Professional Development Newsletter

October 2017
Edited by Rachael Pagett

Queen Mary
University of London

Welcome to the latest edition of the Professional Development Newsletter

Business Partnering

We're delighted to announce that we will be working alongside our HR Business Partner colleagues to provide a nominated, named member of the professional development team for staff who wish to discuss training and development with us. We're hoping that this will give everyone at QMUL a helpful first point of contact, and allow us to provide more effective support to all colleagues at QMUL. Contacts are as follows:

SMD - Lorraine Smith   Central Professional Services - Rachael Pagett
HSS/S&E - Dave Wallace

Please contact any of us via prof.dev@qmul.ac.uk. You can also get in touch with us via your HR partner if you prefer.

Psychometric testing

We're pleased to announce that several members of the professional development team are now qualified in psychometric testing - i.e. ability testing (such as verbal and numerical reasoning) and personality profiling. We've been using the Myers-Briggs Type Indicator for some time now as part of our Management Development Programme as well as for bespoke events such as team building workshops and away days, however we are now able to offer a broader range of tools. Psychometric testing is a great way of supporting staff development, and can be particularly helpful to look at the way different people prefer to work and interact. We are now able to offer some exciting new tools which look specifically at how effectively teams operate, and also how individuals with different approaches to their work can work more effectively together.

The British Psychological Society
Promoting excellence in psychology

Additionally, psychometric testing can be used for recruitment purposes to supplement an interview and/or any other selection exercises. We've recently been supporting recruitment of apprentices at QMUL by using ability testing and profiling the career/job interests of applicants to help the interview panel select the most appropriate candidate for the role. A similar approach can also be used for other roles, and if used appropriately, can be a more accurate predictor of future job performance than interview alone.
If you're interested in finding out more, please contact a member of the team.

New process improvement training

We are offering a new practical and interactive course which provides participants with an introduction to process improvement techniques and an overview of 'lean thinking'. It is suitable for all staff and will equip participants with the skills and knowledge to contribute effectively to local process improvement activities. The training covers topics such as process mapping, the voice of the customer, and sources of waste in processes. Participants will also get the chance to practice their skills by improving an example process.
To book please click here

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 shortly. The old website is still in operation however content will not be updated until the new website is in place.

New QM+ Cyber Security page

Want to know more about phishing or making your password more secure? In collaboration with IT we have just launched a QM+ page for cyber security, please click here to find out more.

What's on

Although we are still awaiting allocation of Mile End rooms please see below what's on this term. Apologies for the delay in putting on some of our courses.

Code	Course	Length	Date
PD172	Unconscious bias – various dates	2 hour session	Various dates continuing from 18/10/2017
PD208	Introduction to process improvement	2 half day sessions	20/10/2017
PD156	Building personal resilience	3 hour session	2/11/2017
PD195	Safeguarding adults at risk	1 half-day session	06/11/2017
PD132	Art of minute taking	2.5 hour session	8/11/2017
*	Managing Improvement	2 half day sessions	8/11/2017 and 13/12/2017
PD209	Academic promotions briefings	2 hour session	Starts 13/11/2017
PD201	Achieving Service Excellence	2 half day sessions	15/11/2017
*	Contributing to innovation and creativity in the workplace	2 half day sessions	15/11/2017 and 6/12/2017
PD181	Recruitment and Interview Refresher	1 half-day session	16/11/2017
PD169	Recruitment and Interview Selection	1 full day session	22/11/2017
PD147	Copyright training	3 hour session	8/12/2017
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
PD207	Management Development Programme - Senior managers	7 half day sessions	17/01/2018
*	Managing workplace projects	2 half day sessions	24/01/2018 and 5/02/2018
PD210	ILM Level 5 Coaching in the workplace	Sessions over 15 months	2018
*	Knowledge and information management	2 half day sessions	25/01/2018 and 22/02/2018
*	Understanding finance Management		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.

Please also be aware due to room bookings a lot more of our courses this year are based at Whitechapel and Charterhouse square. *These courses are part of the ILM and are now being offered on a one off basis to book please email us.

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

Induction is now being run by Marketing and Comms if you have any questions please contact Karen Condon k.condon@qmul.ac.uk. Please book on the sessions using the course booking system.

After our team away day we escaped! We completed our escape room with 12 minutes to spare. Here's a photo of us on the day.

Date for your diary: Week of Learning starts 8th of January 2018