Learning & Development Opportunities

Autumn 2022

peopledevelopment@reading.ac.uk
Welcome to People Development's Learning & Development Opportunities for the Autumn Term.

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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**Central Induction**

An introduction to the University for new staff.

**Decision Making**

A 90 minute bite sized session to learn how to apply a range of techniques to inform your decisions.

**Introduction to Apprenticeships**

A talk on raising your awareness of how apprenticeships work at Reading.

**Planning for Retirement - Finance**

The first of a 2 part workshop focused on planning a positive transition from working life and helping you make the most of your retirement.
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 October 2022
09.15 - 13.00
Whiteknights

Decision Making

Learn how to apply a range of techniques to inform your decisions in this bite sized session.

This workshop will look at;

- 2 ways of making decisions
- How do you make decisions?
- The 6 steps to decision making
- 5 tips for furiously fast decision making

20th October 2022
10.00 - 11.30
Whiteknights

Planning for Retirement - Finance

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.

The sessions, run by independent trainers, 'Planned Future', aims to help you understand the different types of pension plans you may have and relevant taxes; share planning tips for retirement and beyond; and look at the importance of Wills and Power of Attorney. You will also 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.

26th October 2022
13.00 - 16.00
Online

Introduction to Apprenticeships

Apprenticeships are an exciting opportunity for staff to develop their careers and gain a work-related qualification in a wide variety of areas, with the cost of training covered by a central levy fund.

An apprenticeship provides significant new learning, therefore 20% of an apprentice’s paid hours are allocated to development with regular reviews taking place between the apprentice, their line manager and the training provider.

This Introduction to Apprenticeships session provides details about how apprenticeships work, who is eligible and how to apply.

31st October 2022
14.00 - 15.00
Whiteknights
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Effective Meeting Management

This highly practical course is designed for anyone who has to run meetings, whether face to face, online or hybrid. Participants will leave with a comprehensive toolbox to help you become a facilitator who can prepare, run and follow up on engaged and inclusive meetings.

Upon completion of this session, you will have the training required to provide you with the skills and techniques enabling you to:

- Analyse meetings to highlight key areas to improve
- Plan for an effective meeting
- Explore meeting roles and responsibilities
- Identify and agree meeting rules and procedures for your team meetings
- Be aware of the differences between chairing and facilitation
- Use specific techniques to improve meeting experience and participation
- Adopt key facilitation skills to ensure that all participants are engaged, and individuals are not dominating the meeting
- Understand different personality types
- Apply specific techniques to manage hybrid meetings

9th November 2022
19.30 - 17.00
Whiteknights

Introduction to Writing Successful Research Proposals

External research funding is a crucial part of the research profile of universities and is a major issue for academic staff.

This session will provide potential applicants with the key information they need to be able to find relevant funding opportunities and write a research proposal.

It will cover the structure, content and presentation of research proposals, impact requirements and how grants are assessed.

9th November 2022
10.00 - 12.00
Online
Aspiring Managers

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

It provides an overview of the types of roles, 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.

10th November 2022
09.30 - 16.30
Whiteknights
Also Available February

Managing Your Career

Learn how to be proactive and build the career success you want in this bite sized session.

This workshop will look at;

- Career quiz: where are you at now?
- Your ideal job role
- Uncovering your ‘career anchors’
- Employability model
- Top tips for career planning

10th November 2022
13.00 - 15.30
Online

Central Induction

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By the end of the workshop participants will:

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Now with added campus tour!

15th November 2022
09.15 - 13.00
Whiteknights

Using the ‘Research Professional’ Online Tool

This training session will introduce the Research Professional tool, provide an overview of its coverage, and demonstrate the process of setting up searches for funding and news content. Attendees will have the opportunity to explore content, to experiment with setting up their own searches and to ask questions. The session is open to colleagues of all career stages from any discipline or function, who have an interest in research funding and research policy issues.

By the end of the training, the aim will be for attendees to:

- Have built awareness of what Research Professional is, and the scope of its coverage
- Be able to access their own account on Research Professional (or to understand how they can do so)
- Feel confident to create searches for funding opportunities, and to setup email alerts to receive this content
- Feel confident to explore the news, features and insight content, and to setup email alerts to receive this content

16th November 2022
09.15 - 13.00
Online
New Line Manager Induction

This two day programme is designed for colleagues who are new to management, and 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. It’s also an excellent opportunity to network with other new managers across the University and meet colleagues who can provide further support and advice when needed.

**18th November 2022 & 24th November 2022**
**09.00 - 17.00**
**Whiteknights**
Also Available January

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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

**23rd November 2022**
**10.30 - 12.00**
**Online**

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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.

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

By the end of this 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

**21st November 2022**
**09.15 - 13.00**
**Whiteknights**
Also Available March

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**21st November 2022**
**09.15 - 13.00**
**Whiteknights**
Also Available March
**Central Induction**
An introduction to the University for new staff

**Coping With Change**
Learn how to enhance your resilience in responding to change.

**Creative Thinking & Innovation**
Learn how to harness creativity in the working environment.
Creative Thinking & Innovation

Creative thinking and innovation are vital components in both our personal and professional lives. However, many people feel as though they are lacking in creativity.

It is important to understand that boosting your creative and innovative abilities takes practice. That's what this one-day workshop is all about.

What will you learn?

- How to identify the difference between creativity and innovation
- How to recognise your own creativity
- Ways to build your own creative environment
- The importance of creativity and innovation
- Problem solving steps and tools
- Individual and group techniques to help generate creative ideas
- How to implement creative ideas.

1st December 2022
10.00 - 11.30
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.

A call for applications will be sent out via the Research Deans in November 2022 for a February 2023 start.

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.

There is a choice of dates: November 2022 – March 2023 and April 2023 – July 2023.

Please contact People Development for details of the application process.

Applications for the autumn programme will open in September and close on 21 October.

Applications for the spring programme will open in December and close on 3 February.

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.

There is a choice of dates: October 2022 – March 2023 and March 2023 – July 2023.

Please contact People Development for details of the application process.

Applications for the autumn programme will open in September and close on 3 October.

Applications for the spring programme will open in December and close on 27 January.
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.

The deadline for applications will be during November 2022.

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.
**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 will be open again in summer 2023.**

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**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.

**This two-day residential programme will take place in November 2022.**

**Please contact People Development for details of how to apply.**
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

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’.

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.

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.
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.

### 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.

### 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
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 on to 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’.

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

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.
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 Shrub - People Development Assistant