Supporting you – Take a break!

28 June 2013 programme of events - Whiteknights

Please note that the booking instructions for each different type of activity are at the beginning of each section (events/sessions/treatments/meetings).

Events in the foyer of the Palmer Building

<table>
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<tr>
<th>Times</th>
<th>Marketplace</th>
<th>Palmer foyer – drop in any time between 9.00 and 17.00</th>
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| 9.00-17.00 | We will have a range of information and leaflets available on the many different things available to you as a member of staff. For example:  
  - Bus+  
  - Catering  
  - Costco  
  - EmployeeCare, the independent employee assistance programme  
  - HARC and Harassment Advisers  
  - HR  
  - kidsunlimited  
  - Museum of English Rural Life  
  - Music@Reading  
  - Pansophix who provide the useful guide library that is available on the CSTD web page  
  - Pensions  
  - RUSU – find out about and purchase NUS extra cards  
  - Staff Training & Development  
  - Trade Unions – UCU and Unison  
You will also have the opportunity to enter a draw to win an iPad mini, kindly donated by kidsunlimited but you need to visit the marketplace to enter. | |
| 13.00-13.10 | Come to hear the Campus Choir in their first public performance. | |

Sessions

Please book for the following events via Employee Self Service - http://www.reading.ac.uk/internal/humanresources/humres-selfservice.aspx. Please note that...
where a session is being run at different locations the campus will be indicated at the end of
the title of the course on ESS. If you are having difficulties with ESS please contact CSTD on
x7097 (0118 378 7097).

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| 9.00-9.50 | **Supporting You: Are you happy with your life balance?**
            Jan Shine
            Are there things that you would like to do but just don’t have the time to fit in to
            your busy schedule? Are you feeling like you are neglecting aspects of your life? In
            this session you will have the opportunity to review how you currently spend your
            precious time, decide whether you are happy with the way things are, and explore
            how you might make changes. |
| 9.00-9.50 | **Supporting You: Strictly ballroom dancing for beginners**
            County School of Dancing
            Learn just enough to take you and a partner around the room with ease, even if you
            have two left feet. This session will cover some of the basics in Ballroom and may
            cover, depending on time, the Waltz, Foxtrot, Tango and Quick Step. Come along
            by yourself or with a partner but note that the activity will require pairing up with
            another participant. |
| 9.30-10.30 | **USS – Understanding Your Scheme (CRB)**
            Eifion Morris, the Communications and Training Manager from USS Ltd
            This presentation is aimed at members of the Career Revalued Benefits Section and will be
            idea if you want to know more about how your USS pension works, what you will get out
            of it and what options you have if you want to stop working. The presentation will last
            under an hour and will include a Q&A session to allow you to put your questions direct to
            a member of the USS Ltd staff. |
| 10.00-10.50 | **Supporting you: Research, Ready, Steady, Cook**
            Julie Frost, Executive Head Chef and Darren Edwards, Central Kitchen Chef Manager
            Following the success of last year’s healthy changes cooking demonstration Catering have
            put together another practical demonstration. This year Julie Frost, Executive Head Chef
            and Darren Edwards, Central Kitchen Chef Manager will compete in a “Ready, Steady,
            Cook” style competition. Each chef will be given a bag of mystery ingredients from which
            they will create a fabulous and healthy dish. Contained in the bags will be a number of
            items which have been part of research within the University’s Food and Nutritional
            Sciences department. As part of the session we will look at the benefits these ingredients
            can bring to a healthy diet. |
| 10.00-11.00 | **Supporting You: Introduction to Tai Chi (WK)**
            Tai Chi originated in ancient China and is suitable for almost anyone. Concentrating on
            correct posture and breath control, Tai Chi’s movements are fluid, graceful and well
            balanced, promoting the complete harmony of body and mind. |
| 10.00-10.50 | **Supporting You: Stop beating yourself up!**
            Jan Shine
            If you’re feeling that you don’t ever get to the end of the ‘to do’ list, achieve what
            you set out to each day, or that you are not meeting your obligations to family,
            friends, work and all the other aspects of your life, this session will provide some
            tools and strategies for turning negative ‘inner voice’ thoughts into more positive
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County School of Dancing | Learn just enough to take you and a partner around the room with ease, even if you have two left feet. This session will cover some of the basics in Latin American dance and may cover, depending on time, the Cha-Cha, Jive, Rumba and Samba. Come along by yourself or with a partner but note that the activity will require pairing up with another participant. |
| 10.30-11.00 | Supporting You: Harris Garden Walk | Join the Friends of the Harris Garden for a tour of the beautiful Harris Garden, our five hectare botanic garden tucked away on the south-side of the campus. |
| 11.00-11.15 | Supporting You: Vocal and breathing exercises  
Stuart Dunlop, University Director of Music | When feeling stressed you can use the power of your breathing and your voice to reduce the physical effects by relaxing. Come along and learn a few tricks of the trade! |
| 11.00-11.50 | Supporting You: Your vision  
Jan Shine | Many people don’t spend time thinking about their own personal vision, and fewer still actually write it down. However, research shows that those who write their goals down are more likely to actually achieve them. Come along to this session to participate in an uplifting and empowering exercise to reveal your personal vision. |
| 11.00-12.00 | USS – Understanding Your Scheme (Final Salary) (WK)  
Eifion Morris, the Communications and Training Manager from USS Ltd | This presentation is aimed at members of the Final Salary Section and will be idea if you want to know more about how your USS pension works, what you will get out of it and what options you have if you want to stop working. The presentation will last under an hour and will include a Q&A session to allow you to put your questions direct to a member of the USS Ltd staff. |
| 11.00-11.50 | Understanding the University of Reading Pension Scheme (URPS)  
Geoff Hallett, BlackRock | When it comes to pensions there’s no such thing as a daft question. Geoff Hallett at BlackRock will explain why we all need to be a member of a pension scheme, how URPS works and very importantly, as a member of the URPS, how you can control how much risk BlackRock takes with your money. |
| 11.00-11.50 | Supporting You: Bread making  
Activity led by Mark Laynesmith, University Chaplaincy | Come along and learn to make fresh bread! This activity is run across the year at the Chaplaincy and is both fun and relaxing with the added bonus of a loaf of bread to take home. |
| 11.00-11.30 | Supporting You: Harris Garden Walk | Join the Friends of the Harris Garden for a tour of the beautiful Harris Garden, our five hectare botanic garden tucked away on the south-side of the campus. |
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| 13.00-13.50| **Supporting You: Understanding your strengths**  
Dr Kevin Money, Director of the John Madjeski Centre for Reputation, Henley Business School  
We all have strengths – abilities that are natural to us or that we have developed over time. In this highly interactive session, Dr Money will take you through some of the latest research about what strengths are, provide you with practical tips on how to identify your own strengths so you can be more effective in your job or other areas of your life. Dr Money is also the Director of The Positive Psychology Forum – an organisation that applies advances in psychology to help individuals and organisations improve their performance through a process of reflection on success and failure. |
| 13.00-14.00| **Supporting You: Office Yoga (WK)**  
Relaxa  
Yoga is a wonderful way to relax mind and body, improve posture and boost energy levels. It is a system of physical, mental and spiritual training. Yoga postures are designed to develop flexibility and controlled relaxation, and incorporate controlled breathing exercises. The movements are done slowly and postures held for a minute to build awareness of the body, its tensions and patterns of behaviour. Yoga is particularly beneficial for:  
- back pain  
- improving flexibility and agility  
- promoting fitness of body and mind  
Even if you’re chained to your desk, you can still do Yoga. This class has been specifically designed to be carried out at your desk. This class consists of a brief introduction to Yoga followed by everyone participating in the exercises whilst sitting at a desk. |
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| 13.30-14.00| **Supporting You: Sing for Health**  
Stuart Dunlop  
A session of singing for the joy of it. Appropriate for everyone, whether or not you sing at present. No music reading or preparation is required. |
Supporting You: Introduction to Tai Chi
Tai Chi originated in ancient China and is suitable for almost anyone. Concentrating on correct posture and breath control, Tai Chi’s movements are fluid, graceful and well balanced, promoting the complete harmony of body and mind.

Supporting You: The Importance of Posture
This workshop specifically focuses on the importance of good posture in preventing the onset of pain at work. This session covers:
- The importance of good posture
- Correct standing posture
- Correct seated posture
- Improving and strengthening posture
- Protecting your posture (work routines, stress)
- Postural stretches and exercises

Supporting You: Are you happy with your life balance?
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| 9.30-16.30        | **Back, neck and shoulder massage – 15 minutes**  
This 15 minute back, neck and shoulder massage is performed on a fully clothed and seated massage recipient and is a very suitable form of massage for people that spend long periods of time at their desks and computers. The recipient receives a refreshing and balancing massage of the upper back, upper arms, neck and scalp as these are places where the body holds tension. This massage relaxes the muscles in the upper body and improves blood circulation, helping the recipient to remain dynamic and in control during times of stress. This back, neck and shoulder massage is great for preventing and treating RSI, back, neck and shoulder pain, mental fatigue and stress related symptoms. |
| 10.00-17.00       | **Tui Na massage – 15 minutes**  
Tui Na is massage technique which has been practiced in China alongside acupuncture for thousands of years. The massage is done through clothing and focuses on releasing the muscles and stimulating acupressure points. It is a wonderful technique for relieving tension and stress that can be stored up in the body. |
| 10.00-16.30       | **Know Your Numbers – 15 minutes**  
**Occupational Health**  
Your heart is designed to last for a lifetime, however the way you lead your life – the foods you eat, whether you smoke, drink more than is recommended or how much you exercise may all impact on the health of your heart. The ‘Know Your Numbers’ campaign is designed to ensure that you are aware of your blood pressure, pulse and cholesterol so that if necessary you can take action to improve your well-being and look after your heart. The screening, delivered by Occupational Health, will take approximately 10 minutes. |
### Available between 9.00-17.00

**Supporting You: Back care 1-1 – 20 minutes**
A Relaxa Posture Group ergonomics, health and safety and physiotherapy consultant will spend 20-minutes with each client and will discuss any pain conditions in detail, their working tasks and exercise routines. The consultant will then discuss practical exercises at work and at home that can help their condition, ways to carry out their working tasks that will put less stress on their body and workstation or manual handling tips to help alleviate pain.

### Meetings
Please book via cstd@reading.ac.uk or 0118 378 7097 or ext 7097 for the following appointment – a chance to look at your financial well-being by updating your pensions knowledge.

### Available between 9.30 – 16.30

**Pensions surgery**
Do you understand your University pension? Would you like to find out more? Take the opportunity to come and have a confidential one to one with a member of the pensions team. You can learn more about how your pension works, find out about the newly introduced flexible retirement options, ask questions and discover how you can boost your retirement benefits. Please note that financial advice cannot be given.