*	20 March 13 May	13.30-16.30 13.30-16.30
Appraising your staff – for Professional Services staff appraisers*	To be advised	To be advised
Budget management*	To be advised	To be advised
Fixed term contracts (essential for managers who are responsible for staff employed on a fixed term contract)	9 May	13.30-16.30
Getting the best from people: leadership and motivation*	28 February	09.30-16.30
Getting the best from people: team building and performance management*	19 March	09.30-16.30
Making legally fair disciplinary decisions (for staff of Grade 8 and above)	5 March	10.00-16.30
Putting equality law into practice: a guide for managers*	14 March	10.00-13.00
Recognising and improving performance: a manager's guide (for staff of Grade 7 and above)	24 April	10.00-16.30
Recruiting and Selecting Staff (for staff of Grade 7 and above)	6 February 13 June	10.00-16.30 10.00-16.30
So you want to be a manager: developing managerial skills (4 x 1-day and 1 x short-day) (bookings by manager nomination)	26 February 26 March 30 April 4 June 2 July	09.15-16.45 09.15-16.45 09.15-16.45 09.15-16.45 09.15-16.00
Understanding and dealing with diversity dilemmas – for staff	23 April	09.30-16.30

US
University of Sussex

University of Sussex

Staff Development Unit

in a management role *(New Course)*

Equality and diversity

Course title	Date(s)	Times
*denotes essential for all staff within first year of appointment		
Cultural awareness and global communication	12 June	11.00-16.00
Disability awareness*	11 March 13 June	11.30-15.00 11.30-15.00
Putting equality law into practice: a guide for managers*	14 March	10.00-13.00
Understanding and dealing with diversity dilemmas – for staff in a management role *(New Course)*	23 April	09.30-16.30
Understanding and dealing with diversity dilemmas – for staff Grades 2-5 *(New Course)*	20 May	09.30-16.30

Personal development and effectiveness

Course title	Date(s)	Times
*denotes essential for all staff within first year of appointment		
Dealing with difficult behaviour and situations	22 November 15 May	09.30-16.30 09.30-16.30
Developing personal effectiveness (6 x ½ days) (all six sessions must be attended)	13, 20, 27 February; 6, 13 20 March	09.30-12.30
Gaining the most benefit from your appraisal – for Professional Services staff appraisees*	To be advised	To be advised
Handling pressure: a positive approach (6 x 2hrs lunchtime) (All six sessions must be attended)	28 January; 4, 11 18, 25 February; 4 March	12.00-14.00
Mastering the art of influence	12 March	09.30-16.30
Taking control of your time	11 December 18 April	09.30-16.30 09.30-16.30
'Welcome' new staff induction session (new staff will receive an invitation letter)	17 October 12 February	09.15-12.30 09.15-12.30

US

University of Sussex

University of Sussex
Staff Development Unit

Professional development

Course title	Date(s)	Times
--	-----------------------	
*denotes essential for all staff within first year of appointment		
Cultural awareness and global communication	12 June	11.00-16.00
Disability awareness*	11 March 13 June	11.30-15.00 11.30-15.00
Effective committee management: the role of the secretary	12 February	10.30-12.00
Facilitation skills (two-day course)	1/8 May	09.30-16.30
Getting it write: techniques for business writing	22 May	13.30-17.00
Managing projects – an introduction	7 March	09.30-16.45
Negotiating skills (two-day course)	16/23 May	09.30-16.45
Presentation skills (two-day course)	14/21 May	09.30-16.30
Recruiting and Selecting Staff (for staff of up to and including Grade 6)	21 March	10.00-16.30
Train the trainer	17 April	09.30-16.30
Understanding and dealing with diversity dilemmas – for staff Grades 2-5 *(New Course)*	20 May	09.30-16.30
Vocal vitality! Effective vocal skills and voice care	29 April	13.30-16.30
Working with distressed and angry students	16 April	13.30-16.45

Researcher development

Working with external partners

The Regional Development Office within Research and Enterprise Division can provide group training and individual assistance to research staff on all aspects of working with external partners such as businesses, public bodies and NGOs, from making introductions to negotiating contract terms. During the year training sessions will be organised on topics such as consultancy, KTP etc., dates to be announced. The RDO staff are here to support researchers and we invite you to contact us at any time, whether it's for practical assistance in a particular case or for general information. Please call us on extension 7800 or email business@sussex.ac.uk.

Doctoral School

The Doctoral School provides a variety of training opportunities and activities for research staff at Sussex. The Researcher Development Programme provides:

University of Sussex

University of Sussex

Staff Development Unit

- technical workshops e.g. LaTeX; UNIX; Matlab; Emacs; SPSS; NVivo;

- researcher training e.g. measuring research impact; preparing papers for publication; media skills; peer review; getting research funding;
- e-learning modules specifically developed for Sussex researchers;
- Researcher Mentoring Programme: an opportunity for early career research staff to be trained and supported to mentor doctoral researchers over eight months. Develop and build on skills and characteristics in preparation for the prospect of supervising doctoral researchers in the future.

For full details and booking information, see the Doctoral School pages at www.sussex.ac.uk/doctoralschool/internal or contact doctoralschool@sussex.ac.uk.

E-learning opportunity for research leaders/supervisors/principal investigators

The Leadership Foundation for HE offers an e-learning resource, which aims to help staff who are responsible for researchers to navigate the bewildering array of leadership and management responsibilities. It provides guidance and support in five key areas: leading your research team; legal and ethical issues; developing your researchers; managing your research career; and managing research finances. This e-learning resource was developed by senior HE researchers so is designed in the context of UK higher education. You can either work through all five key areas or just those you need to, and at a time or place that suits you. It is freely accessible to all HE staff from: www.le.ac.uk/researchleader   Do investigate this e-resource – it is very up to date, practical and easy to use.

Career development

The University's Careers and Employability Centre is a most valuable source of support for research staff, and especially early career researchers. They have dedicated staff who can help staff to develop career plans, research career ideas and find job vacancies. Email   c.m.reynolds@sussex.ac.uk to find out more.

The Library

The Library has dedicated staff to support research staff to gain access to resources and facilities held externally (eg British Library), and run training sessions on request to help researchers discover the extensive resources in the Library. Email   j.harvell@sussex.ac.uk to find out more.

Teaching & curriculum development/management
Professional development in teaching, learning, assessment and research supervision

A wide range of support is provided for academic faculty, associate tutors and other staff with a teaching role by the Teaching and Learning Development Unit. Please visit www.sussex.ac.uk/tldu/ for further details of these opportunities.

US
University of Sussex