



Thursday 27<sup>th</sup> July 2017 9.30am – 5pm

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Finalist

CIPD | People Management Awards 2017

## MARKETPLACE

> <b>Massage</b>	> <b>Learning Enhancement and Development</b>
> <b>Wellpoint kiosk</b>	> <b>City Students' Union</b>
> <b>1:1 Nutrition Session</b> (advanced bookings only)	> <b>Occupational Health</b>
> <b>Batak</b>	> <b>Health and Safety</b>
> <b>Bike simulators</b>	> <b>Unions</b>
> <b>Library Services</b>	> <b>Security</b>
> <b>Information Technology</b>	> <b>City Community</b>
> <b>Development and Alumni Relations Office</b>	> <b>Association of University Administrators</b>
> <b>Sustainability</b>	> <b>City Excel Forum</b>
> <b>Staff Exchange</b>	> <b>The Mill</b>

## WORKSHOP SESSIONS

### WELLBEING

<b>The science of happiness</b>	Science has revealed some unusual things that can make us happy. This session covers how we can benefit from this, including 'five in a day', why positive feedback can have negative results and how getting excited can be better than relaxing.
<b>Mindfulness</b>	This session will examine what mindfulness is and how it can help us in our busy lives by exploring meditation practice and suggested techniques for incorporating mindfulness into our every day.
<b>Wellbeing at work</b>	A workshop on how you can manage your cognitive, physical and emotional wellbeing within the workplace.
<b>Sleep well</b>	Explore sleep stages and rhythms, dispel common sleeping myths, consider sleep problems and talk about solutions to help you gain a good sleep every night.
<b>You are what you eat</b>	Explore the problems of low energy levels and the effect this has on performance and wellbeing. Uncover some of the pitfalls of everyday eating, discover how to boost your immunity, eat for energy and avoid the 'snack attack'.
<b>Is your posture important?</b>	This workshop will focus on the importance of good posture in preventing the onset of pain at work and covers the correct standing and seated posture and how to improve and strengthen your posture from work routines and stress.
<b>Pilates class (advanced bookings only)</b>	Pilates works your body's core and develops strength, flexibility, muscular endurance, coordination, balance and good posture. You will need to wear comfortable clothing that you can move in.
<b>Manage your energy, not your time</b>	Everything we do, from interacting with colleagues and making important decisions to spending time with our family, requires energy. It's time to rethink how we manage energy and not just our time.
<b>First aid for parents</b>	Learn basic lifesaving skills that could make a crucial difference if your child has an accident at home. This session will cover resuscitation, choking, serious bleeding and how to deal with unconsciousness.

### DEVELOPMENT

<b>Coaching taster sessions (advanced bookings only)</b>	Do you have a work challenge you would like help thinking through? This 30 minute 1:1 session, delivered by one of our City Internal Coaches will be a taster of what you can expect from coaching.
<b>Courageous conversations</b>	Have you ever delayed holding 'difficult' conversations? Explore how to hold those conversations you may be putting off and identify why these conversations are sometimes avoided and the benefits of addressing situations in a timely manner.
<b>Presenting change</b>	People often feel threatened by change in the workplace. This session helps participants to get their change message across effectively and to follow it through to the implementation phase.
<b>Positive leadership</b>	Have you ever been turned off by someone's positive attitude? What does research have to say on the subject of positive leadership and how does it differ from simply being positive? Discover practical steps to becoming a more positive leader and discuss the impact that will have on your team.
<b>Personal tutoring</b>	Discuss the research undertaken when the Personal Tutoring Policy was reviewed and outline the key elements of the new policy.
<b>Find a wider audience for your research</b>	The Conversation is a news analysis and opinion website for which many City academics write with the assistance of journalists. Articles can then be republished by outlets including <i>The Guardian</i> and <i>Business Insider</i> .
<b>Active listening</b>	Learn how to use active listening techniques, which are a valuable listening skill, to make a conscious effort to understand what people are really saying.
<b>The Thinking Environment</b>	Do your meetings go on too long or involve only a few individuals in the room? Transform your meetings with The Thinking Environment and simple but powerful principles and tools.
<b>Presentation skills for the terrified</b>	Build your confidence in presenting at meetings or events in simple steps by managing nerves and understanding your audience.

<b>Planning events at City</b>	Join our Academic Events Manager for a tried and tested event planning road map to plan and manage successful events at City. With advice on processes, requirements, tips, tricks and checklists.
<b>The power of questions</b>	Learn how you can ask great questions that will help you get even better outcomes from your conversations and enhance your working relationships and improve communication.
<b>Being assertive</b>	Clarify what we mean by assertiveness and explore what stops you being more assertive. It will give you some tools, tips and new strategies for helping you express what you want with confidence in those tricky conversations.
<b>Be confident</b>	Did you know that confidence is a 'con' trick? Come and have some fun finding out how to be a more confident you.
<b>Be resilient</b>	Resilience is one of the key skills that enable us to manage the everyday challenges of work and personal life. Explore what you may need to do differently to be more resilient and take back control and influence your life and work.
<b>Influencing and persuading</b>	Learn about the six principles of influencing and persuading. You will discuss the rules, consider examples of how they are used and then apply them in a practical exercise – go on persuade me!
<b>Personal branding</b>	Understand the power in networks, how to leverage them and how we can present ourselves as part of that network.
<b>Working as self-organised teams</b>	What if there was another way to work other than the famed pyramidal hierarchy? Self-organised, self-managed teams are that alternative, being connected with each other for the strength this gives us in adaptability, versatility and belonging.

### CREATIVITY

<b>Introduction to Office 365</b>	Revolutionise the way you work. Have all of your documents wherever you are, collaborate online in real time and connect with the whole University in seconds...plus a whole lot more.
<b>SharePoint</b>	Also known as Team Sites, SharePoint allows staff to collaborate and share information in a secure, online environment. Find out why so many people are using SharePoint and how you could use it to make your work easier.
<b>Skype at work?! - Why and how</b>	By the end of this session, you will be wondering why you still use a telephone and will be dashing back to your desk with your new headset (given to all attendees) to give your new found skills a go.
<b>City Excel Forum</b>	In this interactive session try your hand at some Excel functions you've not previously come across, have heard of but not used and ask questions about any tricky Excel problems you have.
<b>Creative thinking</b>	Explore the concept of word association and how it can be used to stimulate creative thinking and creative problem solving. You will look at how these tools can be used to make recommendations and solve a work related problem.
<b>Imagination gym</b>	The session will encourage you to perceive and notice the everyday world with different viewpoints. By systematically practicing curiosity and imagination, the session will mentally stretch your mind.
<b>Introduction to blogging</b>	In this session you will learn about the basics of blogging. You will get started on a blog post sharing your experiences of the Develop@City event and get logged onto the Learning at City blog.

### COMMUNITY

<b>Effective networking</b>	Make the most of networking opportunities, whether within an organisation, with customers or suppliers or in conventional networking scenarios such as conferences or exhibitions.
<b>City staff choir – Taster session</b>	With plans to set up a weekly City staff choir, you're invited to join us for a taster. No previous experience needed for this fun session of wonderful warm ups and acappella acoustics.
<b>Walking tours (advanced bookings only)</b>	Join a local expert for a guided walking tour around the neighbourhood and discover the local history and culture.

# PROGRAMME

	ELG03	ELG04	ELG05	ELG06	ELG08	ELG09	EM01	BM02	BM03	B103	B200	Outside Northampton Square Main Entrance	Northampton Suite (Rooms B&C)
9.30am – 10am	Breakfast (The Pavilion)												
10am – 11am	Courageous conversations	You are what you eat - nutrition workshop	Personal tutoring	Introduction to Office 365	Manage your energy - not your time	Personal branding	Wellbeing at work	Massage (advanced bookings only)	Massage (advanced bookings only)	Coaching taster sessions (advanced bookings only)	Imagination gym		Pilates (advanced bookings only)
11am – 12pm	The science of happiness	Sleep well	Find a wider audience for your research with The Conversation	City Excel Forum	Be confident	Personal branding	Planning events at City: Tips, tools and triumphs	Massage (advanced bookings only)	Massage (advanced bookings only)	Coaching taster sessions (advanced bookings only)	Imagination gym	Walking tour - The Spa Fields riot of 1816 (advanced bookings only)	Pilates (advanced bookings only)
12pm – 1pm (Lunch)			Introduction to blogging		Be resilient	Mindfulness				Coaching taster sessions (advanced bookings only)			
1pm – 2pm (Lunch)	Presenting change	Sleep well		City Excel Forum			Wellbeing at work	Massage (advanced bookings only)	Massage (advanced bookings only)		First aid for parents		
2pm – 3pm	Positive leadership	Is your posture important?	Active listening	SharePoint	Influencing and persuading	Working as self-organised teams	The power of questions	Massage (advanced bookings only)	Massage (advanced bookings only)	Transforming your meetings with the thinking environment	First aid for parents	Walking tour - Elizabethan Clerkenwell (advanced bookings only)	
3pm – 4pm	Effective networking		Introduction to blogging	Skype at work?! - Why and how	Creative thinking	Working as self-organised teams	Being assertive	Massage (advanced bookings only)	Massage (advanced bookings only)	Presentation skills for the terrified	City staff choir - Taster session		
4pm – 5pm	Barbecue and drinks reception (The Courtyard and CityBar)												