



SPRING PROGRAMME 2010

Professional development and training

www.careers.lon.ac.uk

the
CareersGroup
University of London

100 YEARS · 1909-2009

The Careers Group, University of London's Professional Development Unit delivers challenging, vibrant training programmes that help staff develop professionally and increase their potential. Our courses range from social media marketing strategy to event management to professional and managerial development. All of our training is delivered at our head offices in Bloomsbury and can also be delivered on your own premises.

WE OFFER:

- Professionally run, work related training sessions delivered in a friendly, supportive environment
- Well designed courses that cater for different learning styles and include practical activities, opportunities for discussion and reflection
- Trainers who are experienced professionals and subject experts in their fields
- Learning that has a practical use, and includes action planning so that it can be integrated back at the workplace
- Where appropriate, supporting course materials and handouts to take away
- Not always, but sometimes – those 'light bulb' moments when something finally clicks!

Our courses will be useful for careers and HR professionals in higher education, government organisations and commerce. Courses will cover topics of interest to careers development advisers and specialists in recruitment, information, marketing, event management, customer relations and IT.

We can also provide bespoke training precisely tailored to your requirements. It doesn't matter what size organisation you are – The Careers Group's training can help you attract, recruit and develop your staff and your organisational capabilities.

OUR CLIENTS

Our professional development programme has attracted staff from organisations including the National Union of Teachers, Credit Suisse and the London Deanery.

PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

<p>DLHE AND OTHER STATS – PRACTICALITIES AND POLITICS</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: Jenny Owen and Oliver Gardham Date: Tuesday 2nd February 2010 Time: 10.00 – 16.00 Location: Senate House G21A Course fee: premium</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=628</p>
<p>HE – THE BIGGER PICTURE AND DEVELOPING INSTITUTIONAL RELATIONSHIPS</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: Anne-Marie Martin, Elizabeth Wilkinson and Abi Sharma Date: Thursday 4th February 2010 Time: 10.00 – 12.45 Location: Stewart House Conference Room Course fee: standard</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=641</p>
<p>WORKING WITH MEDICAL STUDENTS AND TRAINEES</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: Vincent Potter and Laura MacKensie Date: Tuesday 9th February 2010 Time: 13.00 to 16.00 Location: Stewart House ST275 Course fee: standard</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=642</p>
<p>CAN CAREERS THEORIES BE USEFUL?</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: David Winter and Vanessa Freeman Date: Wednesday 10th February 2010 Time: 10.00 – 16.00 Location: Stewart House Conference Room Course fee: premium</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=619</p>

PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

<p>CAREERS AND THE R-WORD</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: Hilary Moor and Saiyada Smith Date: Thursday 18th February 2010 Time: 10.00 – 13.00 Location: Senate House Room G27 Course fee: standard</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=626</p>
<p>NETWORKING SKILLS</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: Abi Sharma and Katie Dallison Date: Friday 19th February 2009 Time: 14.00 – 17.00 Location: Senate House Room G27 Course fee: standard</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=620</p>
<p>GUIDANCE VERSUS INFORMATION</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: Fiona Thurley and Dave Carter Date: Friday 26th February 2010 Time: 10.30 – 13.30 Location: Senate House Room G32 Cost: standard</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=646</p>
<p>SUPPORTING CLIENTS WITH MENTAL HEALTH ISSUES</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: David Winter and Emma Janes Date: Wednesday 3rd March 2010 Time: 13.30 – 16.30 Location: Senate House Room G21A Course fee: premium</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=637</p>

PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

<p>CAREERS 2.0 – USING EMERGING TECHNOLOGIES FOR MORE CAREERS SERVICE IMPACT</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainers: Liz Wilkinson and Andrew Falconer Date: Friday 12th March 2010 Time: 09.45 – 12.45 Location: Stewart House, STB4: IT training room Course fee: premium</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=631</p>
<p>PROFILING FACEBOOK: INTEGRATING FACEBOOK INTO YOUR MARKETING STRATEGY</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainer: Helen Curry tbc Date: Friday 12th March 2010 Time: 13.45 – 16.45 Location: Stewart House, STB4: IT training room Course fee: standard</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=635</p>
<p>NEGOTIATION AND INFLUENCING OTHERS</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainer: Katie Dallison Date: Tuesday 16th March 2010 Time: 13.00 – 16.00 Venue: Stewart House Conference Room Course fee: premium</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=638</p>
<p>TAKE ACTION! WRITING MARKETING COPY THAT GETS RESULTS</p>	<p>FOR FURTHER INFORMATION, PLEASE VISIT:</p>
<p>Trainer: Michael Clarke Date: Wednesday 24th March 2010 Time: 13.30 – 16.30 Location: Stewart House Conference Room Course fee: premium</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=636</p>

PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

101 SOCIAL MEDIA TOOLS AND HOW TO USE THEM	FOR FURTHER INFORMATION, PLEASE VISIT:
<p>Trainer: Michael Clarke Date: Monday 29th March 2010 Time: 13.00 – 16.30 Location: Stewart House, STB4: IT training room Course fee: premium</p>	<p>http://www.careers.lon.ac.uk/output/page118.asp?id=639</p>

BOOKING INFORMATION

Course fees	AGCAS associate members	Not for profit organisations
STANDARD Full day	£105	£150
STANDARD Half day	£50	£70
PREMIUM Full day	£140	£195
PREMIUM Half day	£65	£93

Please ask for rate for commercial organisations.

All fees are subject to VAT.

Double bills

We have designed our programme to include two half day sessions about closely related areas on the same day, so you can choose whether you would like to attend both or just one session.

How to book

Please fill in a booking form and send it to:

Email: pdu.support@careers.lon.ac.uk

Post: PDU Support, The Careers Group, Stewart House,
32 Russell Square, London, WC1B 5DN

How to pay

We can invoice you. Alternatively, send a cheque with your booking made payable to the **University of London.**

Cancellation Policy

- One month before date: full refund minus £5 administration charge
- Two weeks before date: 50% refund
- Less than two weeks before date: no refund

We reserve the right to cancel a course at any time without liability. In that case we would offer an alternative date or a refund.

Venue

Courses are held at: The Careers Group, University of London,
Stewart House, 32 Russell Square, London, WC1B 5DN.

- If you would like to attend a course but cannot make the date, please get in touch. If there are enough expressions of interest we will consider running the course again.
- The Professional Development Unit can also deliver bespoke training within our areas of expertise to your organisation. We are happy to deliver training on your premises.

For more information please contact
Emma Janes (Professional Development Co-ordinator) pdu.support@careers.lon.ac.uk

www.careers.lon.ac.uk/pdu