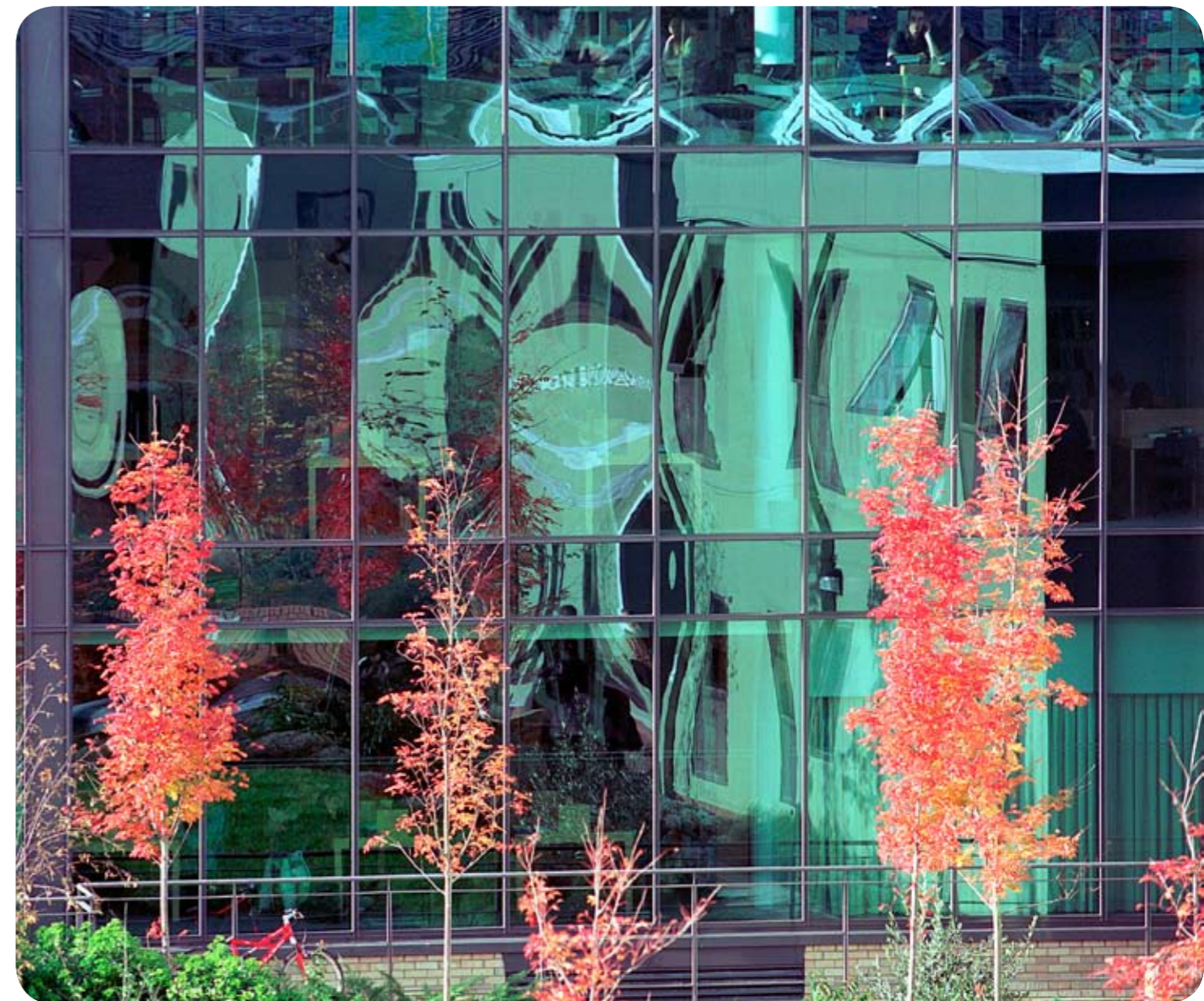


Your notes:

Library Services

# Staff Training & Development Planner



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# Useful links

Chartered Institute of Library and Information Professionals (CILIP)  
Training and Development Programme  
[www.cilip.org.uk/training\\_events/training.html](http://www.cilip.org.uk/training_events/training.html)

## CPD25

Staff development and training group that works in partnership with members of the M25 Consortium of academic libraries.  
[www.cpd25.ac.uk/](http://www.cpd25.ac.uk/)

## Kingston University

Training courses list

<http://staff.kingston.ac.uk/C10/Workshops%20and%20Courses/default.aspx>

Staff development information

<http://staff.kingston.ac.uk/C1/Development%20and%20Training/default.aspx>

Occupational Health and Safety training

<http://staff.kingston.ac.uk/C15/Occupational%20Health%20and%20Safety/default.aspx>

SEDA (Staff and Educational Development Association)  
[www.seda.ac.uk/index.htm](http://www.seda.ac.uk/index.htm)

## Professional qualifications

City University – Library and Information Studies MA/MSc  
[www.soi.city.ac.uk/pgcourses/lis/index.html](http://www.soi.city.ac.uk/pgcourses/lis/index.html)

London Metropolitan University – Information Services Management MA  
[www.londonmet.ac.uk/pg-prospectus-2005/courses/information-services-management.cfm](http://www.londonmet.ac.uk/pg-prospectus-2005/courses/information-services-management.cfm)

Robert Gordon University – Information and Library Studies MSc (distance learning course)  
[www.rgu.ac.uk/abs/postgraduate/page.cfm?pge=5352#](http://www.rgu.ac.uk/abs/postgraduate/page.cfm?pge=5352#)

Thames Valley University – Information Management MA  
<http://courses.tvu.ac.uk/main> (and then perform a search)

UCL – Library and Information Studies MA/Diploma  
[www.slais.ucl.ac.uk/teaching-LIS](http://www.slais.ucl.ac.uk/teaching-LIS)

# Staff development request and report forms

## Applying for courses

To apply for a training course, staff will need to fill out two forms. Part one of this form is for gaining approval from their Line Manager to attend a course, and a copy of this completed form should be retained in their induction/personal development file for use at appraisals.

## Feedback

The second part of the application is for staff to complete an assessment and evaluation form for the course attended.

One of the obligations of supported attendance on staff development activities is to provide feedback. To fulfil this obligation you are required to **complete this form within two weeks of the staff development activity**. You are required to complete this form as fully as possible, making both positive and negative comments as appropriate. It is very important that feedback is received from the courses, conferences and visits attended by staff.

**Please return the completed form to the Administrative Office in the Penrhyn Road Learning Resources Centre.**

Both parts of the Staff Development Request form can be found on the **online version of this planner**, which can currently be found on the Library Services intranet on Blackboard.

# Introduction

The staff training planner has been produced to help all staff to plan their training and development needs.

All available training events relating to the work of the department have been listed. There is further information online regarding content and guidance on attendance. This planner is also intended to work in conjunction with your annual appraisal, ensuring that any training needs are identified and addressed within a realistic timescale.

We hope that this planner will be flexible, with content likely to vary in following years.

Please ensure that you provide feedback from each training session you attend as this will assist the Staff Training Group in compiling future events.

If you have any queries about using this planner or regarding staff training in general, please contact any member of the Staff Training Group.

## the Staff Training Group

The Staff Training Group meets regularly to discuss the changing development needs of the department's staff. If you want something raised, please contact one of the following members:

Beverley Seddon	<a href="mailto:b.seddon@kingston.ac.uk">b.seddon@kingston.ac.uk</a>	62105
Angela Bain	<a href="mailto:a.bain@kingston.ac.uk">a.bain@kingston.ac.uk</a>	65654
Sara Burnett	<a href="mailto:s.burnett@kingston.ac.uk">s.burnett@kingston.ac.uk</a>	62107
Martin Carbonell	<a href="mailto:m.carbonell@kingston.ac.uk">m.carbonell@kingston.ac.uk</a>	64035
Samantha Connolly	<a href="mailto:s.connolly@kingston.ac.uk">s.connolly@kingston.ac.uk</a>	62104
Suzanne Garner	<a href="mailto:s.garner@kingston.ac.uk">s.garner@kingston.ac.uk</a>	61071
Matthew Grove	<a href="mailto:m.grove@kingston.ac.uk">m.grove@kingston.ac.uk</a>	62190
Rachel Pownall	<a href="mailto:r.pownall@kingston.ac.uk">r.pownall@kingston.ac.uk</a>	64499

### Development and Training

Hilary Bolton	<a href="mailto:h.bolton@kingston.ac.uk">h.bolton@kingston.ac.uk</a>	66301
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# Mission Statement

“ We aim to provide a full and varied programme of development and training to enable all staff to acquire knowledge, skills and understanding which will contribute to both their personal career development and the strategic objectives of the department. ”

## Values

- Enabling appropriate professional and personal development for all staff
- Recognising that staff have diverse learning and training needs and thus require a range of appropriate development approaches
- Providing essential training to meet the needs arising from new initiatives and legal requirements
- Supporting staff in achieving their full potential
- Utilising resources effectively to ensure good quality training
- To ensure that each employee discusses and agrees their training development needs and progress with their line manager/team leader on an ongoing basis and during their appraisal
- To regularly review and evaluate existing programmes of training and development to ensure adequacy, relevance and effectiveness
- To enable staff to acquire awareness of current information and library developments and to have an understanding of the HE framework
- To ensure the integration and coherence of all staff development planning and activity
- To ensure that staff are able to fulfil the requirements of their job with confidence and satisfaction and to create opportunity for sharing and developing of good practice
- To ensure with other appropriate departments that essential training needs arising from legal requirements (eg Health & Safety, Equal Opportunities and Employment) are adequately met
- To continue to explore and investigate access to development and training opportunities for all

## Aims

- To ensure that information about development opportunities and training is disseminated to all staff
- To engender a culture where staff assume equal responsibility for their own development
- To provide an induction programme, including where appropriate mentor support, which links into and is seen as a first step in a continuing process of training and development

# Reference Section and Jargon Buster

## Action Learning Sets

An action learning set is a small group of people who meet regularly. They address a common interest, discussing any problems and obstacles that face the group. Members then undertake agreed actions intended to provide solutions. These “sets” may have a leader, known as a “facilitator”, but often the responsibility for leading the set is shared. The approach is less passive than other training methods, like lectures, and requires all members to take an active role in their own development and learning.

Action Learning Sets have the advantage of being focused on the needs of the group, and allow members to develop a variety of transferable skills. However, this approach needs to be carefully structured, it is also important that everyone in the set is willing to work as a team, and expects some homework.

## CPD 25 <http://www.cpd25.ac.uk/>

CPD25 is the staff development and training group working in association with members of the M25 Consortium of Academic Libraries.

“ **CPD25 aims to deliver high quality staff development and training for all staff in London’s academic libraries to enhance services to all our users.** ”

CPD25 run three types of events; Seminars, Visits, and Chartership Workshops. These are normally based in a variety of London Universities and cover a vast range of topics aimed at all levels.

## Cilip <http://www.cilip.org.uk/>

The Chartered Institute for Library & Information Professionals (CILIP) is the leading professional body for librarians, information specialists and knowledge managers, with up to 23,000 members working in all sectors, including business and industry, science and technology, further and higher education, schools, local and central government, the health service, the voluntary sector, national and public libraries.

## SCONUL <http://www.sconul.ac.uk>

The Society of College, National & University Libraries promotes excellence in library services in higher education and national libraries across the UK and Ireland. All universities in the United Kingdom and Ireland are members: so too are many of the UK’s colleges of higher education. Also members are the major national libraries both sides of the Irish Sea. Most of their activities are carried out by the heads of library services, often through SCONUL’s range of expert groups or their Executive Board.

# Professional qualifications

## Application for University Sponsorship

This University scheme has been launched to encourage and enable more staff to undertake part-time award bearing courses at Kingston University. The sponsorship scheme provides an annual fund to pay course fees. The course must be relevant to your present job or your realistic career development, and your application must be supported by your line manager and Head of Department.

Once you have obtained approval you will need to apply in the normal way to the course. When accepted on the course, your line manager applies for funding via their representative on the University Staff Development Committee. Every effort will be made to fund course fees in full. However, if the total cost of the proposed applications exceeds the funds available in any particular year, the University Staff Development Committee will be responsible for determining which applicants will be sponsored, and to what extent.

## Application for Departmental Sponsorship

The department regularly sponsors candidates on a course of study leading to a professional qualification. Sponsorship is available to all permanent members of staff working in Library Services, subject to certain conditions.

Sponsorship is usually made available on an annual basis, and will be advertised across the department via message of the day. Staff who wish to pursue a course of study are advised to discuss this with their Line Manager in their annual appraisal.

## Other recommended qualifications

### National Vocational Qualifications

NVQ's are statements of professional standards that describe what competent people in a particular occupation are expected to be able to do. They cover all the main aspects of an ability to adapt to future requirements and the knowledge and understanding which underpins competent performance.

Organised into 5 classifications based on competence levels NVQ's are achieved through the demonstration of skills. There are no time limits, age limits or special entry requirements and in terms of work this qualification proves you can do a job competently and that you have up to date skills that employers are looking for.

### European Computer Driving Licence

The European Computer Driving Licence (ECDL) is the world's leading end-user computer skills certification programme. The ECDL certifies that the holder is competent in the use of a personal computer and common computer applications and knows the essential concepts of IT.

The ECDL is a test of practical skills and competencies and consists of seven separate modules covering computer theory and practice. Module 1 is a theoretical test of computing knowledge at a general level, and Modules 2 to 7 are practical skills tests. For further information you can go to [www.ecdl.com](http://www.ecdl.com) or contact staff. [dev@kingston.ac.uk](mailto:dev@kingston.ac.uk)

This online planner lists the various events and materials available for staff over the coming year. You can see what is available this month or in a particular area of Library work. If you find something of interest and want to take part, follow these simple stages to ...

# Planning your Training

## 1 Get Permission

Check with your line manager that the training event you wish to attend is appropriate and that it is at a convenient time. Don't forget that your appraisal is a good opportunity to agree further training needs.

Please note when applying to attend training events that desks and counters will still take priority. If you are unavailable to attend an event, please register your continuing interest with Bev Seddon.

## 2 Book your session

Once you have permission, go ahead and book the training. Usually this will be your responsibility (see the Request & Report form available online). Enter the course details (workshop or event), location and duration into the online calendar (include time needed to cover lunch/travel if appropriate).

## 3 What if I can't make it?

If you are unable to attend any session, please let the organisers know. Try to give as much notice as possible - there may be cancellation costs involved or a waiting list for spaces.

## 4 Preparing for training

Please read any information that has been provided about the course, such as:

- Where is the course?
- How will you get there?
- Is lunch provided?
- Do you need any notepads, pens etc?
- Is there work to do before or after the course?

## 5 After the training session

All training events that you participate in are intended to be of benefit to staff development and organisational aims. To ensure that all available courses fulfil these aims, we need to know what you think of them.

The second part of the booking form comprises a feedback form. Please remember to complete this as soon as possible. Without your feedback we do not know whether the training and development provided is effective. The more feedback we receive, the more we can tailor training to your requirements.

## 6 Staff training files

When you started in Library Services you should have been provided with a **Staff Training File**. It is a good idea to keep any notes, handouts and copies of course evaluations in this folder. In future appraisals, or when applying for other jobs, you will be able to present an accurate record of the training you have undertaken.

## 7 Your feedback

We are very interested in your experience using this planner. Please forward any comments or suggestions to the Staff Training Group.

## FAQs (Frequently asked Questions)

### 1 How do I request training in an area not included in the current programme?

Discuss it with your line manager and if they agree, raise it with a member of the Staff Training Group. You may be asked to identify suitable training yourself.

### 2 Can I get sponsored for a professional qualification?

Staff can apply for departmental sponsorship, provided they meet certain agreed criteria. Details of this scheme are included in the online guide.

### 3 I want to learn skydiving, but it is not listed in the training planner?

Nice try. Seriously though, if there is an area that you feel other staff would like more training in, please let us know and we can investigate the possibility of developing new training courses.

### 4 How can I recommend an excellent course to everyone?

The Staff Training Group needs your feedback, so make sure you fill out your course evaluation forms honestly—they will be picked out by the group.

If you are willing, and it is appropriate, you may be asked to write an article for the departmental newsletter or even help out with any future workshops or training in that area.

### 5 After my training event

Complete Part two of the Staff Development Request & Report Form and return to the Administrative Office at Penrhyn Road. You may be asked to provide a brief presentation or report on the training event (the Report Form provides an opportunity to indicate if this is something you would be willing to do). It may also be appropriate to check the Staff Training & Development Planner for any follow-up or more advanced training.

Ensure that any useful materials you may have received during training (such as manuals) are kept in your Staff Training File or circulated to colleagues if relevant.

### 6 How have the training courses in this planner been selected?

Training needs were identified in the analysis of the Training Needs Questionnaire – the results and summary of findings are available via the Library Staff Intranet under Staff Training.

Feedback from staff on most popular and most useful events was also used and members of the Staff Training Group have evaluated 'new' training events by attending and reporting back on the content and delivery of training.

### 7 What hours do I put down on my Annualised Hours Spreadsheet?

Full time staff should enter the standard working day of 7.4 hours on their annualised hours spreadsheet when attending a training event. Part time staff should initially enter their normal daily hours. If the training event is longer than their normal working hours, part time staff should agree with their line-manager (in advance of the event), whether any additional hours are to be paid, or entered as additional hours on their spreadsheet.

## Visits and Conferences

### ARLIS Conference

Art Libraries Society

### AUA Conference

Association of University Administrators

### BBSLG Conference

British Business Schools Librarians Group

### BUFVC Conference

British Universities Film and Video Council

### CILIP Conference

Chartered Institute of Library & Information Professionals

### JISC Conference

Joint Information Systems Committee

### LISE Conference

Librarians of Institutes and Schools of Education

### PEPC Conference

Pan European Portals

### SCONUL Conference

Society of College, National and University Libraries

### TALIS Forum

Talis Customers Annual Meeting

### UC& R Conference

University Colleges & Research Libraries

### UK Libraries Plus Conference

### UKSG Conference

United Kingdom Serials Group

### Internet Librarian Conference

### Library & Information Show

### USTLG Meeting

University Science and Technology Librarians Group

### Healthcare Librarians Group

### London Chemistry Librarians Group

### London Biology Librarians Group

### London Geography Librarians Group

## CPD25 Visits

2005

**October** (tbc) The Royal Society of Medicine  
**November** The National Gallery

2006 (tbc)

**January** Hackney Ideas Store  
**February** British Library  
**March** Prison Library  
**May** London Library  
**June** Brighton Jubilee, Warburg Institute  
**July** Cambridge, Britten-Pears Library, British Library

# Training videos for Staff

It is expected that the Staff Training & Development Group will run some lunchtime or slightly longer sessions to show and discuss the themes below. These will be advertised throughout the year on Message of the Day. Alternatively members of staff may borrow these items for their own personal development.

## Library videos & DVDs

<b>'If Looks Could Kill'</b>	The power of behaviour (28 minutes)
<b>'I wasn't Prepared for That'</b>	Presentation skills (30 minutes)
<b>'Making Your Case'</b>	Preparing a presentation (25 minutes)
<b>'Meetings Bloody Meetings'</b>	Planning meetings, preparing agenda's & controlling discussions (30 minutes)
<b>'Motivation Decisions'</b>	Four case studies of staff with motivational problems (30 minutes)
<b>'Straight Talking'</b>	The meaning and advantages of assertive behaviour, plus how, (and how not) to put it into practice. (35 minutes and accompanying booklet)
<b>'Team Spirit'</b>	How to be an effective team member (28 minutes)
<b>'The Paper Chase'</b>	Cutting back on paperwork (25 minutes)
<b>'What is Motivation'</b>	(30 minutes)

Most of these videos and DVD's are held by the chair of the Staff Training Group.

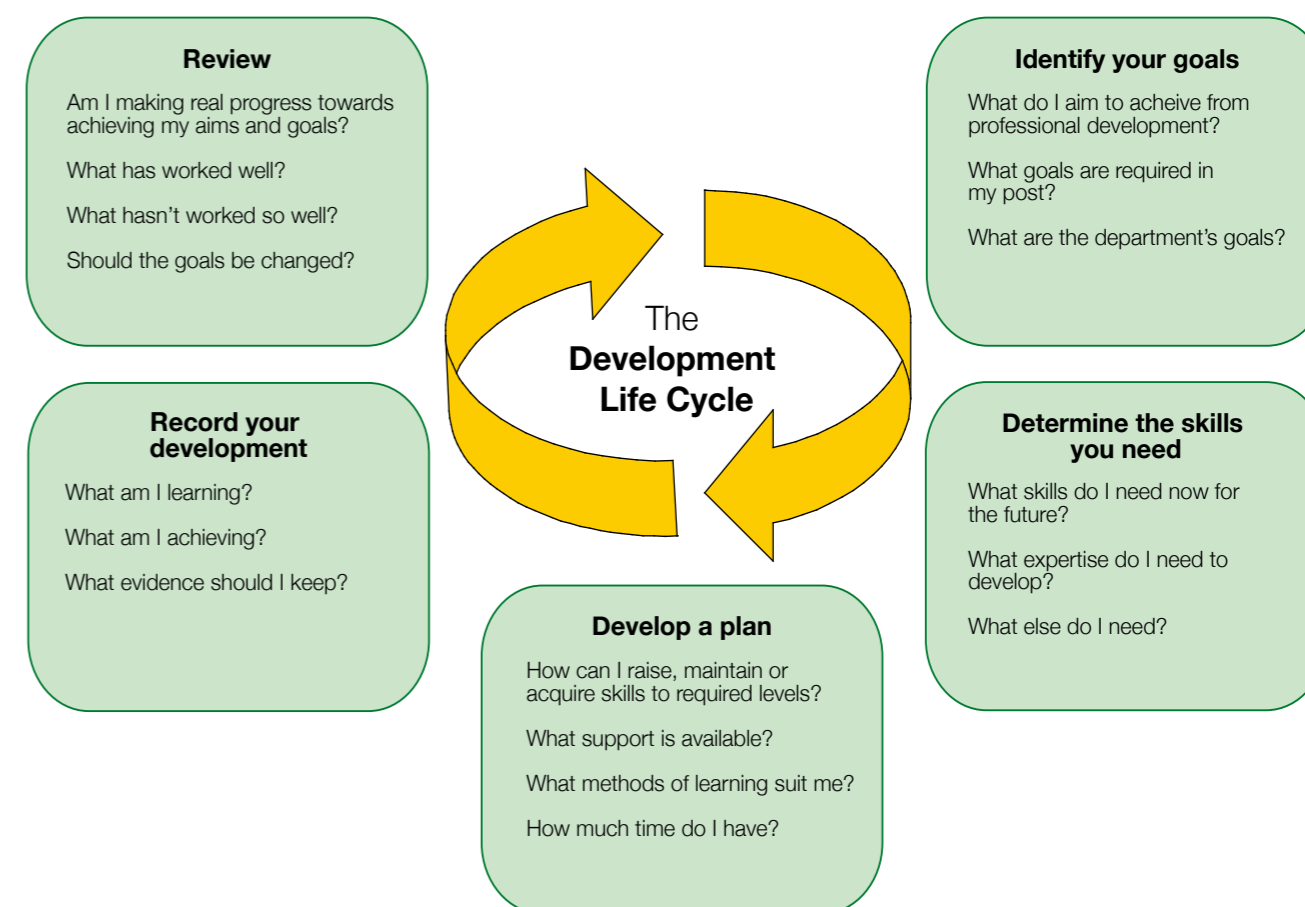
Other videos are being made available for all University staff by Development & Training in Human Resources. Details of these are available online.

# Staff Development Theory & Practice

This section describes the principles behind the department's Staff Training Programme.

## The Development Life Cycle

Professional development is a continuous process of reflecting on your current abilities, identifying and planning additional skills and taking action to learn in the best way for you. Development is not just a case of turning up to a training course as you need to constantly evaluate the knowledge and skills you have acquired, and then decide how you can progress further. Only you can change yourself.



The **Development Life Cycle** (above) illustrates how you should view your training. Each training activity should be seen as one step in an ongoing process. By comparing the training you are undertaking with your expectations, you can plan future activities and develop specialised knowledge.

# Learning Methodologies

There are many opportunities to gain new skills and develop competencies which are not always considered when thinking about how to develop. Evidence shows that the traditional concept of 'going away' on a course is not necessarily the most effective method of gaining permanent improvement. This planner aims to help you consider other opportunities for your development and training and learning opportunities some of which are detailed below:

## Self-development

Managing your own improvement using a variety of different methods (described below), and by seeking help from others and by looking at opportunities to do things differently in your role. Only you can succeed in changing.

## Coaching

This is when someone else supports your improvement and should be ongoing. You may have a variety of coaching relationships to support your training.

## Mentoring

Like coaching, mentoring is a learning relationship with someone who does something better and more effectively than you do. To develop your own listening, questioning and developing skills why not mentor a new employee or coach others?

## Group and action learning

This is an action focused way for a group with similar needs to learn. Members of the group may come from different areas and not usually work together but have similar development objectives, e.g. Library School, project management etc. This method also encourages relationship building and networking.

## Distance learning

This is a flexible way of learning using books, videos, computer based packages and workbooks. You learn at your own pace and convenience. Individual learning can also be supported with tutorials or group discussions with others following the same material.

## Internal courses & programmes

Courses developed or customised to address common needs for the Department. These courses also provide a chance to meet and network with other staff in the University and are quality controlled by the Department/University.

## External courses

Courses available to develop specialist skills or import new ideas, processes or technology into the Department. They provide a chance to explore other working environments and networking outside the University.

# Creating a Personal development plan

Your development needs may be identified by a number of means.

- Your own awareness or desire to change how you work
- Feedback from your manager
- Needs identified formally through the appraisal process
- Suggestions and feedback from colleagues
- Suggestions and feedback from your team
- New technologies, processes and structure in the University
- Changes in the external environment that affect the University
- Suggestions from family and friends.

You can plan your development targets with clear and helpful parameters to monitor your progress. A useful acronym to use is **SMART**

- S**pecific > describe a development need as clearly and as simply as possible
- M**easurable > measure change – can you do something that you could not do previously
- A**chievable > set yourself achievable and necessary targets for change
- R**elevant > ensure targets are relevant to your job, your success and are meaningful to you
- T**imebound > identify a realistic timetable to cover the learning cycle

To build and maintain an effective development plan you need to choose a method of learning that suits both your preferred learning style and the nature of change you require. This Planner aims to help you consider the options available and allows you to plan your time in advance for your development and training in the year ahead.

To find out more about effective ways of learning contact a member of the University Development and Training Department, or refer to <http://staff.kingston.ac.uk/CO/individual/default.aspx>

## Themes

continued ..

### 6 Personal management skills

#### Internal events

- 20 Oct** Appraiser Training (half day)  
Appraisee Training (half day)
- 27-28 Oct** Listening and Note Taking (2 Days)
- 3 Nov** Running Effective Meetings
- 10 Nov** Managing people (Leadership and Management Programme)
- Dec** Managing Health and Wellbeing (Leadership and Management Programme - tbc)
- 7 Dec** Project Management

2006

- 11 Jan** Organising Yourself
- 19 Jan, 3 May** Appraiser Training (half day)  
Appraisee Training (half day)
- 24 Jan** Interview Skills for panelists
- 8 Feb** Managing Work Relationships (Leadership and Management Programme)
- 15-16 Feb, 27-28 Apr** Listening and Note Taking (2 Days)
- 23 Feb** Creative Thinking & Problem Solving
- March** Fair Recruitment & Selection (Leadership and Management Programme)
- 6-7 Mar** Personal Effectiveness (2 Days)
- 19 May** Introduction to Management
- 30 June** Project Management Advanced

#### External events

- 18 Oct** CPD25 Strategic Leadership and Planning (Middle managers)
- Nov** CPD25 Space Management (tbc)
- 1 Nov** CILIP Support your case using budgeting and costing data
- 22 Nov** CILIP Moving into Management
- Dec** CPD25 Charing Meetings (tbc)
- 15 Dec** CILIP Supervisory Skills

2006

- 24 Jan** CPD Communicating & Change (Middle managers)
- 1 Feb** CPD25 New Managers Skills Programme 1
- 14 Feb** CPD25 New Managers Skills Programme 2
- 8 March** CPD25 New Managers Skills Programme 3
- 23 March** CPD25 The Tool Kit of Coaching Skills (Middle managers)

### 7 Personal & career development

#### Internal events

- 13 Oct, 17 Nov, 13 Dec** Personal Development for Men
- 1 Nov** Looking after Yourself

2006

- Jan, May** Central Staff Induction Day (tbc)
- 12 Jan** Looking after Yourself
- Mar** Midlife Planning
- April** Retirement Planning

#### External

- Oct** CPD25 Chartership by options
- 27 Oct** CPD25 Library & Information courses

2006

- 13 Feb** CDP25 Development Day for Library Assistants
- 15 or 22 Feb** CPD CILIP Fellowship Scheme
- Richmond College:**  
Information & Library Services NVQ  
Customer Services NVQ

TFPL, ASLIB and other course programmes are also available from Bev Seddon if you wish to look for alternatives to the above

## Learning materials

There is a huge range of books, videos and computer based learning packages available on most development subjects. These can be accessed at your own convenience and pace. The Staff Training Group or the University Training and Development Section can advise you on what is available.

## Job opportunities

Identification of ways in which your current job offers you chances to develop and practise new skills and competencies. This could be new ways of working, changing your style or behaviour with others or taking on new responsibilities.

## Secondments

Placements or exchanges may be possible to arrange giving you and others the chance to experience and learn from other areas in the Department or University. Benefits include a better and broader understanding of what other functions and people do, gaining a specific skill or understudying for a more senior role prior to promotion.

## Social settings

You can identify and use opportunities in your home life, social life, hobbies and sports for learning outside your professional work then develop and transfer these skills, competencies and expertise into your role at work. Networking can also take place in your staff room at work and be another valuable source of learning.

# Learning styles questionnaire

This questionnaire is designed to find out which is your preferred learning style(s). Over the years you have probably developed learning 'habits' that helped you benefit more from some experiences than others. This questionnaire will help you pinpoint your learning preferences so that you are able to select learning experiences that suit your style.

For details of the questionnaire, contact the following staff members in the **Training and Development** department of Human Resources:

- Hilary Bolton  
[h.bolton@kingston.ac.uk](mailto:h.bolton@kingston.ac.uk) 66301
- Nona McDuff  
[n.mcduff@kingston.ac.uk](mailto:n.mcduff@kingston.ac.uk) 66301
- Pat King  
[p.king@kingston.ac.uk](mailto:p.king@kingston.ac.uk) 62766

# Themes

This section looks at the training available to staff in the following areas, which may be formal courses, visits, videos, workshops or conferences.

- 1 Customer care
- 2 E - Resources
- 3 Health, Safety, Security and other legal requirements
- 4 IT Resources
- 5 Learning & teaching
- 6 Personal management skills
- 7 Personal & career development

## 1 Customer care

### Internal events

**30 Nov** Dealing with distressed/angry people

2006

**9 Mar** Dealing with distressed/angry people

**13 Feb** Handling customers professionally

### External events

**25 Nov** CPD25 Coping at the Counter

**8 Dec** CILIP Customer relationship management

**12 Dec** CILIP Producing effective promotional literature

2006

**21 Mar** CILIP Delivering quality library and information services

### Tailored events

**3, 6, 7, 31 Oct** Customer Care

## 2 E - Resources

### Tailored events

E-Resources in Subject Areas will be arranged throughout the year

### External events

**18 Nov** CILIP resources - Accessing European Information

2006

**March** CPD25 E-Books (tbc)

**May** CPD25 Information literacy for the Google generation (tbc)

**June** CPD25 Facilitation in a Virtual Learning Environment (tbc)

## 3 Health, Safety, Security and other legal requirements

### Internal events

**25 Oct, 8 Dec** Manual Handling Refresher briefing

**26 Oct** Emergency Procedures course

**1-4 Nov** First Aid Course

**24 Nov** Manual Handling course

**2 Dec** Save a Life briefing

### Internal events (contd..)

**8-9 Dec** First Aid Re-qualification course

2006

**13 Jan, 23 Mar, 4 May, 26 July** Risk Assessment course

**17 Jan, 16 Mar, 23 May, 20 July** Manual Handling course

**9 Feb, 20 April, 28 June** Save a Life briefing

**24 Feb, 22 June** Epilepsy Awareness briefing

**28 Feb-3 Mar, 9-12 May** First Aid course

**9 Mar** Emergency Procedures course

**9 & 10 Mar, 3 & 4 July** First Aid Re-qualification course

**16 Mar, 21 July** Manual Handling course

**12 April, 6 June,** Manual Handling Refresher briefing

**2 June, 13 July, 24 Aug** Fire Fighting course

### External events

**7 Nov** Copyright for Beginners

**23 Nov** CILIP FOI - how are we doing?

**Dec** CPD25 Copyright in Digital Repositories

2006

**Feb** CPD25 Copyright in Digital Repositories (tbc)

### Tailored events

**Oct** Manual Handling and Manual Handling Refreshers course (tbc)

**Nov** Data Protection and FOI (tbc)

2006

**Feb** Manual Handling and Manual Handling Refreshers course (tbc)

**Mar** Data Protection and FOI (tbc)  
Copyright Update (tbc)

## 5 Learning & teaching

### Internal events

**1 Dec** Presentation Skills - Advanced

2006

**1 Feb** How to Plan & Run a Training Session

**26 Apr, 15 June** Presentation Skills

### External events

**9-29 Nov** CILIP Teaching Skills

**Nov** CPD25 Theory and Planning, Large and small groups (L&T 1 - tbc)

**Dec** CPD25 Teaching with computers (L&T 2 - tbc)

2006

**Jan** CPD25 Support for Distance Learners (tbc)

**Feb** CPD25 Reading List Management (tbc)

**Apr** CPD25 What do Users Want? (tbc)

## 4 IT Resources

### Internal events

ICTS Course schedule for Staff 2005/06 is being distributed to staff with the Library Services Staff Training and Development Planner 2005/6. One-to-one training can also be arranged internally on request.

**8 March** Writing for the web

### External events

**1 Dec** CILIP Cutting edge internet search techniques

2006

**Feb** CPD25 Self Issue