

WELCOME

to 'Your Development', a reference guide designed to support you in planning your future development route.

Our development opportunities are open to all colleagues and our collaborative partners too. Our extensive and diverse programme is delivered by internal and external colleagues across a wide area of expertise.

So, no matter what your role is at Christ Church, there is something for everyone to help you develop your skills and knowledge in your current role, or maybe for your future career goals.

HOW TO USE THIS GUIDE

Take a look at our road map of the variety of development activities and use them to decide what learning and development you wish to undertake. Our activities are colour coded to help you think about the type of development areas you might engage with – stop off at any point on the map that fits with your unique development route.

HOW TO SEARCH AND BOOK ON AN EVENT

Most of the learning activities in this guide can be found in StaffSpace, our HR and Payroll system, under the Career and Development tab. To access StaffSpace, click on the link at the top of the StaffNet homepage.

You can also find an A-Z listing on the Organisational and People Development webpages, which will also take you directly to a course on StaffSpace:
<https://cccu.canterbury.ac.uk/people-development-events>

User guides can be found on the StaffSpace pages via:
<https://cccu.canterbury.ac.uk/learning-and-development-user-guides>



STAFFSPACE TOP TIPS

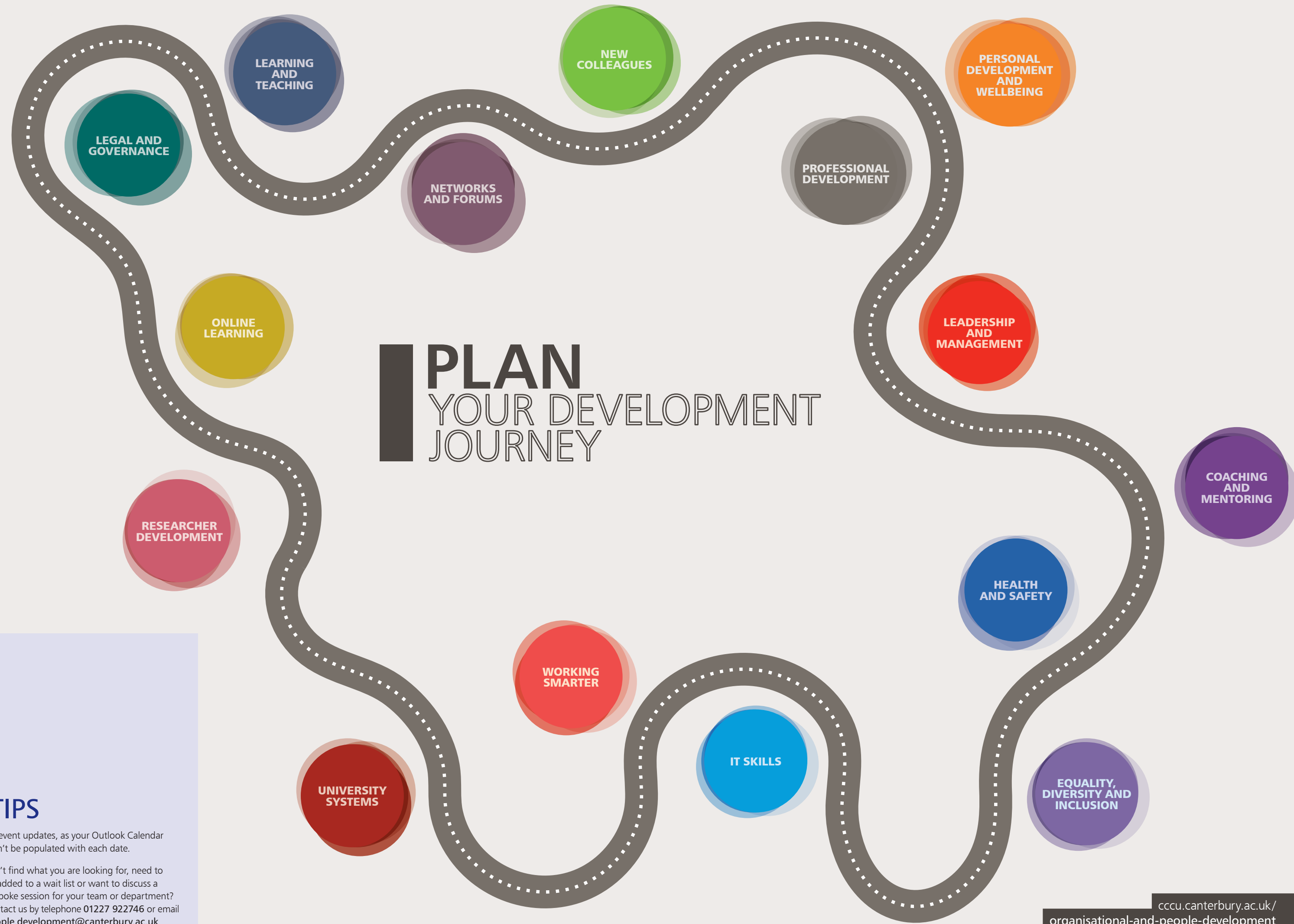
You can search all courses available by double clicking in the search event box.

Please make sure you go into the date/event you want to book on, by clicking into the learning event card, and clicking on the specific date.

If you are booked on a course that is longer than one day, make sure you check StaffSpace

for event updates, as your Outlook Calendar won't be populated with each date.

Can't find what you are looking for, need to be added to a wait list or want to discuss a bespoke session for your team or department? Contact us by telephone 01227 922746 or email people.development@canterbury.ac.uk



YOUR DEVELOPMENT

There are a variety of development opportunities to discover. They are regularly developed and updated, so please refer to our webpages or StaffSpace for the most up-to-date events.

NEW COLLEAGUES

- STAFF ORIENTATION AND WELCOME EVENT
- HEALTH AND SAFETY INDUCTION
- MANAGERS ESSENTIALS
- PROGRAMME DIRECTORS ORIENTATION
- MANAGERS ESSENTIALS WORKSHOP

Please check the Essential Training information for New Starters

<https://cccu.canterbury.ac.uk/new-starters>

PROFESSIONAL DEVELOPMENT

- TRAIN THE TRAINER
- RECRUITMENT AND SELECTION
- RECRUITMENT AND SELECTION REFRESHER
- CHECKING RIGHT TO WORK DOCUMENTS
- PROFESSIONAL SERVICES COLLEAGUES' CONFERENCE
- ART OF PRESENTING
- FURTHER QUALIFICATIONS
- QUALITY AND STANDARDS – CHAIR AND PANEL MEMBER TRAINING FOR PROGRAMME VALIDATION AND REVIEW
- 1:1 DEVELOPMENT COACHING

PERSONAL DEVELOPMENT AND WELLBEING

- PERSONAL RESILIENCE
- MINDFULNESS MEDITATION
- PRE-RETIREMENT SEMINAR
- MID-CAREER FINANCIAL SEMINAR
- APPRAISEE TRAINING
- YOUR PERSONAL DEVELOPMENT MOSAIC
- PRODUCTIVE CONVERSATIONS
- MENTAL HEALTH FIRST AID
 - TWO-DAY MENTAL HEALTH FIRST AIDER
 - ONE-DAY MENTAL HEALTH CHAMPION
 - HALF-DAY MENTALLY HEALTHY AWARE
- SUICIDE AWARENESS
- SAFETALK (ASIST)
- SUICIDETALK (ASIST)
- 1:1 WELLBEING SUPERVISION

LEADERSHIP AND MANAGEMENT

- IMPACT SENIOR LEADERSHIP PROGRAMME (BY NOMINATION)
- HOW TO BUILD MY TEAM
- HOW TO COACH YOUR TEAM
- MANAGERS ESSENTIALS
- UNDERSTANDING MY LEADERSHIP STYLE
- MANAGING HEALTH AND SAFETY
- SENIOR LEADERSHIP CONFERENCE
- MANAGERS SPACE BLACKBOARD INCLUDING THE APPRAISER GUIDANCE

COACHING AND MENTORING

- HOW TO COACH YOUR TEAM
- COACHING AND MENTORING: AN INTRODUCTION
- 1:1 DEVELOPMENT COACHING
- COACHING AND MENTORING NETWORK

EQUALITY, DIVERSITY AND INCLUSION

- UNDERSTANDING UNCONSCIOUS BIAS
- AURORA REFLECTIONS FOR WOMEN LEADERS
- ATHENA SWAN: HOW TO CREATE A SMART ACTION PLAN
- ATHENA SWAN NETWORKING EVENT
- MAKATON SIGN LANGUAGE TASTER
- INTRODUCTION TO TRANS AWARENESS
- BUILDING INCLUSIVE GROUPS AND TEAMS
- ASSESSING THE EQUALITY IMPACT AND BUILDING INCLUSIVE SERVICES

RESEARCHER DEVELOPMENT

- INDUCTION THROUGH WORKING LUNCHES
- FOUNDATION SKILLS TRAINING
- SPARC PROGRAMME
- FACULTY SPECIFIC PROGRAMMES
- RESEARCH FORUMS AND NETWORKS

UNIVERSITY SYSTEMS

- PURCHASE TO PAY TRAINING – PART 1 'THE BASICS'
- PURCHASE TO PAY TRAINING – PART 2 'WORKING SMARTER'
- TIMETABLING AND ATTENDANCE – PART 1 AND PART 2
- TIMETABLING AND ATTENDANCE SURGERIES
- STAFFSPACE PEOPLE MANAGER TRAINING
- STAFFSPACE RECRUITMENT MODULE FOR MANAGERS
- QL – NEW USER
- QL – REFRESHER AND UPDATE

LEARNING AND TEACHING

- INTRODUCTION TO LEARNING AND TEACHING IN HE
- MENTOR TRAINING FOR MAP:HE
- HEA FELLOWSHIP WORKSHOP: BRIEFING SESSION
- HEA FELLOWSHIPS WRITING RETREATS
- UNIVERSITY CERTIFICATE OF ACADEMIC PRACTICE (UCAP)
- POSTGRADUATE CERTIFICATE OF ACADEMIC PRACTICE (PGCAP)
- THE INCLUSIVE CURRICULUM: SUPPORTING THE ATTAINMENT OF BAME (GLOBAL MAJORITY) STUDENTS
- THE INCLUSIVE CURRICULUM: SUPPORTING THE ATTAINMENT OF INTERNATIONAL STUDENTS WORKSHOP
- UNCONSCIOUS BIAS IN LEARNING AND TEACHING
- BUILDING BELONGING FOR STUDENT RETENTION, INCLUSION AND SUCCESS
- EFFECTIVE ASSESSMENT AND FEEDBACK
- BLACKBOARD – CCCU'S VIRTUAL LEARNING ENVIRONMENT
- COLLABORATE – VIRTUAL CLASSROOM
- KALTURA – VIDEO HOSTING AND DISTRIBUTION
- PEBBLEPAD – EPORTFOLIO
- RECAP – DIGITAL LEARNING CAPTURE
- TURNITIN – E-SUBMISSION AND E-FEEDBACK TOOL

HEALTH AND SAFETY

- HEALTH AND SAFETY INDUCTION
- FIRE WARDEN TRAINING
- RISK ASSESSMENT
- MANUAL HANDLING AND SAFER LIFTING
- MANAGING HEALTH AND SAFETY
- SAFE USE OF STEPLADDERS
- EVACUATION CHAIR TRAINING
- HEALTH, SAFETY AND ENVIRONMENT COORDINATOR TRAINING
- CONTRACTOR SAFETY TRAINING FOR ACCESS PERMIT ISSUERS
- INCIDENT INVESTIGATION
- INCIDENT INVESTIGATION – REFRESHER FOR INVESTIGATORS

IT SKILLS

- MICROSOFT OFFICE
- MICROSOFT TEAMS
- MICROSOFT OFFICE 365
- MICROSOFT OFFICE EXAMS
- SKYPE
- MAKING USE OF OUR AUDIO VISUAL RESOURCES
- CREATING ACCESSIBLE DOCUMENTS
- EMAIL SECURITY FEATURES
- SUNRISE SOSTENUTO
- ONLINE SURVEYS
- WINDOWS 10

WORKING SMARTER

- MEANINGFUL MEETINGS
- EFFECTIVE MINUTE TAKING
- EVENT MANAGEMENT
- THE WAY OF THE PRODUCTIVITY NINJA
- HOW TO BE A PRODUCTIVITY NINJA
- GETTING YOUR INBOX TO ZERO
- ENHANCE YOUR COMMUNICATION USING TOP DOWN THINKING
- EVALUATING YOUR INITIATIVE WITH AFTER ACTION REVIEW
- TECHNIQUES TO BETTER KNOW AND ENGAGE YOUR STAKEHOLDERS
- SETTING UP YOUR COMMS CELL
- PLAN AND DELIVER AN OPTIONS APPRAISAL
- EASY PROCESS MAPPING
- INTRODUCTION TO PROCESS IMPROVEMENT
- INTRODUCTION TO LEAN IN HIGHER EDUCATION
- INTRODUCTION TO PROJECT MANAGEMENT APPROACH AT CCCU
- CREATE A PROJECT PLAN ON A PAGE
- PROJECT MANAGEMENT SKILLS TRAINING

ONLINE LEARNING

- GENERAL HEALTH, SAFETY AND ENVIRONMENTAL AWARENESS
- FIRE SAFETY
- DISPLAY SCREEN EQUIPMENT: LEARNING AND RISK ASSESSMENT
- RISK ASSESSMENT
- GDPR - GENERAL DATA PROTECTION REGULATIONS
- UNCONSCIOUS BIAS
- EQUALITY AND DIVERSITY ESSENTIALS
- BRIBERY ACT
- PERSONAL SAFETY
- INFORMATION SECURITY AWARENESS
- PURPLEPHISH – PHISHING SIMULATION AND CYBER SECURITY AWARENESS
- WORKING WITH THE PREVENT DUTY
- PROTECTING STUDENTS' CONSUMER RIGHTS
- RECRUITMENT AND SELECTION
- E-INDUCTION (FOR ACADEMICS AND PROFESSIONAL SERVICES STAFF)
- E-INDUCTION (FOR SESSIONALS)
- ASSESSING AT CCCU (PART 1): INTRODUCTION TO REGULATIONS, POLICIES AND PROCEDURES
- SUPPORTING STUDENTS AT CCCU (PART 1): STUDENTS WITH DISABILITIES
- SUPPORTING STUDENTS AT CCCU (PART 2): EFFECTIVE PASTORAL SUPPORT AND SERVICES AVAILABLE
- UNDERSTANDING WEB ACCESSIBILITY
- RIGHT TO WORK TRAINING
- MANAGERS SPACE BLACKBOARD INCLUDING THE APPRAISER GUIDANCE
- APPRAISER GUIDANCE

LEGAL AND GOVERNANCE

- DATA PROTECTION CHAMPIONS TRAINING
- DATA PROTECTION CHAMPIONS FORUM
- PREVENT TRAINING
- INFORMATION ASSETS MANAGEMENT
- RISK MANAGEMENT
- CONTRACT LAW
- ANTI-BRIBERY

NETWORKS AND FORUMS

- COACHING AND MENTORING NETWORK
- HEALTH, SAFETY AND ENVIRONMENTAL COORDINATOR FORUM
- BUILDING WARDEN FORUM
- AUA FORUM
- STAFF DEVELOPERS/TRAINERS: COMMUNITY OF PRACTICE
- TECHNICIANS NETWORK
- RESEARCH FORUMS AND NETWORKS
- ATHENA SWANN NETWORKING EVENT
- STAFF NETWORKS AND INTER FAITH COUNCIL:
 - WOMEN'S NETWORK
 - BAME STAFF NETWORK
 - CCCQ (LGBT+ NETWORK)
 - STAFF ACCESS FORUM
 - THE GLOBAL GOALS NETWORK
 - INTER FAITH COUNCIL
- DATA PROTECTIONS CHAMPIONS FORUM
- PEOPLE DEVELOPMENT CHAMPIONS

ORGANISATIONAL AND PEOPLE DEVELOPMENT

Please contact the Organisational and People Development team if you would like more information about how we can support development for your teams and leaders through bespoke sessions.

cccu.canterbury.ac.uk/organisational-and-people-development

CONNECT WITH US

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