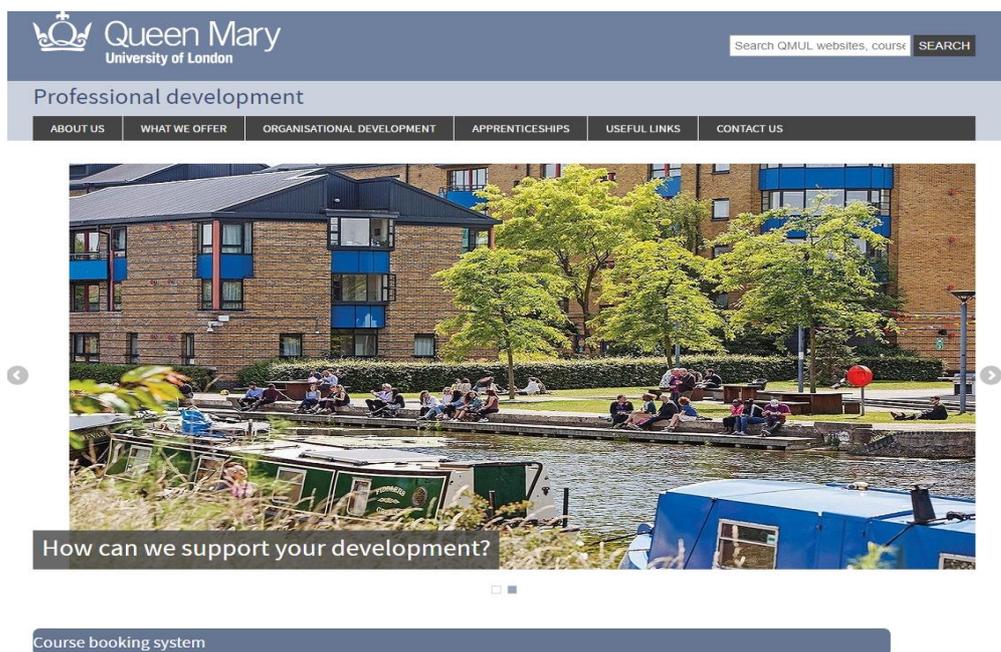




Welcome to the latest edition of the Professional Development Newsletter.

New website

Our new website launched at the start of January. Please have a look around and let us know what you think. We welcome any suggestions particularly for our useful links page.



National Apprenticeship Week

During [National Apprenticeship Week](#) (Monday 5 to Friday 9 March), staff are invited to come along to a series of events that our Apprenticeships Team are organising. There will be the chance to find out more about apprenticeship opportunities for QMUL staff, in addition to the degree apprenticeships that QMUL offers to employers such as Goldman Sachs, IBM and the BBC. Registration for all sessions is open now via [Eventbrite](#). For further information about the Apprenticeship Levy that was introduced by the government in 2017 please see our [website](#).

Preferred supplier list

We are putting together a preferred supplier list to ensure colleagues get value for money when booking external training. Please let us know if you are currently using any external suppliers and we can have a look into having them on our list. Email us at profdev@qmul.ac.uk.

Call for external trainers

We are currently looking for external trainers to train some of our popular courses so we can put on more sessions for the university. If you know any self-employed trainers can you please give them our email address: profdev@qmul.ac.uk and ask them to write an expression of interest.

Dates for your diary – Careers week from the 11th -15th of June 2018

We are in the process of planning a range of events to be held at lunchtime week commencing 11th of June for QMUL's first ever Careers week. This week will give you the chance to hear from guest speakers about how they got to where they are and workshops for everyone to attend not matter what stage of your career you are at.

Courses - What's on

Code	Course	Length	Date
PD181	Recruitment and Interview Selection refresher	½ a day	Monday 26 th February
PD143	Exploring your persona effectiveness	1 day	Friday 2 nd March
PD132	Art of minute taking	2 hours	Monday 5 th March
PD172	Unconscious bias training	2.5 hours	Tuesday 6 th March
PD169	Recruitment and Interview Selection	1 day	Wednesday 7 th March
PD195	Safeguarding adults at risk awareness	½ a day	Thursday 8th March
PD170	New to management	1 day	Wednesday 14 th March
PD191	Managing People using QMUL employment policies – PS only	½ a day	Friday 16th March
PD156	Building Personal Resilience	½ day	Tuesday 4 th April
PD139	Mindmapping for Professional Services Staff	½ day	Wednesday 5 th April
PD142	Speed Reading for Professional Services Staff	½ day	Wednesday 5 th April
PD169	Recruitment and Interview Selection	1 day	Tuesday 17 th April
PD172	Unconscious Bias Training	½ day	Wednesday 18 th April
PD193	Women Into Leadership	3 ½ days over 1 month	Wednesday 18 th April
PD169	Recruitment and Interview Selection	1 day	Thursday 19 th April
PD191	Managing People using QMUL employment policies- PS only	½ day	Monday 23 rd April
PD141	Planning for Retirement (Day 1)	½ day	Thursday 26 th April
PD141	Planning for Retirement (Day 2)	1 day	Thursday 27 th April
PD130	Effective Time Management for Staff	1 day	Monday 30 th April

Please note courses in bold are fully booked but please book on the waiting list in case of cancellations.

Spotlight on Appraisal training for reviewers and Making the most of your appraisal

With Appraisal season coming up our spotlight, this month is on the reviewer half-day appraisal training.

What is included in Appraisal training?

For both training sessions, we look at the purpose and benefits of having an appraisal, go through the process and provide advice and guidance on discussing development.

Who should attend this training?

Anyone who has line manager responsibilities should attend appraisal training for reviewers. Anyone who is going to be having an appraisal can attend making the most of your appraisal.

How will it help me?

Both sessions give each party a chance to plan the appraisal before it goes ahead. For the appraiser we also provide further training on giving feedback.

We have put several dates for our appraisal courses in the [course booking system](#) just search PD180 for Appraisal training for reviewers and PD185 for Making the most of your appraisal.

Away days and bespoke training

We have recently run away days for SBCS, Advice and counselling, Physics and Dentistry.

This included effective communication, giving and receiving feedback, establishing service standards, strategic and organisational planning, dealing with change and working to your personal strengths using Strengthscope cards.

If you would like to find out how we can help you put your away day or bespoke training event together please contact us via email: profdev@qmul.ac.uk



Keen to do something to improve your mental wellbeing?
 Want to raise money to help those struggling with their mental health to get the help and support they need?
 Then please come along to one of the **Crafternoon events** for Mind in March:
 Monday 5th March – Whitechapel – 3.06 Garrod building - <http://bit.ly/2EGXX0Z>
 Tuesday 6th March – Mile End – Library seminar room - <http://bit.ly/2FkjRnR>