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Welcome to the latest edition of the Professional Development Newsletter

Week of Learning 2018

We are delighted to announce that the Week of learning will take place on the 8th – 12th of January.

WEEK OF LEARNING 8-12 JANUARY 2018 | LUNCHTIME DROP IN SESSIONS

Monday, 8 January Campus: Mile End	Tuesday, 9 January Campus: Mile End	Wednesday, 10 January Campus: W Smithfield	Thursday, 11 January Campus: Mile End	Friday, 12 January Campus: Whitechapel
SESSIONS RUNNING 12:00 TO 13:00				
12:00-13:00 <i>Time Management</i> ARTS 2.17 (David Wallace)	12:00-13:00 <i>Understanding Behaviours and Relationships</i> FB 1.06 (Ian Roberts)	12:00-13:00 <i>Time Management</i> Robin Brook Centre, Rm 6 (Lorraine Smith)	12:00-13:00 <i>Discover your Personal Strengths</i> FB 3.22 (Lorraine Smith)	12:00-13:00 <i>Social Media: Intro to LinkedIn and Twitter</i> GARROD 2.48 (Rachael Pagett)
12:00-13:00 <i>Enhancing your Well-being at Work</i> SCAPE 2.01 (Rachael Pagett)	12:00-13:00 <i>Equality, Diversity and Inclusion</i> FB 3.22 (Sandra Brown)	12:00-13:00 <i>Difference between Leadership and Management</i> Robin Brook Centre, Rm 5 (Ian Roberts)	12:00-13:00 <i>Social Media: Intro to LinkedIn and Twitter</i> SCAPE 0.15 (Rachael Pagett)	12:00-13:00 <i>Motivation: What Makes us Tick?</i> GARROD 2.35 (Ian Roberts)
12:00-13:00 <i>Managing Change in the Workplace</i> SCAPE 0.15 (Ian Roberts)	12:00-13:00 <i>Social Media: Intro to LinkedIn and Twitter</i> SCAPE 2.01 (Rachael Pagett)		12:00-13:00 <i>Creative Thinking</i> QUEENS W206 (David Wallace)	12:00-13:00 <i>Developing Yourself: A chance to discuss your own goals and questions</i> GARROD 1.21 (Lorraine Smith)
SESSIONS RUNNING 13:00 TO 14:00				
13:00-14:00 <i>Being in Time: Exploring our Personal Relationship to Time</i> SCAPE 2.01 (David Andrew, Academic Development)	13:00-14:00 <i>Motivation: What Makes us Tick?</i> FB 3.22 (Ian Roberts)	13:00-14:00 <i>Discover your Personal Strengths</i> Robin Brook Centre, Rm 6 (Rachael Pagett)	13:00-14:00 <i>70-20-10: A Different Approach to Development</i> SCAPE 2.01 (Lorraine Smith)	13:00-14:00 <i>Time Management</i> GARROD 2.35 (Rachael Pagett)
13:00-14:00 <i>Developing Yourself: A chance to discuss your own goals and questions</i> SCAPE 0.15 (Lorraine Smith)	13:00-14:00 <i>Difference between Leadership and Management</i> FB 1.06 (Rachael Pagett)	13:00-14:00 <i>Enhancing your Well-being at Work</i> Robin Brook Centre, Rm 5 (Gulshin Ijaz)	13:00-14:00 <i>Becoming a Coach</i> FB 3.22 (David Wallace)	13:00-14:00 <i>Process Improvement: A bitesize introduction</i> GARROD 2.48 (David Wallace)
13:00-14:00 <i>Organisational Development – What is it and how can I use it?</i> ARTS 2.17 (Gulshin Ijaz)	13:00-14:00 <i>Process Improvement: A bitesize introduction</i> SCAPE 2.01 (Lorraine Smith)		13:00-14:00 <i>Working Styles and Preferences – All about Psychometrics</i> QUEENS W206 (Ian Roberts)	13:00-14:00 <i>Discover Your Personal Strengths</i> GARROD 1.21 (Gulshin Ijaz)
10:00-15:00 <i>Coaching Taster Sessions*</i> MILE END CAMPUS	10:00-15:00 <i>Coaching Taster Sessions*</i> MILE END CAMPUS	10:00-15:00 <i>Coaching Taster Sessions*</i> MILE END CAMPUS	10:00-15:00 <i>Coaching Taster Sessions*</i> MILE END CAMPUS	10:00-15:00 <i>Coaching Taster Sessions*</i> WHITECHAPEL CAMPUS

Please note there is no need to book a drop-in session. Just turn up to the ones that you are interested in.

* 20 minute Coaching Taster Sessions are available with trained QM coaches during the Week of Learning. These are subject to availability and must be booked in advance: please contact Professional Development at profdev@qmul.ac.uk to find out more or to request a time.

What's on

Code	Course	Length	Date
PD211	Mentoring for Mentors	2 hour session	27/11/2017
PD169	Recruitment and Interview Selection	1 full day session	1/12/2017
PD147	Copyright training	3 hour session	8/12/2017
PD181	Recruitment and Interview Selection Refresher	1 half day session	13/12/2017
PD170	New to management	1 full day session	13/12/2017
PD200	Train the trainer, OCN accredited	2 days + pre and post coursework	Expression of interest only open until 31/12/2017
PD210	ILM Level 5 Coaching in the workplace	Sessions over 15 months	2018
*	Managing workplace projects	2 half day sessions	24/01/2018 and 5/02/2018
*	Knowledge and information management	2 half day sessions	25/01/2018 and 22/02/2018
PD103	Difficult relationships and conversations	2 half day sessions	26/01/2018 and 7/02/2018
*	Understanding finance Management	1 half day session	19/02/2018 and 07/03/2018
PD199	Expression of interest for MDP (Management Development Programme) for first and middle managers	7 half day sessions over 5 months	Expression of interest only open until 31/03/2018

NB: If you would like to attend a course that has several sessions, you must be available for all of them.

*These courses are part of the ILM and are now being offered on a one off basis to book please email us.

If you are looking for unconscious bias we will be putting on more sessions in January for all staff.

To book on any of our courses [click here](#) and login to our booking system

Not sure what course to do next? Contact us for an informal chat: prof.dev@qmul.ac.uk

More training will be added after our away day where we will plan for the new year.

Website

Please bear with us at the moment as our website is currently undergoing a huge overhaul and will be up and running on the new T4 system at the end of December/beginning of January. The old website is still in operation however content will not be updated until the new website is in place.

QMUL Model

Together with Learning Development and ERS we are providing personal tutor training to all personal tutors/academic advisors across all schools. This involves going through an overview of the QMUL model, a look at the tools on offer to help the student choose their QMUL model module and advice regarding the student-advisor meeting. For further information please have a look at the QMUL model QM+ page:

<https://qplus.qmul.ac.uk/course/view.php?id=8490>

Mentoring

Mentoring has proved to have a beneficial impact on effectiveness, confidence and career advancement. It has advantages both for the mentor and mentee. We are running a pilot professional development informal mentoring scheme where we will provide training for mentor and mentee on how to manage the relationship and find either a suitable person to mentor or mentee. We are just about to complete mentoring training for this semester however please do book on our next sessions in February 2018 via the [course booking system](#). Search PD144 for Mentoring for mentees and PD211 for Mentoring for Mentors.



Induction is now being run by Internal Communications. If you have any questions please contact welcom@qmul.ac.uk Please book on the sessions using the [course booking system](#).