

**People
Development**

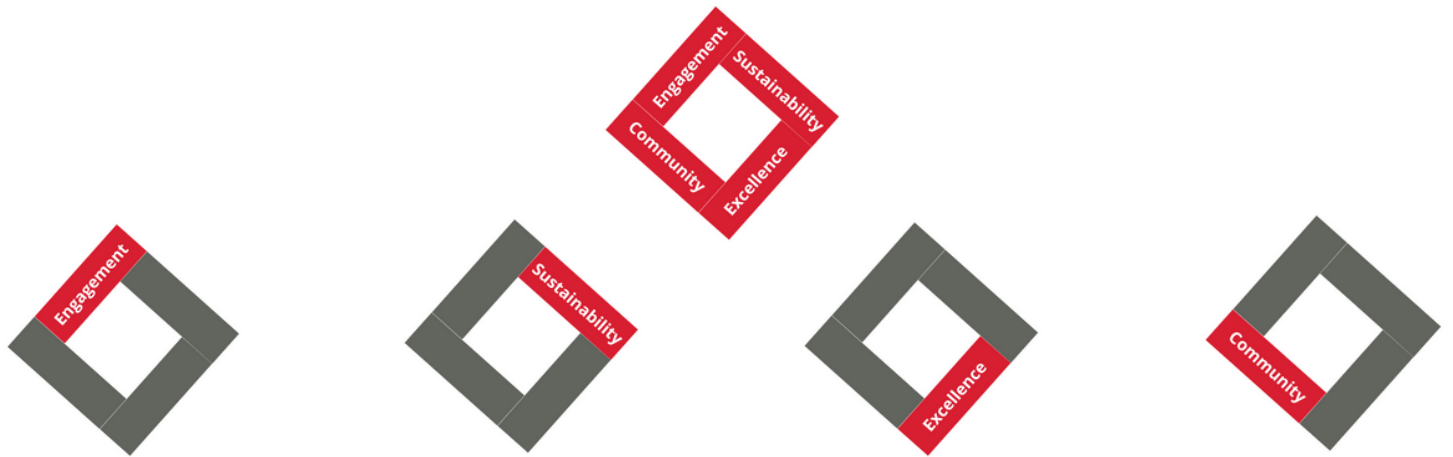
Learning & Development Opportunities

2023

Welcome

Welcome to People Development's Learning & Development Opportunities for 2023.

We are excited to be sharing with you our large selection of courses and programmes that have been hand selected and designed to support your personal and professional development, with each one linked to the **University Strategy**.



Alongside this, we also have exciting new online content coming to **UoRLearn** throughout the course of the year, so make sure that you regularly log in to be kept up to date.

All courses are bookable either by clicking on any of the titles within this guide or by browsing the learning catalogue on **UoRLearn**.














We hope that you find something that interests you and suits your needs, however, if you do have any other requests or suggestions, then please get in touch at:

peopledevelopment@reading.ac.uk

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January

Introduction to Altmetric Explorer Learn how to use the tool to investigate and analyse the reach and impact of your research		HR Essentials Introduction to HR Information		Central Induction An introduction to the University for new staff		Orcid Identifiers Help to understand why you need to create an ORCID identifier to establish your research Identity	
Career Options for Scientists 90-minute webinar to help scientific research staff with their next career move							
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29	30 	31  	Foundation in Financial Wellbeing Help to Improve your financial wellbeing		Inclusive Leader Application closing date		
Introduction to SciVal Research Intelligence Tool Introduction to a research tool that enables researchers to visualise their research performance		Introduction to Open Research Gives an introduction to open research methods and why they are important		UKRI Open Access Policy for Journal Articles A course designed to help UKRI funded authors with journal articles			
New Line Manager Induction Day 1 A programme that will help you explore your management style and work through scenarios you encounter as a manager		Active Bystander Training Gives you the skills to challenge unacceptable behaviours		How to Carry Out Fair & Lawful Investigations in Staff & Student Cases This course will provide delegates with a good practice guide in relation to plan and carry out good quality investigations			
				Managing Your Time With Outlook Utilise and manage your time with outlook			

ORCID Identifiers - What Are They & Why Do I Need One?

ORCID identifiers are being increasingly adopted by publishers and funders and there are already over 700 ORCID users at University of Reading.

This session will help you understand why you need to create an ORCID identifier (ORCID iD) to establish your researcher identity and claim your research outputs. Find out how and when to use your ORCID ID in your professional scholarly activities.

This is a 90-minute session; however, the last 30 minutes will be reserved for you to create and populate an ORCID record with assistance from the trainer.

Following the session, you will be able to:

- Understand why you need to create an ORCID Identifier (ORCID ID)
- Create an ORCID ID and add your research outputs to your profile
- Know how and when to use your ORCID ID in your professional scholarly activities

6th January 2023
14:00-15:30
Whiteknights



Introduction to Altmetric Explorer

Altmetric Explorer helps you track mentions to research outputs from Twitter, Facebook, news outlets, Wikipedia, Mendeley and lots of other 'alternative' sources.

This hands-on session will show you how to use the tool to investigate and analyse the reach and impact of your research.

You will find out about the background and rationale for Altmetrics, understand how to interpret the Altmetric 'donut', know how to track media attention to research publications, find out who is saving your publications in Mendeley, and discover how you could use Altmetric data in grant applications, CVs, and impact statements.

Following this session, you will be able to:

- Understand the background and rationale for Altmetrics
- Understand what the Altmetric 'Donut' means
- Track media attention to research publications
- Find out who's saving your publications in Mendeley
- Understand how you could use Altmetric data in grant applications, CV's and impact statements

11th January 2023
12:30-14:00
Whiteknights



Research Staff: Career Options For Scientists

This 90-minute, interactive webinar is for scientific research staff thinking about their next career move. It is particularly suited to staff that are considering career options beyond academic research. It will begin to explore options and how to take the next step.

This workshop will:

- Help you to identify your values and skills, thinking about how these relate to different career options for scientists
- Broadly explore career options for scientists
- Discuss how to make the transition to your next role, considering the restraints and limitations of working life!

17th January 2023
10:00-11:30
Online



HR Essentials

This session is relevant for all line managers, whether you've been promoted internally or have joined from another organisation. It will introduce you to all the HR information, resources and support available to you.

This session will introduce you to:

- Finding information and policies on the HR website
- Information available from Manager Self Service
- Who does what within the HR team

18th January 2023
10:30-12:00
Online



Central Induction

As a warm welcome and introduction to the University, this workshop is an opportunity to ask questions of the Vice Chancellor or a member of the Exec board, as well as to learn about the UoR history, strategy and how we operate. It is also a great way to meet with other new starters.

By the end of the workshop participants will:

- Have a deeper knowledge of the Leadership Principles (3Rs) and how they apply to their role.
- Know some of the history of the University and its origins.
- Know how the University is organised.
- Be able to appreciate the University's approach to diversity and inclusion.
- Be able to locate a variety of resources and websites that will support them as new staff members at the University.

19th January 2023
09:15-13:00
Whiteknights



Active Bystander Training

Racism, bullying, sexual harassment and other inappropriate behaviours contribute to a toxic culture. The impact they have on people can be hugely detrimental – leading to stress, anxiety and mental health problems. As we are seeing in the news, it can be deeply corrosive and damaging if these behaviours and attitudes are normalised over time. That's why it's essential for everyone to know how to speak up when problems arise.

This innovative and award-winning training gives you – and your people – the skills to challenge unacceptable behaviours, including those which may have become normalised over time.

24th January 2023
10:00-11:30
Online



Managing Your Time With Outlook

This course is designed for those delegates who wish to improve how they currently prioritise and manage their workload by utilising Outlook's Tasks and Calendar features effectively.

It offers a simplified approach to consciously scheduling a "To Do" list and helps the delegate to take back control of their time and therefore get tasks completed.

This course also offers fantastic hints and tips about using Outlook in general.

On completion of this course you will be able to:

- Identify their current time management strategies
- Apply relevant techniques, assisted by the tools offered by Microsoft Outlook
- Make significant improvement on how they manage time, efficiency and productivity.

26th January 2023
09:30-16:30
London Road



How To Carry Out Fair & Lawful Investigations In Staff & Student Cases

This course is aimed at members of the Leadership Group and other colleagues around the University who are required as part of their role to undertake investigations relating to matters such as staff and student complaints/grievances, student and staff misconduct, academic misconduct, fitness to practice and performance matters.

These investigations can be complex and this course is designed to provide delegates with a good practice guide in relation to how to plan and carry out good quality investigations.

Delegates will receive a number of resources and tools following the training to help them with completing investigations going forward.

Target audience for this training: All members of the Leadership Group and Heads of Schools, Heads of Departments (Schools) and relevant Assistant/Deputy Directors or Heads of Department (Functions) who also regularly undertake investigations (or who will soon be in a role that requires this), Wardens, SDATs, SDTLs. "

26th January 2023
09:00-13:00
Whiteknights



Research: UKRI Open Access Policy For Journal Articles

If you are a UKRI funded author your journal articles must be Open Access with a CCBY licence immediately on publication and without embargo, via CentAUR (green Open Access) or published gold Open Access on the publisher's website. This policy applies to all peer reviewed articles submitted for publication since April 2022.

In this short briefing will help you to:

- Check whether a journal is compliant before you submit to it
- Use look-up tools, including the journal checker and ScriFree
- Add a CCBY licence statement to your article when you submit it
- Apply to the UKRI block grant to cover Open Access article publishing charges

26th January 2023
13:00-13:30
Online



Foundation in Financial Wellbeing

As an introduction, we address the fact that it is difficult to talk about money and share the definition of financial wellbeing, how it contributes to financial resilience and ask participants to consider why it is beneficial to give financial wellbeing their attention.

We also explain that financial wellbeing can be achieved by working on goals, mindset, and financial habits. Working on one area alone will not create long lasting, transformational change.

This session is delivered online via Microsoft Teams and all participants will be able to join and ask questions completely anonymously

26th January 2023
10:00-11:00
Online



Introduction to SciVal Research Intelligence Tool

SciVal is a powerful research intelligence tool based on bibliometric data from research publications. SciVal enables researchers and those supporting research staff to visualize their institution/group's research performance and benchmark it relative to their peers based on a variety of different metrics.

It can also help you identify areas or partners for the development of collaborative networks. This session will introduce you to the scope and possibilities of SciVal.

This is a 90 minute session. The first 60 minutes will explain what the tool is and how it can be used. The last 30 minutes will be an extended hands-on activity so that you get practical experience of using the tool. If you do not want to take part in this activity, please feel free to leave the session after 60 minutes.

Following the session you will be able to:

- Understand what the tool is for and the data behind it.
- Track the impact of your division's research outputs.
- Perform targeted analyses based on the publications of your own research division
- Select suitable institutions/groups for benchmarking
- Identify potential collaborators.

30th January 2023

10:00-14:30

Whiteknights



New Line Manager Induction Day 1

This programme is designed for colleagues who are new to management, who have direct responsibility for at least one member of staff. It is relevant whether you've been promoted internally or have joined from another organisation and ideally you would attend between three and six months after appointment.

The programme will enable you to explore your management style and work through scenarios that you may encounter as a manager.

31st January 2023

09:30-16:30

Whiteknights



Introduction To Open Research

This course will give you an introduction to open research methods and why they are important to the culture of research at University of Reading and the growing open research worldwide movement.

We'll cover the main principles, ask why open research is important and suggest small steps that you can take to make your research processes more open, transparent and accountable. We'll cover concepts such as open notebooks, open data, open access, open peer review etc.

This content fits in with the University's open research action plan, open access and open data policies.

31st January 2023

10:00-12:00

Whiteknights



February

Aspiring Managers

Aimed at anyone considering management as a career progression

Commitment - Make it Happen

A 90 minute bite sized session to help you make it happen

Leading Through Influence

Application closing date

Paying to Publish Gold Open Access Journal Articles

Support with publishing articles

Introduction to Bibliometrics

Introduce you to how bibliometrics is used in research

New Line Manager Induction Day 2

A programme that will help you explore your management style and work through scenarios you encounter as a manager

Writing a Data Management Plan

2-hour course offering practical guidance on developing an effective DMP

Trans Awareness

Training

An inspiring session about Trans people

Bi Inclusion

Training

Develop an understanding of Bi identities

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Being Found on LinkedIn

A course to help you gain more knowledge on LinkedIn

Coaching Skill for Leaders

The session covers how the use of coaching skills can support distributed leadership and the University's leadership principles

National Apprenticeship Week

6th - 10th February

Central Induction

An introduction to the University for new staff

Managing Your Digital Research Profile

Tracking the impact and reach of your research

Research Data Management: An Introduction

Introduces the principles and practices of research data management

Successful Mentoring Workshop

You will learn what mentoring is and how it differs from other types of development

Active Bystander Training

Gives you the skills to challenge unacceptable behaviours

New Line Manager Induction Day 1

A programme that will help you explore your management style and work through scenarios you encounter as a manager

Maximising Your Personal Brand

A one-day course exploration about the type of impact we want to have in life and work



Aspiring Managers

This one-day workshop is aimed at anyone considering management as a career progression.

It provides an overview of the role, responsibilities and skills associated with effective management practice and an opportunity to hear from others who have recently stepped into management for the first time.

1st February 2023
09:30-16:30
Whiteknights



Paying to Publish Gold Open Access Journal Articles

Publishing your article as Open Access on the publisher's website usually incurs a fee. This applies for many fully Open Access journals and to hybrid journals unless covered by a Library read and publish agreement with the publisher.

We will help you to navigate this complex landscape, to access funds to cover charges and to avoid receiving an unexpected bill.

This short briefing will:

- Explain which journals are covered by the library's read and publish deals
- Check whether a journal meets the criteria for the University's Gold Open Access fund and the UKRI block grant
- Show when and how to apply to these funds to cover the cost of an article APC

1st February 2023
13:00-13:30
Online



Commitment - Make it Happen

Learn how to apply proven, yet simple techniques to follow through on your good intentions and make them a reality.

This session will cover:

- Commitments and you
- The single, most powerful thing you can do
- Triggers – moving good intentions into action
- The 3 simple steps to forming a new habit
- Planning to deliver on commitments

2nd February 2023
10:00-11:30
Whiteknights



Leading Through Influence

This programme is designed for colleagues who lead projects, collaborations, initiatives, groups or tasks without having formal line management responsibility. It directly supports the aim of building a distributed model of leadership at the University, where colleagues are empowered to take ownership and deliver shared aspirations.

By the end of this programme, you will be able to:

- Enhance your influencing skills by tailoring your approach according to the motivations and priorities of others to maximise collaboration and minimise conflict
- Be a role model for the University's Leadership Framework (the 3Rs)
- Manage your priorities more effectively to increase your personal productivity
- Regularly review the external organisational context and implement enhancements to the way you work
- Commit to a self-development plan by continuing to access learning resources and supportive networks across the University

3rd February 2023
Application Deadline
Whiteknights



Bi Inclusion Training

The objectives of the course are to develop understanding of Bi identities, prejudice and discrimination towards the Bi community, and how to be a Bi ally.

This course will cover:

- Bi identities: the different terms used for different identities under the Bi umbrella.
- Why Bi inclusion is important.
- Lived experience.
- How to be a Bi ally
- Q&A

6th February 2023
15:00-16:00pm
Online



National Apprenticeship Week

NAW 2023 is the 16th annual celebration of apprenticeships across England. To celebrate apprenticeships for staff, we will be running various events and sharing stories about these valuable staff development opportunities! You will have the chance to hear from our current apprentices about their experiences, as well as some of our apprenticeship training providers and apprenticeships currently on offer to staff. Look out for news on the Staff Portal or UoRLearn for information about these events.

6th - 10th February 2023

Trans Awareness Training

This session is run by Christian who is a motivational transgender speaker who uses his own personal journey of discovery to enlighten and inspire.

Christian's own personal, lived experiences as a gay trans male help audiences to understand, empathise and gain a greater understanding of the journey of transition

The session covers;

- Trans awareness & acceptance
- Pronouns
- Sexuality versus gender identity
- Safe space to discuss terminology
- The treatment care pathway
- The journey of transition in the police service
- Police culture and the positive changes
- Legal rights in society
- Courage change & empowerment
- Employer support
- The power of inclusion
- Q & A

7th February 2023
13:00-15:00pm
Online



Introduction to Bibliometrics

Bibliometric data are increasingly used in research assessment exercises and in recruitment decisions but they can also give you insights into how your research is being used by others and help you to make informed journal choices.

This session will introduce some commonly used bibliometrics and explain how they are calculated and what they mean. The issues behind the responsible use of metrics will also be explored. A hands-on section of the session will use tools such as Scopus, SciVal, Google Scholar and InCites to explore bibliometric data sources.

Following the session, you will be able to:

- Appreciate the responsible use of metrics
- Understand the metrics used in the ROSS process at Reading University.
- Understand journal- and article-level metrics such as citation counts, SJR, SNIP, JIF, IPP and FWCI
- Know where to find bibliometric data relating to your or your research division's publications.
- Use bibliometrics to help with journal choices

8th February 2023
10:00-12:00
Whiteknights



Writing a Data Management Plan

Many public funders of research require researchers to submit a data management plan (DMP) as part of a grant application, detailing what data will be collected in the proposed project, how data will be managed, and how and where data will be preserved and made available to others when the project concludes. Whether a funder requires it or not, if you use data in your research, you should have a DMP for your project.

Writing a DMP can help you plan and execute research effectively, curate data for maximum utility, identify and manage risks, and ensure resource needs are appropriately costed.

This 2 hour course will offer practical guidance on developing an effective DMP for a grant application, and how to make best use of a DMP in your day to day research. Information about data management planning tools and resources to help you will be provided.

The objectives of this course are:

- Learn how to write a data management plan for a grant application or research project.
- Identify the core components of a data management plan and the key considerations to address in the plan.
- Find out about resources and where to get help.

8th February 2023
14:00-16:00pm
Whiteknights



New Line Manager Induction

This programme is designed for colleagues who are new to management, who have direct responsibility for at least one member of staff. It is relevant whether you've been promoted internally or have joined from another organisation and ideally you would attend between three and six months after appointment.

The programme will enable you to explore your management style and work through scenarios that you may encounter as a manager.

9th February 2023
9:30-16:30
Whiteknights



Coaching Skills for Leaders

Leadership today presents many challenges

The art of leadership is not just about knowing our job, or being an expert, but also requires us to be aware of the impact we have, to support and develop others and the ability to work with difference.

This highly interactive session will explore how the use of coaching skills can support distributed leadership and the application of the University's leadership principles – the 3Rs. Developing a coaching mind- and skill-set as a leader will help you to support and empower your teams to perform with greater effectiveness and capacity through challenging times.

15th February 2023
09:30-16:30
Whiteknights



Successful Mentoring Workshop

Mentoring in the workplace is a relationship where a more experienced colleague uses their knowledge and understanding of the work or workplace to support the long-term development of a less experienced member of staff. Besides the personal satisfaction of sharing knowledge and skills, mentors benefit from the arrangement through the development of their own knowledge and skills, as well as increased self-awareness and job satisfaction.

What will you learn:

- What mentoring is and how it differs from other types of development or support
- Attributes of a mentor
- Structuring a mentoring conversation
- Questioning and listening skills

20th February 2023
10:00-12:00
Whiteknights



Active Bystander Training

Racism, bullying, sexual harassment and other inappropriate behaviours contribute to a toxic culture. The impact they have on people can be hugely detrimental – leading to stress, anxiety and mental health problems. As we are seeing in the news, it can be deeply corrosive and damaging if these behaviours and attitudes are normalised over time. That's why it's essential for everyone to know how to speak up when problems arise.

This innovative and award-winning training gives you – and your people – the skills to challenge unacceptable behaviours, including those which may have become normalised over time.

21st February 2023
10:00-11:30
Online



Managing Your Digital Research Profile (1-1 Session)

Tracking the impact and reach of your research outputs is much easier if you have a consistent digital identity. Give your digital identity a health check by looking at your Google Scholar, ResearcherID, Scopus Author ID and ORCID profiles. In this one-to-one session you can check which researcher identifiers you already have, which ones you might need and ensure that your research outputs are correctly attributed to you.

This session can include setting up and/or checking your Google Scholar account; setting up and/or checking your ResearcherID, Scopus Author ID, ORCID ID; checking that your publications are correctly attributed to you in bibliographic databases.

21st February 2023
14:00-16:00pm
Whiteknights



Research Data Management: An Introduction

Effective management of research data is fundamental to good research practice, and the preservation and sharing of data that enable research findings to be validated and reproduced is required by the University and by many public funders of research.

This course will introduce principles and practices of research data management that will be applicable to researchers at all stages of their careers working with research data in any discipline, whether in the sciences, social sciences or humanities. The course will cover: public funders' and the University's research data policies and requirements; data management plans for funding applications; storage, organisation and documentation of data; data quality control; ethics and legal compliance; ownership and rights in data; and data preservation and sharing.

The objectives of the course are:

- Learn what research data management is and how to manage your own research effectively.
- Find out about the University's and funders' policy requirements for research data.
- Find out about resources and where to get help.

22nd February 2023
14:00-16:00
Whiteknights



Central Induction

As a warm welcome and introduction to the University, this workshop is an opportunity to ask questions of the Vice Chancellor or a member of the Exec board, as well as to learn about the UoR history, strategy and how we operate. It is also a great way to meet with other new starters.

By the end of the workshop participants will:

- Have a deeper knowledge of the Leadership Principles (3Rs) and how they apply to their role;
- Know some of the history of the University and its origins;
- Know how the University is organised;
- Be able to appreciate the University's approach to diversity and inclusion;
- Be able to locate a variety of resources and websites that will support them as new staff members at the University.

22nd February 2023
09.15 - 13.00
Whiteknights



Being Found on LinkedIn

Recruiters across many sectors are increasingly using LinkedIn to find ideal candidates for jobs. This means that your LinkedIn profile needs to be found by recruiters that use screening software. This workshop will show you the many ways to be more visible on LinkedIn.

By the end of the session, you will understand:

- How to construct an effective LinkedIn profile
- How to showcase your expertise online
- Who to connect with and how to connect on LinkedIn
- How to follow people, groups, companies and 'schools' etc. on LinkedIn

23rd February 2023
10:00-11:30pm
Online



Maximising your Personal Brand

This course is a one-day exploration about the type of impact we want to have in life and work. Participants will consider and define the influence that they can have on their life and work. They will also learn skills for success and how to create those circumstances.

What will you learn?

- Speak in terms of the impact and influence that you want to have in life and work
- Understand your personal style in terms of your personal brand
- Develop skills in areas like focus, concentration, and communication to support your brand
- Build credibility and trust by living your brand
- Take ownership of your image, both online and in person

28th February 2023
09:00-17:00
Whiteknights



New Line Manager Induction Day 1

This programme is designed for colleagues who are new to management, who have direct responsibility for at least one member of staff. It is relevant whether you've been promoted internally or have joined from another organisation and ideally you would attend between three and six months after appointment.

The programme will enable you to explore your management style and work through scenarios that you may encounter as a manager.

28th February 2023
9:30-16:30
Whiteknights



March

Interviews For Jobs Outside Academia

Guidance for a job interview outside academia

Get It Done

90 Minute session to help tackle your career and personal development training needs

Confident Conversations for Managers

Aims to help managers build their confidence & competence in having more challenging conversations

New Line Manager Induction Day 2

A programme that will help you explore your management style and work through scenarios you encounter as a manager

Coaching Skill for Leaders

The session covers how the use of coaching skills can support distributed leadership and the University's leadership principles

Open Access at Reading: All You Need to Know

Intended for new research staff

HR

Essentials

Introduction to HR Information

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Setting Objectives

Learn how to identify and create powerful goals and objectives.

Introduction to SciVal Research Intelligence Tool

Introduction to a research tool that enables researchers to visualise their research performance

Central Induction

An introduction to the University for new staff

Mental Health First Aid Awareness

An introductory course raises awareness of mental health

Active Bystander Training

Gives you the skills to challenge unacceptable behaviours



Get it Done!

Our 90 minute bite-size sessions are a great way to get quick practical tips and advice during your highly engaging and interactive virtual training.

Many people spend all day being rushed off their feet, but achieve very little by the end of the day, and often have bigger 'to-do' lists at the end of the day than they did at the start! This is often due to two factors:

A lack of focus and a lack of decisive action.

What we believe affects what we do, and what we do affects what we achieve. There are beliefs that enable us (i.e. they help us to perform better) and there are beliefs that limit us (i.e. they prevent us from changing and improving our behaviour).

Get into the habit of reminding yourself of what you are good at, your past successes, and the benefits that will come from achieving this task. You will be surprised at the positive effect this simple action has on both your mood – and your results!

Learn how to achieve things and get the results you want.

2nd March 2023
10.00 - 11.30
Whiteknights



Confident Conversations for Managers

The workshop aims to help managers build their confidence & competence in having more challenging conversations and enable them to take positive steps forward in tackling difficult situations in the workplace that they may have either avoided or dreaded.

By the end of the session you will be able to:

- Reflect on your current approach to difficult conversations & the impact this has on you and others around you
- Understand why some conversations seem so difficult and what gets in the way of tackling important issues.
- Develop the key skills and approaches that will enable difficult conversations to be carried out successfully
- Plan for, and practice, a conversation that you need to have in the workplace with confidence and skill

Back by popular demand, this practical workshop helps you to get confident with the uncomfortable.

If you need support in having challenging or difficult conversations, then this course is for you (no role play required!)

3rd March 2023
09:30-16:30
Whiteknights



Open Access at Reading: All You Need to Know

This session is intended for new research staff, including early career researchers, and managers and professional services staff needing a general overview of Open Access at the University of Reading. We provide practical information about maximizing the visibility of your research publications for the benefit of both you and the University.

Following the session, you will be able to:

- Recognise the different types and benefits of Open Access
- Comply with the key Open Access policies affecting you
- Know what to deposit in CentAUR
- Apply to the University's fund to cover Open Access publishing costs
- Make informed choices about where to publish
- Make informed decisions about sharing networks
- Access key bibliometric tools and Altmetric
- Register for and populate an ORCID identifier

3rd March 2023
11:00-12:30
Whiteknights



Interviews for Jobs Outside Academia

At some point you will have a job interview. It is important to do enough research and preparation about the company/institution/university and job to ensure that you present and highlight skills and experiences that are relevant to the role.

By the end of the session, you will understand:

- What recruiters are looking for when they interview candidates
- The types of interview questions you might be asked
- How to prepare for a range of interview questions

7th March 2023
10.00 - 11.30
Online



Coaching Skills for Leaders

Leadership today presents many challenges.

The art of leadership is not just about knowing our job, or being an expert, but also requires us to be aware of the impact we have, to support and develop others and the ability to work with difference.

This highly interactive session will explore how the use of coaching skills can support distributed leadership and the application of the University's leadership principles – the 3Rs.

Developing a coaching mind- and skill set as a leader will help you to support and empower your teams to perform with greater effectiveness and capacity through challenging times.

8th March 2023
09:30-16:30
Whiteknights



Mental Health First Aid Awareness

This course is suitable for those looking to understand and improve their knowledge and confidence about mental health. Attendees will learn the skills to support their own and others' positive wellbeing in the workplace.

This session will cover:

- Understand factors that affect mental health
 - Identify the stigma and discrimination surrounding mental health
 - Feel confident about starting a mental health conversation
- Learn to care for your mental health

9th March 2023
11:00-16:30
Whiteknights



HR Essentials

This session is relevant for all line managers, whether you've been promoted internally or have joined from another organisation. It will introduce you to all the HR information, resources and support available to you.

This session will introduce you to:

- Finding information and policies on the HR website
- Information available from Manager Self Service
- Who does what within the HR team

14th March 2023
10:30-12:00
Online



Introduction to SciVal Research Intelligence Tool

SciVal is a powerful research intelligence tool based on bibliometric data from research publications. SciVal enables researchers and those supporting research staff to visualize their institution/group's research performance and benchmark it relative to their peers based on a variety of different metrics.

It can also help you identify areas or partners for the development of collaborative networks. This session will introduce you to the scope and possibilities of SciVal.

This is a 90 minute session. The first 60 minutes will explain what the tool is and how it can be used. The last 30 minutes will be an extended hands-on activity so that you get practical experience of using the tool. If you do not want to take part in this activity, please feel free to leave the session after 60 minutes.

Following the session you will be able to:

- Understand what the tool is for and the data behind it.
- Track the impact of your division's research outputs.
- Perform targeted analyses based on the publications of your own research division
- Select suitable institutions/groups for benchmarking
- Identify potential collaborators.

15th March 2023
14:00-16:00
Whiteknights



Central Induction

As a warm welcome and introduction to the University, this workshop is an opportunity to ask questions of the Vice Chancellor or a member of the Exec board, as well as to learn about the UoR history, strategy and how we operate. It is also a great way to meet with other new starters.

By the end of the workshop participants will:

- Have a deeper knowledge of the Leadership Principles (3Rs) and how they apply to their role;
- Know some of the history of the University and its origins;
- Know how the University is organised;
- Be able to appreciate the University's approach to diversity and inclusion;
- Be able to locate a variety of resources and websites that will support them as new staff members at the University.

16th March 2023
09.15 - 13.00
Whiteknights



Active Bystander Training

Racism, bullying, sexual harassment and other inappropriate behaviours contribute to a toxic culture. The impact they have on people can be hugely detrimental – leading to stress, anxiety and mental health problems. As we are seeing in the news, it can be deeply corrosive and damaging if these behaviours and attitudes are normalised over time. That's why it's essential for everyone to know how to speak up when problems arise.

This innovative and award-winning training gives you – and your people – the skills to challenge unacceptable behaviours, including those which may have become normalised over time.

21st March 2023
10:00-11:00
Whiteknights



Setting Objectives

The ability to set SMART objectives is the key component in improving the performance of individuals. Many organisations use it within their appraisal process because the benefits of setting targets that are Specific, Measurable, Achievable, Realistic and Time-bounded ensures that employees are given a sense of direction and guides their focus towards the achievement of goals and targets.

Our Setting SMART Objectives programme is ideal for leaders and managers at all levels who require the skills to track their employee's performance and intervene where necessary whilst improving their productivity and performance.

Please note, the content of this programme could be customised to include examples provided by the delegates for discussion.

Upon completion of this event, delegates will have been exposed to the training required to provide them with the skills and techniques enabling them to:

- Understand the benefits of setting SMART objectives to themselves, employees and the
- company
- Improve the motivation and productivity of employees
- Structure and manage expectations
- Set SMART objectives and link them to the appraisal process
- Monitor and evaluate employee's progress
- Close any performance gaps by making skilled intervention

23rd March 2023
13:30-16:30
Whiteknights



April

Recruitment & Selection Training

for all staff who are involved in any stage of the recruitment and selection process

Writing a Data Management Plan








2-hour course offering practical guidance on developing an effective DMP

Sharpen Your Memory

Learn how to boost your memory by adopting some practical tools and techniques

Negotiation Skills

A session on how to become a great negotiator

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Active Bystander Training

Gives you the skills to challenge unacceptable behaviours

Research Staff: Preparation For Securing a Job

Learn the different strategies for securing a role

Central Induction

An introduction to the University for new staff



Recruitment & Selection Training

This training is designed for all staff who are involved in any stage of the recruitment and selection process. It will provide you with the knowledge and skills to select the right candidate for your role.

Training objectives: By the end of the training, participants will:

- Be able to clearly define required competencies and develop job description and person specification documents to best support the recruitment process.
- Be able to set essential and desirable criteria effectively to support the initial sifting process.
- Consider the impact of wording within job advertisements and ensure that they are inclusive.
- Be able to identify the advantages of a variety of interview or assessment methods to select the most appropriate for the role.
- Be able to design a range of interview questions/tasks that are appropriate to the role and the selection criteria.
- Be able to utilise effective questioning and listening techniques during interviews
- Be able to give constructive feedback to candidates post interview.

3rd April 2023
10:00-15:00
London Road



Negotiation Skills

To negotiate effectively you have to be able to influence the other person, persuading them without the power of status or hierarchy. Negotiation, whether formal or informal, should be approached with the attitude that the outcome will be beneficial to both parties and preserve the relationship for the future.

This course has been designed for those who need to negotiate effectively with colleagues, suppliers and customers. What are the benefits of attending?

Upon completion of this event, delegates will have been exposed to the training required to provide them with the skills and techniques enabling them to:

- Understand the need for preparation
- Appreciate the importance of give and take
- Make and obtain concessions
- Adopt techniques to discover the other side's strengths and weaknesses
- Understand how to make deadlines work

18th April 2023
09:30-17:00
London Road



Research Staff: Preparation for Securing a Job

Securing a job can involve more than a good CV or application; there is often a hidden job market beyond the advertised roles.

This 90 minutes, interactive webinar provides an insight into different strategies for securing a role, including building an online profile and broadening your network

This session will:

- Provide an overview of different Job-hunting strategies, highlighting the concept of the hidden job market
- Explore how to begin building the foundations for effective networking, helping you to improve your chances of securing a job.

19th April 2023
13:00-15:00
Whiteknights



Writing a Data Management Plan

Many public funders of research require researchers to submit a data management plan (DMP) as part of a grant application, detailing what data will be collected in the proposed project, how data will be managed, and how and where data will be preserved and made available to others when the project concludes. Whether a funder requires it or not, if you use data in your research, you should have a DMP for your project.

Writing a DMP can help you plan and execute research effectively, curate data for maximum utility, identify and manage risks, and ensure resource needs are appropriately costed.

This 2 hour course will offer practical guidance on developing an effective DMP for a grant application, and how to make best use of a DMP in your day to day research. Information about data management planning tools and resources to help you will be provided.

The objectives of this course are:

- Learn how to write a data management plan for a grant application or research project.
- Identify the core components of a data management plan and the key considerations to address in the plan.
- Find out about resources and where to get help.

19th April 2023
10:00-12:00
Whiteknights



Sharpen Your Memory

Learn how to boost your memory by adopting some practical tools and techniques.

The key factors for a sharp memory:

- Attention – the ability to focus
- Useful memory tools
- Memory and your senses
- Practical activities

20th April 2023
10:00-11:30
Whiteknights



Active Bystander Training

Racism, bullying, sexual harassment and other inappropriate behaviours contribute to a toxic culture. The impact they have on people can be hugely detrimental – leading to stress, anxiety and mental health problems. As we are seeing in the news, it can be deeply corrosive and damaging if these behaviours and attitudes are normalised over time. That's why it's essential for everyone to know how to speak up when problems arise.

This innovative and award-winning training gives you – and your people – the skills to challenge unacceptable behaviours, including those which may have become normalised over time.

25th April 2023
10:00-11:30
Whiteknights



Central Induction

As a warm welcome and introduction to the University, this workshop is an opportunity to ask questions of the Vice Chancellor or a member of the Exec board, as well as to learn about the UoR history, strategy and how we operate. It is also a great way to meet with other new starters.

By the end of the workshop participants will:

- Have a deeper knowledge of the Leadership Principles (3Rs) and how they apply to their role;
- Know some of the history of the University and its origins;
- Know how the University is organised;
- Be able to appreciate the University's approach to diversity and inclusion;
- Be able to locate a variety of resources and websites that will support them as new staff members at the University.

27th April 2023
09.15 - 13.00
Whiteknights



May

Research Data Management: An Introduction

Introduces the principles and practices of research data management

Visual Thinking

Learn how to create visual maps and transform your thinking skills

Recruitment & Selection Training

for all staff who are involved in any stage of the recruitment and selection process

Introduction to Open Research

An introduction to open research methods and why they are important

HR Essentials















Introduction to HR Information

Coaching Skills for Leaders

The session covers how the use of coaching skills can support distributed leadership and the University's leadership principles

Self-Leadership

Help you to internalise the 4 pillars of self-leadership and make meaningful and empowered choices.

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Career Options for Scientists

90-minute webinar to help scientific research staff with their next career move

Central Induction

An introduction to the University for new staff

UKRI Open Access Policy For Journal Articles

A course designed to help UKRI funded authors with journal articles

Active Bystander Training

Gives you the skills to challenge unacceptable behaviours

ORCID Identifiers

Help to understand why you need to create an ORCID identifier to establish your research Identity

Being Found on LinkedIn

A course to help you gain more knowledge on LinkedIn

Managing Your Digital Research Profile

Tracking the impact and reach of your research



Recruitment & Selection Training

This training is designed for all staff who are involved in any stage of the recruitment and selection process. It will provide you with the knowledge and skills to select the right candidate for your role.

Training objectives: By the end of the training, participants will:

- Be able to clearly define required competencies and develop job description and person specification documents to best support the recruitment process.
- Be able to set essential and desirable criteria effectively to support the initial sifting process.
- Consider the impact of wording within job advertisements and ensure that they are inclusive.
- Be able to identify the advantages of a variety of interview or assessment methods to select the most appropriate for the role.
- Be able to design a range of interview questions/tasks that are appropriate to the role and the selection criteria.
- Be able to utilise effective questioning and listening techniques during interviews
- Be able to give constructive feedback to candidates post interview.

2nd May 2023
10:00-15:00
London Road



Research Data Management: An Introduction

This course will introduce principles and practices of research data management that will be applicable to researchers at all stages of their careers working with research data in any discipline, whether in the sciences, social sciences or humanities.

The course will cover: public funders' and the University's research data policies and requirements; data management plans for funding applications; storage, organisation and documentation of data; data quality control; ethics and legal compliance; ownership and rights in data; and data preservation and sharing.

The objectives of the course are:

- Learn what research data management is and how to manage your own research effectively.
- Find out about the University's and funders' policy requirements for research data.
- Find out about resources and where to get help.

3rd May 2023
14:00-16:00
Whiteknights



Visual Thinking

Learn how to create visual maps and transform your thinking skills.

This session will cover:

- Whole brain thinking
- What is visual mapping?
- Producing a visual map
- Identifying the many uses
- Skills practice

4th May 2023
10:00-11:30
Whiteknights



Self- Leadership

Self-leadership puts together taking responsibility for our outcomes, setting direction for our lives, and having tools to manage priorities. Self-leaders work at all levels of an organization. Self-leadership requires a commitment from individuals to decide what they want from life and to do what's necessary to get the results they want.

This one-day workshop will help participants internalize the four pillars of self-leadership and to make meaningful, empowered choices while taking action to get where they want to go.

During the session you will learn:

- Define self-leadership and what it means on an individual level
- Assume responsibility for their results by understanding who they are, what they want and how to reach their goals
- Describe the four pillars of self-leadership
- Use techniques related to adjusting to change, cultivating optimism and developing good habits to build self-leadership.

9th May 2023
09:30- 16:30
Whiteknights



HR Essentials

This session is relevant for all line managers, whether you've been promoted internally or have joined from another organisation. It will introduce you to all the HR information, resources and support available to you.

This session will introduce you to:

- Finding information and policies on the HR website
- Information available from Manager Self Service
- Who does what within the HR team

10th May 2023
14:00-15:30
Online



Coaching Skills for Leaders

The art of leadership is not just about knowing our job, or being an expert, but also requires us to be aware of the impact we have, to support and develop others and the ability to work with difference.

This highly interactive session will explore how the use of coaching skills can support distributed leadership and the application of the University's leadership principles – the 3Rs.

Developing a coaching mind- and skill set as a leader will help you to support and empower your teams to perform with greater effectiveness and capacity through challenging times.

11th May 2023
09:30-16:30
Whiteknights



Managing Your Digital Research Profile (1-1 Session)

Tracking the impact and reach of your research outputs is much easier if you have a consistent digital identity. Give your digital identity a health check by looking at your Google Scholar, ResearcherID, Scopus Author ID and ORCID profiles. In this one-to-one session you can check which researcher identifiers you already have, which ones you might need and ensure that your research outputs are correctly attributed to you.

This session can include setting up and/or checking your Google Scholar account; setting up and/or checking your ResearcherID, Scopus Author ID, ORCID ID; checking that your publications are correctly attributed to you in bibliographic databases.

15th May 2023
12:30-14:30
Whiteknights



Career Options for Scientists

This 90 minute, interactive webinar is for scientific research staff thinking about their next career move. It is particularly suited to staff that are considering career options beyond academic research. It will begin to explore options and how to take the next step.

This workshop will:

- Help you to identify your values and skills, thinking about how these relate to different career options for scientists
- Broadly explore career options for scientists
- Discuss how to make the transition to your next role, considering the restraints and limitations of working life!

16th May 2023
13:00-15:00
Whiteknights



Introduction to Open Research

This course will give you an introduction to open research methods and why they are important to the culture of research at University of Reading and the growing open research worldwide movement.

We'll cover the main principles, ask why open research is important and suggest small steps that you can take to make your research processes more open, transparent and accountable. We'll cover concepts such as open notebooks, open data, open access, open peer review etc. This content fits in with the University's open research action plan, open access and open data policies.

17th May 2023
12:00-14:00
Whiteknights



ORCID Identifiers- What Are They & Why Do I Need One?

ORCID identifiers are being increasingly adopted by publishers and funders and there are already over 700 ORCID users at University of Reading.

This session will help you understand why you need to create an ORCID identifier (ORCID iD) to establish your researcher identity and claim your research outputs. Find out how and when to use your ORCID ID in your professional scholarly activities.

This is a 90-minute session; however, the last 30 minutes will be reserved for you to create and populate an ORCID record with assistance from the trainer.

Following the session, you will be able to:

- Understand why you need to create an ORCID Identifier (ORCID ID)
- Create an ORCID ID and add your research outputs to your profile
- Know how and when to use your ORCID ID in your professional scholarly activities

18th May 2023
12:30-13:00
Whiteknights



Active Bystander Training

Racism, bullying, sexual harassment and other inappropriate behaviours contribute to a toxic culture. The impact they have on people can be hugely detrimental – leading to stress, anxiety and mental health problems. As we are seeing in the news, it can be deeply corrosive and damaging if these behaviours and attitudes are normalised over time. That's why it's essential for everyone to know how to speak up when problems arise.

This innovative and award-winning training gives you – and your people – the skills to challenge unacceptable behaviours, including those which may have become normalised over time.

23rd May 2023
09.15 - 13.00
Whiteknights



Central Induction

As a warm welcome and introduction to the University, this workshop is an opportunity to ask questions of the Vice Chancellor or a member of the Exec board, as well as to learn about the UoR history, strategy and how we operate. It is also a great way to meet with other new starters.

By the end of the workshop participants will:

- Have a deeper knowledge of the Leadership Principles (3Rs) and how they apply to their role;
- Know some of the history of the University and its origins;
- Know how the University is organised;
- Be able to appreciate the University's approach to diversity and inclusion;
- Be able to locate a variety of resources and websites that will support them as new staff members at the University.

23rd May 2023
09.15 - 13.00
Whiteknights



Research Staff: Being Found on LinkedIn

Recruiters across many sectors are increasingly using LinkedIn to find ideal candidates for jobs. This means that your LinkedIn profile needs to be found by recruiters that use screening software. This workshop will show you the many ways to be more visible on LinkedIn.

By the end of the session, you will understand:

- How to construct an effective LinkedIn profile
- How to showcase your expertise online
- Who to connect with and how to connect on LinkedIn
- How to follow people, groups, companies and 'schools' etc. on LinkedIn

24th May 2023
10:00-11:30
Whiteknights



Research: UKRI Open Access Policy For Journal Articles

If you are a UKRI funded author your journal articles must be Open Access with a CCBY licence immediately on publication and without embargo, via CentAUR (green Open Access) or published gold Open Access on the publisher's website. This policy applies to all peer reviewed articles submitted for publication since April 2022.

In this short briefing will help you to:

- Check whether a journal is compliant before you submit to it
- Use look-up tools, including the journal checker and ScriFree
- Add a CCBY licence statement to your article when you submit it
- Apply to the UKRI block grant to cover Open Access article publishing charges

26th May 2023
13:00-13:30
Online



June

Introduction to Almetric Explorer

Gain knowledge in using the tool to investigate and analyse the reach of your research

Financial Planning For Your Retirement (USS)

Focuses on planning your finances for retirement

Challenging Conversations

Learn how to confidently tackle those discussions that you dread

Recruitment & Selection Training

for all staff who are involved in any stage of the recruitment and selection process

Paying to Publish Gold Open Access Journal Articles

Support with publishing articles

CV & Interview Skills Part 1

Help you to build confidence and help you to prepare more effectively through a CV and Interview

Trans Awareness Training

An inspiring session about Trans people

04	05	06	07	08	09	10
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Interviews For Jobs Outside Academia

Help you to present, highlight skills and experience relevant to the role

Central Induction

An introduction to the University for new staff

Open Access at Reading

Intended for new research staff

Planning Your Retirement Lifestyle

Focuses on helping your make the most of your freedom in retirement

CV & Interview Skills Part 2

Help you to build confidence and help you to prepare more effectively through a CV and Interview

Introduction to Bibliometrics

Introduce you to how bibliometrics is used in research

Active Bystander Training

Gives you the skills to challenge unacceptable behaviours

Financial Planning For Your Retirement

Focuses on planning your finances for retirement

Challenging Conversations

Learn how to confidently tackle those discussions that you dread.

Features of challenging conversations:

- The 6 coping strategies
- Closed v open approaches?
- Climb down your ladder!
- Applying techniques to your own situations

1st June 2023
10:00-11:30
Whiteknights



Recruitment & Selection Training

This training is designed for all staff who are involved in any stage of the recruitment and selection process. It will provide you with the knowledge and skills to select the right candidate for your role.

Training objectives: By the end of the training, participants will:

- Be able to clearly define required competencies and develop job description and person specification documents to best support the recruitment process.
- Be able to set essential and desirable criteria effectively to support the initial sifting process.
- Consider the impact of wording within job advertisements and ensure that they are inclusive.
- Be able to identify the advantages of a variety of interview or assessment methods to select the most appropriate for the role.
- Be able to design a range of interview questions/tasks that are appropriate to the role and the selection criteria.
- Be able to utilise effective questioning and listening techniques during interviews
- Be able to give constructive feedback to candidates post interview.

1st June 2023
10:00-15:00
London Road



Introduction to Almetric Explorer

Almetric Explorer helps you track mentions to research outputs from Twitter, Facebook, news outlets, Wikipedia, Mendeley and lots of other 'alternative' sources.

This hands-on session will show you how to use the tool to investigate and analyse the reach and impact of your research.

You will find out about the background and rationale for altmetrics, understand how to interpret the Almetric 'donut', know how to track media attention to research publications, find out who is saving your publications in Mendeley, and discover how you could use Almetric data in grant applications, CVs, and impact statements.

Following the session you will be able to:

- Understand the background and rationale for Altmetrics
- Understand what the Almetric 'donut' means
- Track media attention to research publications
- Find out who's saving your publications in Mendeley
- Understand how you could use Almetric data in grant applications, CVs, and impact statements.

5th June 2023
10:00-11:30
Whiteknights



Paying to Publish Open Access Journal Articles

Publishing your article as Open Access on the publisher's website usually incurs a fee. This applies for many fully Open Access journals and to hybrid journals unless covered by a Library read and publish agreement with the publisher. We will help you to navigate this complex landscape, to access funds to cover charges and to avoid receiving an unexpected bill.

This short briefing will:

- Explain which journals are covered by the Library's read and publish deals
- Check whether a journal meets the criteria for the University's Gold Open Access fund and the UKRI block grant
- Show when and how to apply to these funds to cover the cost of an article APC

6th June 2023
13:00-13:30
Online



Trans Awareness Training

This session is run by Christian who is a motivational transgender speaker who uses his own personal journey of discovery to enlighten and inspire.

Christian's own personal, lived experiences as a gay trans male help audiences to understand, empathise and gain a greater understanding of the journey of transition

The session covers;

- Trans awareness & acceptance
- Pronouns
- Sexuality versus gender identity
- Safe space to discuss terminology
- The treatment care pathway
- The journey of transition in the police service
- Police culture and the positive changes
- Legal rights in society
- Courage change & empowerment
- Employer support
- The power of inclusion
- Q & A

6th February 2023
13:00-15:00
Online



CV and Interview Skills Part 2

The course will increase the participants confidence and help them prepare and promote themselves more effectively through a CV and interview. Reading University use a blended interview approach and interviews can be varied depending on the department, role and grade. In the interview coaching, the emphasis is on preparing for motivational, specialist and competency questions.

This course can be delivered as a ½ day course split into two 2-hour workshops. Both Workshops must be attended.

CV & Interview Skills Part 1
CV & Interview Skills Part 2

The objectives of the course are:

- How to overcome imposter syndrome and increase confidence.
- How to write a CV.
- How to prepare and structure your answers in interviews
- Avoiding common mistakes at both CV and interview stage.
- Understanding competency interviews.

8th June 2023
10:00-12:00
Whiteknights



Open Access at Reading: All You Need to Know

This session is intended for new research staff, including early career researchers, and managers and professional services staff needing a general overview of Open Access at the University of Reading. We provide practical information about maximizing the visibility of your research publications for the benefit of both you and the University.

Following the session you will be able to:

- Recognise the different types and benefits of Open Access
- Comply with the key Open Access policies affecting you
- Know what to deposit in CentAUR
- Apply to the University's fund to cover Open Access publishing costs
- Make informed choices about where to publish
- Make informed decisions about sharing networks
- Access key bibliometric tools and Altmetric
- Register for and populate an ORCID identifier

9th June 2023
10:30-12:00
Whiteknights



Introduction to Bibliometrics

Bibliometric data are increasingly used in research assessment exercises and in recruitment decisions but they can also give you insights into how your research is being used by others and help you to make informed journal choices.

This session will introduce some commonly used bibliometrics and explain how they are calculated and what they mean. The issues behind the responsible use of metrics will also be explored. A hands-on section of the session will use tools such as Scopus, SciVal, Google Scholar and InCites to explore bibliometric data sources.

This is a 90 minute session however the last 30 minutes will be allocated for hands on tasks.

Following the session you will be able to:

- Appreciate the responsible use of metrics
- Understand the metrics used in the ROSS process at Reading University.
- Understand journal- and article-level metrics such as citation counts, SJR, SNIP, JIF, IPP and FWCI
- Know where to find bibliometric data relating to your or your research division's publications.
- Use bibliometrics to help with journal choices

12th June 2023
12:00-2:00
Whiteknights



Interviews For Jobs Outside Academia

At some point you will have a job interview. It is important to do enough research and preparation about the company/institution/university and job to ensure that you present and highlight skills and experiences that are relevant to the role.

By the end of the session, you will understand:

- What recruiters are looking for when they interview candidates
- The types of interview questions you might be asked
- How to prepare for a range of interview questions

13th June 2023
13:00-13:30
Whiteknights



Financial Planning For Your Retirement (USS)

This event focuses on planning your finances for retirement. We will provide an overview of your USS pension and the changes to these schemes.

We will help you understand the different types of pension plans you may have and relevant taxes; we share planning tips for retirement and beyond; and look at the importance of Wills and Power of Attorney. We look at investments and the role of risk in combating inflation, and making your money last for your lifetime.

This event is typically for people who are over 55 years old. Your partners are welcome too, as you have important choices ahead that you will want to plan together.

This session will cover:

- Financial wellbeing objectives
- Taxation in retirement
- Personal budgeting
- Wills and LPA's
- Investment Strategies
- Pensions
- Resources
- Features & Benefits of the Aviva pension scheme

14th June 2023
13:00-16:00
Online



CV and Interview Skills Part 2

This course is designed to staff at Reading University as part of a wider learning & development programme.

The course will increase the participants confidence and help them prepare and promote themselves more effectively through a CV and interview. Reading University use a blended interview approach and interviews can be varied depending on the department, role and grade. In the interview coaching, the emphasis is on preparing for motivational, specialist and competency questions.

This course can be delivered as a ½ day course split into two 2-hour workshops. Both Workshops must be attended.

CV & Interview Skills Part 1
CV & Interview Skills Part 2

The objectives of the course are:

- How to overcome imposter syndrome and increase confidence.
- How to write a CV.
- How to prepare and structure your answers in interviews
- Avoiding common mistakes at both CV and interview stage.
- Understanding competency interviews.

15th June 2023
10:00-12:00
Whiteknights



Active Bystander Training

Racism, bullying, sexual harassment and other inappropriate behaviours contribute to a toxic culture. The impact they have on people can be hugely detrimental – leading to stress, anxiety and mental health problems. As we are seeing in the news, it can be deeply corrosive and damaging if these behaviours and attitudes are normalised over time. That's why it's essential for everyone to know how to speak up when problems arise.

This innovative and award-winning training gives you – and your people – the skills to challenge unacceptable behaviours, including those which may have become normalised over time

20th June 2023
10:00-11:30
Whiteknights



Central Induction

As a warm welcome and introduction to the University, this workshop is an opportunity to ask questions of the Vice Chancellor or a member of the Exec board, as well as to learn about the UoR history, strategy and how we operate. It is also a great way to meet with other new starters.

By the end of the workshop participants will:

- Have a deeper knowledge of the Leadership Principles (3Rs) and how they apply to their role;
- Know some of the history of the University and its origins;
- Know how the University is organised;
- Be able to appreciate the University's approach to diversity and inclusion;
- Be able to locate a variety of resources and websites that will support them as new staff members at the University.

21st June 2023
09.15 - 13.00
Whiteknights



Planning Your Retirement Lifestyle

This session is focused on helping you make the most of your freedom in retirement. We focus on the social and emotional impacts rather than the financial.

This event is typically for people who are approaching retirement.

Your partners are welcome too, as you have important choices ahead that you will plan together.

This session will cover:

- Overview of state benefits and qualifying criteria
- What does retirement mean to you
- Short, medium- and long-term plans
- Hopes and concerns for retirement.
- Planning positive transition from working life

28th June 2023
13:00-15:30
Online



Financial Planning For Your Retirement (USS)

This event focuses on planning your finances for retirement. We will provide an overview of your USS occupational pensions and the changes to these schemes.

We will help you understand the different types of pension plans you may have and relevant taxes; we share planning tips for retirement and beyond; and look at the importance of Wills and Power of Attorney. We look at investments and the role of risk in combating inflation, and making your money last for your lifetime.

This event is typically for people who are over 55 years old. Your partners are welcome too, as you have important choices ahead that you will want to plan together.

21st June 2023
13:00-16:00
Online



July

Power Up Your Communication







Learn how to strengthen your skills as a communicator and get heard

HR Essentials

Introduction to HR Information

Giving and Receiving Feedback

Learn how to best take and give feedback

							01
02	03	04  	05	06 	07	08	
09	10	11 	12 	13	14	15	
16	17	18	19	20	21	22	
23	24	25 	26	27	28	29	
30	31						

Central Induction

An introduction to the University for new staff

Developing Your Personal Impact

Use Personal impact to become a better version of yourself in all aspects of your life.

The Power of Body Language & Non Verbal Communication

Learn the art of body language to achieve your personal goals.



Giving and Receiving Feedback

Why do we find it so difficult to tell colleagues (and family and friends for that matter) that they are doing something wrong and need to change?

Once you've completed this course we hope any feedback fears you might have had will be gone and you'll see feedback as the powerful tool that it is.

When we analyse our response to feedback we can see that our brains are actually playing a trick on us by responding to feedback as a threat - when it should be considered a crucial opportunity to learn something. Even when feedback is offered with our best interests at heart, we tend to deflect it. In doing so, we dismiss observations about our behaviour that can actually help us be more effective in critical areas of our work and lives.

This course will rewire the way you think about feedback. Your business needs brave and fearless managers who know how to give and receive feedback, and this course is packed full of ideas to help you.

4th July 2023
TBC
Whiteknights



HR Essentials

This session is relevant for all line managers, whether you've been promoted internally or have joined from another organisation. It will introduce you to all the HR information, resources and support available to you.

This session will introduce you to:

- Finding information and policies on the HR website
- Information available from Manager Self Service
- Who does what within the HR team

4th July 2023
10:30-12:00
Online



Power Up Your Communication

Learn how to strengthen your skills as a communicator and get heard

This session will cover:

- Communicating with more power
- Exploring the 4 dominant Social Styles
- The 6 rules of a power phrase
- Identifying poison phrases
- Practical exercises

6th July 2023
10:00-11:30
Whiteknights



The Power of Body Language & Non Verbal Communication

To Create a positive workplace, relationships really matter. Personal impact is the understanding of how your actions are perceived by & impact other people.

Becoming more self-aware of your behaviour will reveal how you make your colleagues or customers really feel & how you impact their happiness, confidence and morale.

Why is personal impact important?

- Become a more influential person
- Understand yourself & others more clearly
- Discover how you impact customers or colleagues
- Resolve conflict % become less biased. Interact with more presence, confidence & clarity

11th July 2023
10.00 - 16.00
Whiteknights



Developing Your Personal Impact

To Create a positive workplace, relationships really matter. Personal impact is the understanding of how your actions are perceived by & impact other people.

Becoming more self-aware of your behaviour will reveal how you make your colleagues or customers really feel & how you impact their happiness, confidence and morale.

Why is personal impact important?

- Become a more influential person
- Understand yourself & others more clearly
- Discover how you impact customers or colleagues
- Resolve conflict % become less biased.
- Interact with more presence, confidence & clarity

12th July 2023
10.00 - 16.00
Whiteknights



Central Induction

As a warm welcome and introduction to the University, this workshop is an opportunity to ask questions of the Vice Chancellor or a member of the Exec board, as well as to learn about the UoR history, strategy and how we operate. It is also a great way to meet with other new starters.

By the end of the workshop participants will:

- Have a deeper knowledge of the Leadership Principles (3Rs) and how they apply to their role;
- Know some of the history of the University and its origins;
- Know how the University is organised;
- Be able to appreciate the University's approach to diversity and inclusion;
- Be able to locate a variety of resources and websites that will support them as new staff members at the University.





25th July 2023
09.15 - 13.00
Whiteknights



August

It's your PDR

Learn how to get the best from your appraisal/PDR review

		01	02	03 	04	05
06	07	08	09	10	11	12
13	14	15	16 	17	18	19
20	21	22 	23	24 	25	26
27	28	29	30	31		

Central Induction

An introduction to the University for new staff

Microsoft Teams for Productivity

Helps to boost collaboration and productivity beyond the core capabilities



It's Your PDR

Learn how to get the best from your appraisal/PDR review.

This session will cover:

- Appraisal – your hopes and concerns?
- Taking a proactive approach
- Actions checklist – before, during and after
- Receiving and giving feedback
- Skills practice

3rd August 2023
10:00-11:30
Whiteknights



Microsoft Teams for Productivity

This session is for existing end-users of MS Teams looking to boost collaboration and productivity beyond the core capabilities by adding the following popular Microsoft apps to Teams: Planner, Forms and OneNote.

Delegates will create and manage tasks inside Teams with the Tasks by Planner and To do app; build forms and questionnaires to gather and analyse feedback from colleagues and stakeholders with the Forms app; take notes, gather and organise content with the One Note app.

Attendees should be comfortable with the basics of Microsoft Teams, be able to navigate the Teams interface, use Chat and understand the fundamentals of working in Teams and Channels.

16th August 2023
09:30-4:30
Whiteknights



Central Induction

As a warm welcome and introduction to the University, this workshop is an opportunity to ask questions of the Vice Chancellor or a member of the Exec board, as well as to learn about the UoR history, strategy and how we operate. It is also a great way to meet with other new starters.

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24th August 2023
09.15 - 13.00
Whiteknights



Programmes

Research Leaders Programme

Research Leaders Programme is our development programme for Research Division Leaders (RDLs) and Inter-Disciplinary Research Centre (IDRC) Directors. Developed by Advance HE in partnership with the University, this programme aims to provide you with the leadership skills to:

- Set the direction and plan for your Research Division or Centre
- Implement processes and principles that enable Researchers to develop
- Build inclusive, diverse and strong partnerships and communities

Research Leaders Programme consists of 3.5 days of workshops and three, two-hour action learning sets where you can apply the learning from the programme to your leadership challenges.



Leading Through Influence

This programme is designed for colleagues who lead projects, collaborations, initiatives, groups or tasks without having formal line management responsibility. It directly supports the aim of building a distributed model of leadership at the University, where colleagues are empowered to take ownership and deliver shared aspirations.

This is running from April to July 2023, with applications closing at noon on 3 February.

Please contact People Development for details of the application process.



Inclusive Leader

Inclusive Leader provides line managers with the most up-to-date tools and techniques to create an inclusive culture. The programme will enable you to get the best from your team and to work effectively with diverse clients and stakeholders.

The programme has been designed to reflect the expectations of line managers at the University, providing best practice, and is organised around the University's Leadership Framework – the 3Rs. Participants are also able to gain external accreditation via the Institute of Leadership and Management (ILM) at Level 4.

This is running from March to July 2023, with applications closing at noon on 27 January.

Please contact People Development for details of the application process.



Diversifying Leadership

This is run by Advance HE for BAME academic and professional colleagues and combines BAME-specific perspectives on leadership with guest speakers, group discussions and self-reflection to support career progression strategies.

Concepts explored on the programme include leadership theory, cultural identity, and power and influence, as well as individual goal setting and action planning to support participants in applying their learning post-programme. This aims to build a more diverse leadership pipeline by equipping emerging leaders with the skills to navigate organisational culture with a clearer perspective on their own potential, building confidence, feeling empowered and expanding their professional strengths.

The programme is aimed at early career academics and professional services staff, up to and including Associate Professor/ Grade 8, who are about to take their first step into applying for a senior role or aspire to a leadership role.

Contact People Development for details of cohorts taking place in 2023.



Stonewall

Stonewall's leadership programme for LGBTQ+ people explores the power of authentic leadership. This unique and transformational two-day residential programme is a space to be inspired by the value of authenticity and to explore the power of identity-led leadership.

You will be joining a network of LGBTQ+ leaders with their own personal journeys of authentic leadership and establish how your own inclusive leadership can drive cultural change within your own organisation.



Aurora

Aurora is Advance HE's women only leadership development initiative. It aims to encourage women in higher education to think of themselves as leaders and to develop leadership skills.

If you are starting to think of moving into a leadership role, and have some managerial experience, the programme offers an ideal opportunity for development. To apply, you should be in a role up to and including Associate Professor or Professional and Managerial Grade 8.



Applications for Aurora are now closed. Details of the 2023 - 2024 dates will be available in July 2023.



Early Career Researcher Development

The University has an international reputation for excellence in research, and our research staff make a significant contribution to the strategic ambitions of the University. Within our diverse and international community, we help our researchers reach their potential and make a difference globally.

We are strongly committed to supporting the well-being and professional development of our research staff, viewing researcher development as a partnership and so we encourage all research staff to take responsibility for their own personal, professional and career development.

We offer a range of research-specific development opportunities, all of which can be found within the 'Research' category within UoRLearn.



Apprenticeships

The University offers exciting opportunities for staff to develop within their role and gain a nationally recognised, vocational qualification by undertaking an apprenticeship. Staff of all ages, in many different roles, can benefit from tailored learning to develop their professional skills, whilst helping to meet the current and future needs of the University. We can also facilitate recruitment of apprentice roles.

Training may take place in the workplace or through day or block release, depending on the apprenticeship and training provider. Regardless of the apprenticeship you are working towards, you will spend 20% (i.e. 1 day FTE) of your paid, working hours on 'off the job' learning activities. This may include attending training sessions, personal study time, attending tutorials, completing assignments and involvement in project work.

You can find more information about apprenticeships [here](#) and to discuss further please contact;

peopledevelopment@reading.ac.uk

Application

Discuss with line manager and if agreed contact People Development to complete application form. This will be reviewed and, if successful, will be passed on to the apprenticeship provider.

Initial Assessment

Assessment of an apprentice's current competence, through recognition of prior learning and experience, forms part of the initial assessment process, which ensures that the apprentice is on the right programme and includes eligibility checks, English and Maths attainment and any additional learning support and or other needs.

Gateway

The gateway is the entry point to EPA. It is the point at which the apprentice has completed their learning, met the requirements of the standard, and that they, alongside their employer and training provider agree that they are ready to enter their EPA.

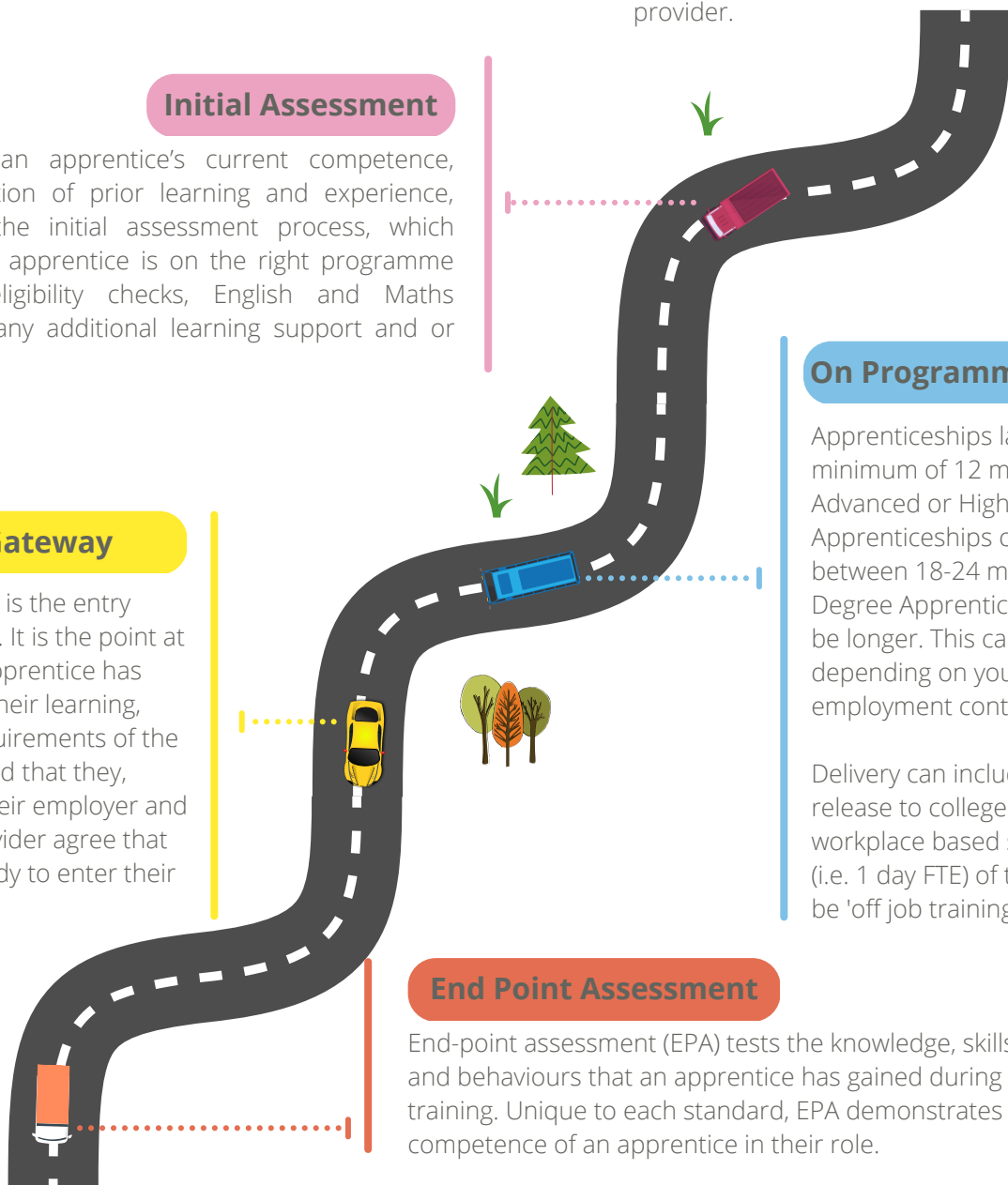
On Programme Delivery

Apprenticeships last a minimum of 12 months. Advanced or Higher Apprenticeships could last between 18-24 months, and Degree Apprenticeships could be longer. This can also vary depending on your employment contract.

Delivery can include day release to college and workplace based sessions. 20% (i.e. 1 day FTE) of this time must be 'off job training'.

End Point Assessment

End-point assessment (EPA) tests the knowledge, skills and behaviours that an apprentice has gained during their training. Unique to each standard, EPA demonstrates the competence of an apprentice in their role.



The Henley Partnership

Webinar

Coaching Centre co-event

1
February

18:00-19:00
**Team Leadership
Coaching**
Dr Terrence E Maltbia

18
April

14:30-16:30
**Regenerate & Renew: A
Transformative Approach
for Outstanding
Leadership**
Dr Beth Mariam

16
May

10:00-12:00
**An Interview with Ralph
Knibbs**
Ralph Knibbs

14
March

14:30-16:30
**Seeing Around Corners:
Same Universe, Different
View!**
Mark Palmer

25
April

10:00-12:00
**Optimising Mental Health
& Performance**
Gelong Thubten

14
June

10:00-12:00
**Becoming Unstoppable: A
CIA Toolkit for Successful
Leadership**
Rupal Patel

21
March

14:30-16:30
**Inclusive Leadership for
Innovation**
Rebecca Scott

11
May

09:00-16:30
Workplace Matters...

- Mental Health
- Fertility
- Neurodiversity
- Menopause

5
July

14:30-16:30
**Skiing Off-Piste: Leading
in a BANI World**
Jon Cowell



What Else?

In addition to our Open Programme, we also offer a wide range of team building and one - to - one development activities and workshops

360 Degree Feedback

360-degree feedback for leaders, is a process through which feedback from an individual's colleagues, reports and line manager, as well as a self-evaluation by the individual, is gathered and shared with the individual.

The feedback is anonymous and collated into a report structured around key leadership behaviours, or 'competencies'. An internal facilitator then discusses the report, in confidence, with the recipient, helping them to explore their impact as a leader, strengths and potential blind-spots. 360-degree feedback is available free of charge from People Development.

[Click here to submit a request](#)

Team Development

People Development can design and facilitate workshops to help teams work together more effectively.

We use a wide range of exercises and tools to help teams and groups better understand the challenges facing them collectively and their individual motives and strengths, using these insights to improve collaboration and teamwork. Please contact People Development for details, allowing at least two months' advance notice of when a workshop is needed.

[Click here to submit a request](#)

Coaching

Coaching is a process that allows an individual to reflect and gain awareness of who they are, what is important to them, their strengths, challenges, options open to them and what action to take in order to make the changes they want in their work.

The University has an internal coaching network which provides coaching for staff. Colleagues who are part of the internal network all hold at least one professionally accredited coaching qualification and sign up to a strict Code of Practice including confidentiality. Coaching typically takes place over three sessions although there is the option to extend for a further three sessions, if appropriate.

Mentoring

Mentoring is supported by the University primarily as a way of helping new starters settle into their role and gain confidence by understanding the context around them.

Mentoring is available for new starters (Grade 6 with a University-wide remit, Grade 7 or a new manager), new research staff and new academic staff. Although line managers are responsible for organising a mentor in the first instance, People Development may be able to assist in advising who may be a suitable mentor.

People Development can also assist a more established member of staff who is seeking a mentor to facilitate their broader career development.

For further information, please contact People Development

peopledevelopment@reading.ac.uk

UoRLearn

UoRLearn is the University of Reading's Learning Management System.

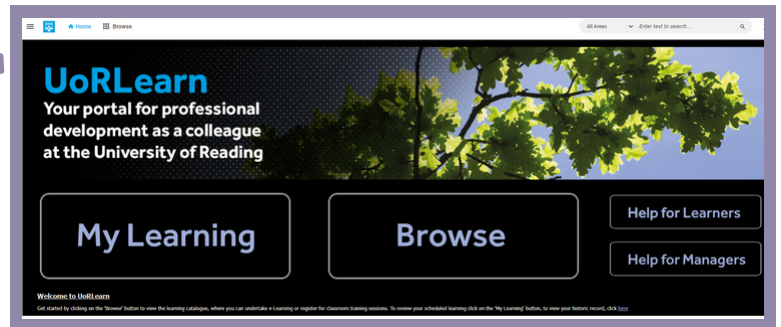
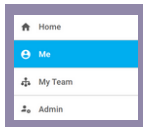
Here you can register for courses, track your learning and browse our huge section of online modules with new topics added every month.

If you have any queries on UoRLearn please contact uorlearn@reading.ac.uk

How to view my learning plan

Select **'My Learning'** Button from the home page.

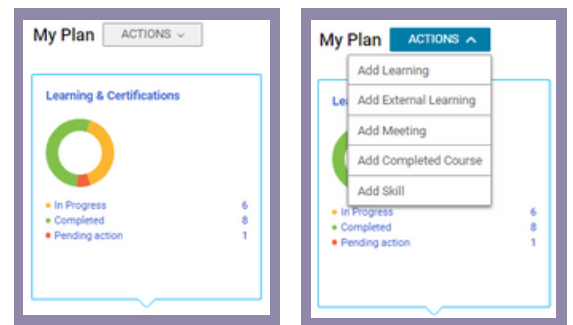
You can also access by clicking on the top menu and select **'Me'**.



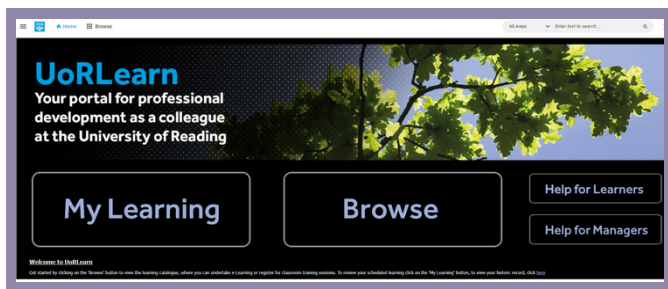
This will bring you onto your profile where you are able to see your learning which has been completed, is in progress or has outstanding actions.

Here, you can filter by clicking the options to show which course sits under these categories.

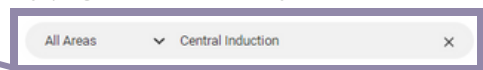
You are also able to add items on to your plan clicking on the **'Actions'** drop down



Search & Book Learning



At the top of every page on UoRLearn you will find a **'Search Bar'**

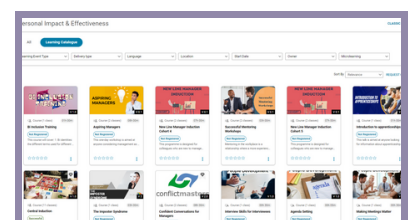
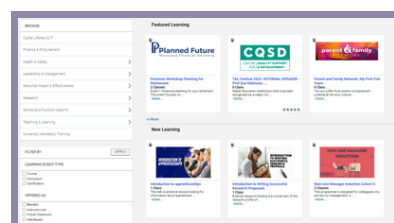


Here you can type in key words or course titles to find the learning that you are looking for.

Alternatively, you can click the **'Browse'** button on the home page to reveal learning categories and select an area that you are interested in.

Once you have found the learning that you are interested in, you can select either;

- 'Launch'** if it's e-learning
- 'Enrol'** if it's a class
- 'Register'** if it's a longer course

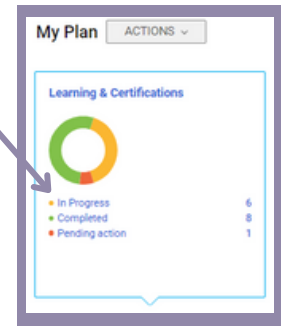


Cancel (Drop) Book Learning

Once you book onto a course, you will receive an Outlook calendar invite.

If you are then unable to attend cancelling the Outlook invite **will not** cancel the booking. This must be completed on UoRLearn.

In **'My Plan'** select **'In Progress'** to reveal the learning you have booked onto

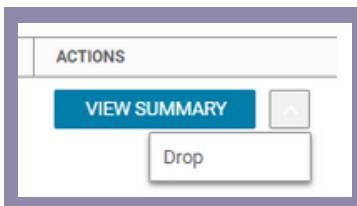


Learning results will automatically appear below. Go to the learning you wish to 'Drop' (cancel) and select the drop-down arrow within **'Actions'**.

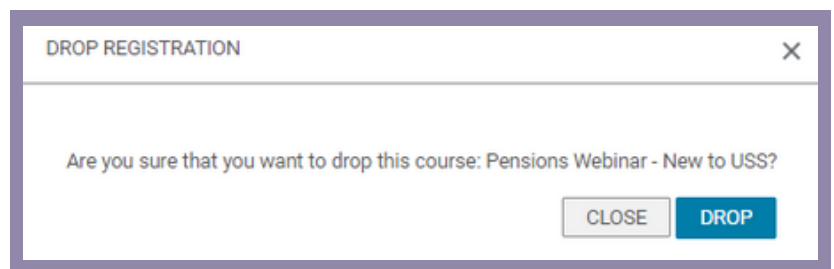
NAME	PROGRESS	DUE	ACTIONS
Pensions Webinar - New to USS Course: Version 1.0 Virtual Classroom Location: Remote - joining instructions to follow by email Start date: 13/09/2022	REGISTERED	13/09/2022 4 days remaining	VIEW SUMMARY
Pensions Workshop Planning for Retirement Course: Version 1.0 Virtual Classroom Location: Remote - joining instructions to follow by email Start date: 24/10/2022	REGISTERED	24/10/2022 48 days remaining	VIEW SUMMARY
Pensions Workshop Planning for Retirement Course: Version 1.0 Virtual Classroom Location: Remote - joining instructions to follow by email Start date: 02/11/2022	REGISTERED	02/11/2022 55 days remaining	VIEW SUMMARY

A pop-up will appear for you to confirm the action by clicking on **'Drop'**. Once complete, the course is then cancelled.

Select **'Drop'**



Failure to do this could result in your team being charged for your non-attendance of the course.

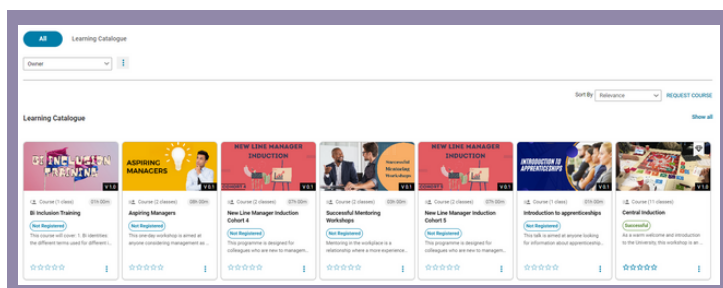


Request Learning

If there is a subject that you are interested in but there is no course on UoRLearn for it, there is an option for you to request a course. Once complete, the information will be sent to the People Development team, or other internal development provider as appropriate

Please be aware that it may not be possible to meet specific requirements, but where there is a significant amount of interest for a course we will endeavour to meet the need.

On the browse page, click on **'Request Course'**.



A pop-up will appear for you to fill out.

Once complete, the information will be sent to the People Development team.

Learning Course Request

Title*

Category

Requested By Date

Description

People Development

If you have any queries or would like to discuss your training needs further please contact us on

peopledevelopment@reading.ac.uk

0118 378 6113

Or Visit our intranet pages - **www.reading.ac.uk/human-resources/people-development**



Carly Roalf - People Development Manager



Marc Adams - Leadership & Talent Development Manager



Lynn Moore - People Development Advisor



Lisa Costello - People Development Advisor



Rachel Thomas - Apprenticeships Coordinator



Teresa Bukowska - People Development Administrator



Alanna Shrubbs - People Development Assistant