Cardiff University

Continuing Professional Development

Short Courses: January to June 2019

cardiff.ac.uk/professional-development
Why choose Cardiff University for your Continuing Professional Development?

We are a world-leading Russell Group University, known for excellent teaching, outstanding research and links with business and industry.

Whether you are a business looking to develop your staff, an individual seeking career development via a short course, or a professional organisation exploring development opportunities, we have something to offer you.

With expertise encompassing many sectors and disciplines, Cardiff University offers extensive professional development opportunities designed to raise skill levels and equip participants with cutting-edge knowledge and techniques.

This brochure provides details of the wide range of short Continuing Professional Development (CPD) courses available at Cardiff University, including our open programme of professional development options.

The open programme, designed for individuals and businesses, covers subjects such as marketing, online communications, project management and managing people. There are also a number of medical short courses, run by the School of Medicine, offering vital professional development training at cost-effective prices.

Towards the back of this brochure, you will find details of postgraduate standalone taught modules, which have been designed specifically for professionals to use as CPD.

We can also offer our open courses on a bespoke basis to meet your business/organisation’s specific requirements. (See page 4 for details.)

Our team of experts at the Continuing Professional Development (CPD) Unit has extensive experience working with organisations both in the UK and internationally.

We are here to provide you with a gateway to access the huge range of expertise available within Cardiff University. We will guide you through the process, facilitating the translation of research and knowledge into practical, impactful training activities.

At the CPD Unit, we are proud to hold the Customer Service Excellence standard®. We are committed to providing a service which is welcoming, reliable and exceeds customer expectations.

You can be confident that your experience of working with the CPD Unit at Cardiff University will be positive and friendly. We are very proud to hold the Customer Service Excellence® standard.

In November 2018 we were awarded a third Compliance Plus for our continued customer care.

Backed by the Cabinet Office, the Customer Service Excellence® standard recognises organisations that truly put their customers at the core of what they do.

If you have any questions, call or email our friendly team and we’ll be happy to help you find the right option for you or your business.
Bespoke and tailored training
We can create training activities that are specifically designed for your organisation. Talk to us about how we can create a customised or in-house programme for you.

What we can offer your business

We have extensive experience in working with businesses and organisations to develop and deliver high quality, cost effective and bespoke learning solutions.

At Cardiff University we can:
• Deliver courses from our existing programme specifically for your organisation
• Tailor content from our courses to suit your business
• Design a completely bespoke training programme or activity to meet your organisation’s objectives.

Learning is practical, with a particular emphasis on discussion and interaction, and how new skills and knowledge can be applied in the workplace. We aim to ensure that employees continue to develop their skills to the fullest which will help organisations to remain innovative, competitive and up-to-date.

Our training provision is constantly updated to reflect business objectives and the latest industry developments.

Courses are underpinned by world-class research and teaching expertise, and informed by our close links with industry, professional bodies and the public sector.

Depending on objectives and subjects, bespoke CPD activities are available in a range of formats - offering adaptability and catering for your individual business requirements.

The CPD Unit works with academics and industry experts across all 24 Schools within the three Colleges at Cardiff University.

Expertise across three Colleges

We have three Business Development Managers, each of whom works closely with one of the Colleges:

College of Arts, Humanities and Social Sciences - Phil Swan
College of Biomedical and Life Sciences - Charlotte Stephenson
College of Physical Sciences and Engineering - Kate Sunderland

A dedicated CPD Unit

The CPD Unit will act as your gateway, supporting you and your business to access Cardiff University’s world-class expertise and research across a range of disciplines.

We will work collaboratively with you, from identification of your business issue through to course design and evaluation of the training.

This ensures that we thoroughly understand your business and deliver training specifically tailored to your organisation’s requirements. Working in this way allows us to approach your training in a practical way, producing tangible outcomes, which can have an immediate impact on your business.

If you would like to discuss how working with Cardiff University can benefit your business, please call or email the CPD Unit for an initial informal chat.

Please also visit our website to find out more and take a look at our recent bespoke provision case studies.

Communication

Business Writing Skills
Confident Communication
Presentation Skills

Marketing and online communication

Search Engine Optimisation
Google Analytics
Developing a Communication Strategy
Introduction to Digital Marketing
Advanced Digital Marketing
Media Relations
Copywriting
Writing for the Web
Web Design and Management

Management

Workplace Coaching Skills for Managers
Effective Interviewing Techniques
Managing Performance for Results
Train the Trainer
Effective Self-Organisation

Project Management

PRINCE2® Foundation and Practitioner
Managing Successful Programmes (MSP)®
Project Management Implementing Organisational Change

Executive Education

Leadership in Business Administration (LBA) Programme
LEAN Six Sigma
Introduction to Lean and Operational Excellence
Expert LEAN Programme
Executive Education
Bespoke Programmes

Medicine

Essential Updates in Therapeutics
Introduction to Dermoscopy
Community Oncology
Palliative Care
Time Management
Negotiating and Influencing
Assertiveness and Conflict Management
Career Development and CV Building

DECIPHer (Development and Evaluation of Complex Interventions for Public Health Improvement)
Feasibility Studies for Complex Public Health Interventions
Developing and Evaluating Complex Public Health Interventions
Process Evaluation of Complex Interventions

Postgraduate standalone taught modules

Available from the following academic Schools:

College of Arts, Humanities and Social Sciences
School of Geography and Planning
School of Modern Languages
Cardiff Business School

College of Biomedical and Life Sciences
School of Healthcare Sciences
School of Medicine

College of Physical Sciences and Engineering
School of Engineering
School of Physics and Astronomy
School of Chemistry
**Communication**

A series of 1-day CPD courses to help you improve your engagement, whether you’re presenting to a group or one-on-one. Learn to convey messages clearly, efficiently and professionally, whether verbally or in writing. Book two courses (see selected categories) at the same time and save 10%.

**Business Writing Skills**
27 March 2019
£198

**Confident Communication**
8 March 2019
14 June 2019
£198

**Presentation Skills**
22 March 2019
£198

This 1-day course will help participants communicate more clearly and confidently in all business-related writing they produce. From simple emails to full-scale reports. By getting it right first time and avoiding time-consuming re-writes, participants will become more efficient and more productive. And by writing in plain English, businesses and organisations can ensure their written communications are more transparent and inclusive and read by more people.

**Who is it for?**
Anyone who uses the written word in their work and wants to improve the quality, impact and efficiency of their writing.

**What will I learn?**
- How to write in plain English
- How to avoid the common mistakes in punctuation and grammar
- How to write for people of different reading abilities
- To influence readers with persuasive writing techniques
- The power that great presentation can bring to your work.

**Google Analytics**
4 June 2019
£198

By the end of this 1-day course, you will be able to open up a new Google Analytics profile and start getting actionable insights you can use to make your site and your business work better. You will be able to answer questions about your website traffic and how different parts of the site are working and generate interactive, powerful dashboards that make monthly reports clearer and faster.

**Who is it for?**
Website administrators and managers, bloggers, e-commerce retailers of all sizes, digital advertising, SEO and social media managers, web developers and designers.

**What will I learn?**
- How to properly track what kind of questions they can answer
- How to set up custom segments and goals
- How to build and share custom dashboards
- How to assess your current standing within the search market
- What is communication, how do we communicate and its role within a management structure
- How to maximise benefit from all areas of communication within your organisation, ensuring that they are directed at the right markets and stakeholders via a range of media
- A step-by-step process to planning a strategy, defining goals and objectives, and presenting your strategy in a clear and practical framework
- Organisational communications strategy, internal and external communications strategy and campaign strategy.

**Setting up and Editing Adwords**
£198

Register your interest in this course on our website and we’ll let you know as soon as dates are released in 2019.

**Search Engine Optimisation**
26 March 2019
£198

This course covers the basics of SEO and touches on more advanced topics as well. It will help you improve both the breadth and the quality of your rankings with Google and the other major search engines, and make sure you get the most from every hour invested in SEO tasks.

**Who is it for?**
Those who manage or create content for their website and want to learn how to get more high-quality organic search traffic.

**No prior SEO knowledge is required.**

**What will I learn?**
- How to assess your current standing within the search market
- How to measure ROI on your efforts.
- Common SEO mistakes to avoid
- How to focus your audience’s attention
- How to build rapport and establish a positive relationship
- What the key Google Analytics variables and metrics mean (e.g. Bounce Rate, Source and Medium) and which are most important to your own site
- How to identify bottlenecks and design problems, and see what’s working well and what’s not
- How to monitor and investigate performance by page or by visitor source
- How to build and share custom dashboards using Google Data Studio
- How to set up custom segments and what kind of questions they can answer
- How to properly track campaigns and measure ROI
- How to set up goals and events.

**Developing a Communication Strategy**
16 April 2019
£198

Developing a strategy for both internal and external communications is vital in ensuring your key messages are reaching your stakeholders and your customers. This 1-day course covers the complete process of building a comprehensive communication strategy, from core concepts to development methodologies.

**Who is it for?**
This course is for those with some responsibility for either internal and/or external communications.

**No prior knowledge is required.**

**What will I learn?**
- What is communication, how do we communicate and its role within a management structure
- How to maximise benefit from all areas of communication within your organisation, ensuring that they are directed at the right markets and stakeholders via a range of media
- A step-by-step process to planning a strategy, defining goals and objectives, and presenting your strategy in a clear and practical framework
- Organisational communications strategy, internal and external communications strategy and campaign strategy.

**You can find out more and book online, or call our friendly team on (029) 2087 5274**

Find full course details on our website: cardiff.ac.uk/professional-development
Marketing and online communication

Develop practical skills in digital and online marketing. These courses are designed to complement each other to enhance your understanding of marketing in the digital age.

Book two courses (see selected categories) at the same time and save 10%.

Learn how to use the main digital marketing techniques and develop a cost-effective digital marketing plan in this hands-on, 1-day course.

We will take you beyond Google, introducing you to free tools for competitor analysis, then showing you how to develop PPC ads, social media strategies, effective email and content marketing. We’ll also help you get to grips with essential SEO and web analytics.

Who is it for?
• Businesses and organisations wanting to develop a cost-effective digital marketing plan
• Traditional marketing personnel looking to learn or refresh their digital skills
• Managers and administrators wishing to improve their skill-set with these much sought-after techniques.

What will I learn?
• The pros and cons of different techniques, including their cost-effectiveness
• How to use each technique to maximum effect
• How to find out about other companies’ digital marketing strategies
• How to produce an efficient and effective digital marketing plan.

Introduction to Digital Marketing
23 May 2019
£198

Learn the latest digital marketing techniques and develop advanced strategies for marketing both B2B and B2C businesses and brands. Get smart with SEO, make online copywriting engaging and create powerful search ads. Learn about remarketing, the key aspects of video, the special applications of social media and the power and pitfalls of email marketing. Then choose the techniques that work best for you and bring them all together in a well-orchestrated, multi-channelled marketing plan.

Who is it for?
• Businesses and organisations wanting to develop an efficiency
• Marketing personnel seeking to broaden and strengthen their digital skills
• People from other roles but with experience of using digital marketing techniques.

What will I learn?
• Advanced techniques and the latest ideas for using different digital platforms
• Which strategies work best for different goals and different target audiences
• How to produce an efficient and effective multi-channelled digital marketing plan.

Advanced Digital Marketing
25 June 2019
£198

This practical, hands-on 1-day course will focus on how to engage with the media, whether print, broadcast, online or social, in an effective and creative way. Delegates will gain an understanding of how the media works, how to pitch and evaluate a story and how to write an effective media campaign.

Who is it for?
Designed for those with some responsibility for dealing with the media. Whether you are new to media relations, or experienced, this course has something to offer.

No prior knowledge is required.

What will I learn?
• How to develop an approach that is strategic and an essential part of your marketing mix
• Knowledge and methods to plan an effective and successful media relations campaign
• How to gain positive coverage for stories
• How to engage journalists using innovative tactics.

Media Relations
25 March 2019
27 June 2019
£198

This highly practical 1-day course will help participants understand how to write professional and effective copy.

Participants will gain an understanding of what makes a good story and the key techniques for writing engaging copy, as well as the importance of successful proofreading.

Who is it for?
Those who need to write effective copy to help promote and generate business.

What will I learn?
• How to optimise copy for search engines
• How to successfully proofread.

Copywriting
29 March 2019
12 June 2019
£198

This 1-day course explores the skills needed to approach writing for the web with confidence and equips delegates with an understanding of the principles and techniques needed for effective online writing.

Who is it for?
Those responsible for preparing or editing copy for websites.

Technical knowledge is not a requirement.

What will I learn?
• The principles and techniques specific to successful online writing
• How to produce web content that is appealing, effective, easy to use, and appropriate for your target audience
• How to optimise copy for search engines
• Understand the differences between online and offline copy.

Writing for the Web
9 April 2019
£198

With the internet being an instrumental tool in the world of marketing, it is important that businesses are able to create, maintain and develop websites.

This 1-day course will give participants the knowledge to help design a stand-out website, the processes involved in creating it and the most cost effective ways of maintaining and developing it.

No technical knowledge of website design or development is required.

Who is it for?
Those looking to create a new website for a business or those who wish to improve their current website.

What will I learn?
• What should be included on web sites and what to avoid
• The processes and fundamentals of web development
• Creating the correct specification for web developers
• Choosing the right web developer for your requirements.

Web Design and Management
7 March 2019
£198

Get smart with SEO, make online copywriting engaging and create powerful search ads. Learn about remarketing, the key aspects of video, the special applications of social media and the power and pitfalls of email marketing. Then choose the techniques that work best for you and bring them all together in a well-orchestrated, multi-channelled marketing plan.

Who is it for?
Managers and administrators wishing to improve their skill-set with these much sought-after techniques.

What will I learn?
• Digital marketing strategies
• Maximum effect
• Effectiveness

You can find out more and book online - or call our friendly team on (029) 2087 5274.

Find full course details on our website: cardiff.ac.uk/professional-development

train@cardiff.ac.uk (029) 2087 5274 CardiffUniCPD Company/CardiffUniCPD
Management and organisational skills

We’ll help you excel as a manager. Learn to develop and nurture your team. Courses include the popular Train The Trainer course and more challenging areas of management such as performance appraisal and coaching skills. Book two courses (see selected categories) at the same time and save 10%.

Workplace Coaching Skills for Managers
8 April 2019
£198

Today’s manager knows that coaching is a key element of team development. Successful people management is no longer about telling people what to do: effective leaders understand how coaching and development contributes to business success.

This practical course includes coaching skills practice in a friendly, supportive environment.

Who is it for?
The perfect choice if you’re a line manager wishing to develop your coaching style and challenge individuals within your organisation to reach their full potential.

Also a good opportunity to refresh skills if you haven’t coached in the workplace for some time.

What will I learn?
• Develop and challenge people to enhance productivity and motivate them to reach their full potential
• Reflect on observed workplace behaviour to enhance team effectiveness
• Employ emotionally intelligent strategies to optimize business performance indicators
• Implement the theory and discover your coaching ‘signature’
• The relationship between coaching, mentoring and training.

Acquire the specialist knowledge and practical skills to prepare for and undertake different types of selection interviews. The practical structure of this course (using mock interviews) will help you grasp sound interviewing techniques to gather accurate, objective (un-biased) information about your candidates.

We will also look at specialist tools and touch on legislation to enhance robustness of your decision-making.

Who is it for?
Designed for those with responsibility for assessing candidate suitability for organisational roles.

What will I learn?
• How to identify your ideal candidate ‘avatar’ using generic competencies
• How to develop an effective ‘menu’ of assessments to use in recruitment
• Ways to measure and monitor candidate behaviour
• How to be more objective and robust in making assessment and selection decisions.

Effective performance management engages employees to show discretionary effort towards their manager – which helps productivity, foster motivation, staff retention and good working relationships.

The course will offer practical techniques to help participants take a dual-pronged approach: developing your employees via robust observation and inclusive feedback – which then means your efforts to communicate and coach continuous improvement delivers desired outcomes.

This approach is flexible enough for all performance management and appraisal processes, as the focus is on developing your skills and approach to measuring and monitoring staff.

Who is it for?
Managers and team leaders, whether they are new to a line management position or are experienced, and would like to refresh and improve their skills.

What will I learn?
• Skills and techniques to help maximise staff performance
• The role of performance management within staff development
• How to develop staff and set clear, focused performance plans
• How to conduct constructive appraisals and deal productively with under-performers.

Immerse yourself in two days of learning to embed the foundations of planning, preparing, developing and delivering effective work-based training. With budgets being squeezed, organisations are increasingly recognising the opportunity for both capitalising on their internal talent and offering job enrichment to their top performers.

You may not have considered training others as a core part of your job description but it’s a highly marketable and relevant skill and hugely rewarding. A win-win developmental opportunity for both you and your employee.

Who is it for?
Any employee at any level (existing or potential team leader, supervisor, manager) who can add value to the organisation through improving their skills, knowledge and expertise to their colleagues. Ensure that they acquire a strong platform and get the training basics right to enable and enhance performance in others.

What will I learn?
• How to identify learning needs (vs wants) to design, develop and deliver effective learning interventions
• Putting into practice a bite-size piece of training, having developed it from the start – right through to delivery
• Giving and receiving constructive feedback to enhance individual and group learning – participants get the opportunity to have a ‘dry run’ with their own specific training material.

This course provides empowering techniques to drive personal productivity and projects.

These days we all have to deal with a tsunami of information and the multiplicity of channels through which it comes: email, text, Twitter, LinkedIn, newsletters etc. Often we find ourselves servicing huge amounts of messages which fragment our attention and cause us to neglect what truly matters. There has to be a better way and this 1-day course addresses that need providing practical tools and techniques that can be used immediately.

Who is it for?
People of all levels of seniority and experience, irrespective of job role. Those who want non-gimmicky practical tools and techniques to improve their productivity, effectiveness and job satisfaction. Everyone who feels that their daily challenge resembles an uphill climb.

What will I learn?
• New practical tools and techniques for personal and team use
• How to select those most appropriate for you and apply them at work or at home, in any context
• How to manage stress and map team responsibilities.

All our courses include lunch and hot and cold refreshments.
Project Management

Our suite of project management courses caters for those who are looking to develop their practical project management skills as well as for more experienced practitioners seeking a formal qualification.

**Accredited courses**

**PRINCE2® Foundation and Practitioner**
11-15 March 2019
13-17 May 2019
£1,425

PRINCE2® (Projects IN Controlled Environments) is the international standard method for project management and provides a framework to cover a wide variety of disciplines and activities required within a project. The method embodies many years of best practice and provides a flexible and adaptable approach to suit all projects.

This 5-day course offers a comprehensive and practical understanding of the PRINCE2® method and prepares delegates for the Foundation and Practitioner examinations, which are taken as part of the course.

**Who is it for?**

- Project managers who wish to develop their skills and learn about managing projects using the PRINCE2® method
- Professionals who wish to learn about project management and the PRINCE2® method in particular
- Anybody who needs to know how to run projects more effectively

**What will I learn?**

- Introduction to the PRINCE2® method, including its Principles, Themes and Processes
- How to apply the PRINCE2® method to real-life work scenarios
- How to tailor each element of the PRINCE2® method to suit the needs of the project and the organisation.

**Managing Successful Programmes (MSP®)**
1-5 April 2019
£1,495

Managing Successful Programmes (MSP®) offers a structured approach to programme management that will help organisations successfully deliver transformational change. This 5-day course offers a complete and practical understanding of the MSP® framework and prepares delegates for the Foundation and Practitioner examinations, which are taken as part of the course.

**Who is it for?**

- Programme and Project Directors,
- Change Managers, Business Strategists and Consultants
- People who manage a number of related projects.

All participants should have some experience of leading or managing change. See entry requirements below.

**What will I learn?**

- The MSP® framework based around 3 core concepts – Principles, Governance and Transformational Flow
- Identify the vision for a programme
- How to design, plan and control programmes using the appropriate levels of MSP®
- How to apply MSP® techniques to manage risks and benefits.

**Entry requirements**

- Minimum of 6 months’ project management experience for PRINCE2® or programme/change management experience (for MSP®)
- All pre course work must be completed prior to the course start date.

**Teaching**

- Course teaching hours are normally 09:00 - 17:00
- These courses comprise four days of teaching, with an examination on the final day
- These are intense courses involving a recommended 10 hours of pre-course work as well as evening study during the week of the course.

**Non-accredited courses**

**Project Management**
20-21 May 2019
£398

As project management becomes more widespread in all aspects of life, this course makes this all-important discipline broadly accessible to delegates who need to understand and have practical experience of project management without requiring professional accreditation.

Through a very practical workshop, delegates will leave feeling confident in their ability to manage projects as well as appreciating some of the broader change management and stakeholder engagement issues.

Starting from firm foundations, the workshop also focuses on the need for a business case and well-structured plans but also recognises that things don’t always go according to those plans.

**Who is it for?**

Primarily designed for those with roles such as Programme or Project Managers and Business Change Managers, it is also beneficial for senior decision-makers who are responsible for formulating and deploying strategy but who do not require professional accreditation.

**What will I learn?**

- How a programme and its constituent projects function
- How to deliver benefits in step changes in order to take advantage of them as early as possible
- How to define and measure benefits and who is accountable and responsible for their delivery
- Knowledge and methods to engage with stakeholders in order to plan and deliver the change into ‘business as usual’.

**Implementing Organisational Change**
10-11 April 2019
£398

This 2-day course brings together the three elements that are required to implement change in an organisation - programme management, change management and benefits management.

**What is it for?**

- How to implement change in an organisation
- How to manage risks and benefits.

**Who is it for?**

- Programme and Project Directors
- Change Managers
- Business Strategists
- Consultants
- Others who need to implement change
- Programme or Project Managers
- Those who are responsible for formulating and deploying strategy
- Those who need to lead or manage projects
- Anyone who needs to lead or manage change

**What will I learn?**

- How to design, plan and control programmes
- How to lead and manage projects
- How to evaluate and manage benefits
- How to plan and control risks
- How to engage with stakeholders

**Entry requirements**

- 100 hours of change management experience in a practical setting
- Alternatively, 50 hours of change management experience in combination with 100 hours of project management experience
- An appreciation of the benefits of implementing organisational change

**Teaching**

- Course teaching hours are normally 09:00 - 17:00
- These courses comprise four days of teaching, with an examination on the final day
- These are intense courses involving a recommended 10 hours of pre-course work as well as evening study during the week of the course.

**BENEFITS INCLUDE:**

- Priority access to FREE project management events and workshops
- EXCLUSIVE promotions and discounts
- Invitations to Cardiff University events

For more information about the Alumni network contact Kate Sunderland, Business Development Manager, by phone or email (below).

**MEMBERSHIP SCHEME**

The Alumni Membership Network is free and exclusive to anyone who has attended our Project Management courses.

**UPCOMING EVENTS**

5 March 2019
MANAGING PROJECTS IN CHANGING TIMES

Keynote speaker, Richard Rose, will speak on topics including short term planning, Agile project delivery and Agile management techniques.

Check our website for announcements of further speakers - and to book.

**MORE EVENTS AND ACTIVITIES BEING RELEASED IN 2019**

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- Check our website for announcements of further speakers - and to book.

**WANT TO KNOW MORE?**

For more information about the Alumni network contact Kate Sunderland, Business Development Manager, by phone or email (below).

**CONTACT TRAINING TEAM**

- Contact the Training Team on train@cardiff.ac.uk
- Contact the Training Team on (029) 2087 5274
- Check our website for announcements of further speakers - and to book.

**GOOD TO KNOW**

- We’re introducing blended learning versions of PRINCE2® and MSP® from Summer 2019. Contact Kate Sunderland for further details or to express your interest.

**PROJECT MANAGEMENT ALUMNI MEMBERSHIP NETWORK**

Our network offers delegates who take part in Cardiff University’s Project Management courses a unique opportunity to share experience and ideas with others working in the field of project and programme management.

**CONTACT TRAINING TEAM**

- Contact the Training Team on train@cardiff.ac.uk
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**MORE EVENTS AND ACTIVITIES BEING RELEASED IN 2019**

- Keynote speaker, Richard Rose, will speak on topics including short term planning, Agile project delivery and Agile management techniques.
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**WANT TO KNOW MORE?**

For more information about the Alumni network contact Kate Sunderland, Business Development Manager, by phone or email (below).
Executive Education

We offer a number of exciting programmes which will enable you to gain new perspectives on a variety of business and management issues. Our open programmes are perfect for individuals wanting to network and share knowledge with others from different sectors and industries.

ABOUT EXECUTIVE EDUCATION

Our Executive Education provision translates world-leading academic research into relevant, operational and impactful business practice for individuals and organisations.

Our programmes are focused on implementation - turning the concepts and ideas into specific actions that improve individual and organisational performance.

Studying with us will give you access to researchers working at the forefront of knowledge in their disciplines.

As a research led institution, you can be assured that our teaching is derived from the very latest thinking. Learning is delivered through a variety of different methods, case studies, simulations and practical applications, to ensure effective knowledge transfer.

We offer a number of exciting programmes which will enable you to gain new perspectives on a variety of business and management issues. Our open programmes are perfect for individuals wanting to network and share knowledge with others from different sectors and industries.

Leadership in Business Administration (LBA) Programme
2 April - 12 November 2019

The Leadership & Business Administration (LBA) programme is designed to offer a specific work-related insight into our Executive MBA.

Modules will be wholly applicable to the participants’ workplace so that, following a session, participants can begin practically applying their learning straight away.

Many examples will be provided from a range of different sectors, in order to illustrate key learning points.

7 topics:
• Leadership and Professional Development
• Operations Management
• High Performing Teams
• Digital Leadership
• HR and Performance Management
• Finance for Non-Financial Managers
• Strategic Management

Lean Six Sigma
Set 1: 11-12 March / 15-17 May 2019
Set 2: 12-13 September / 9-10 October 2019

‘Six Sigma’ is a well established approach that seeks to identify and eliminate defects, mistakes or failures in business processes or systems.

The 5-day Lean Six Sigma Green Belt training is a very practical programme that enables attendees to start applying tools and techniques for improving the efficiency and effectiveness of business processes, irrespective of type or size of industry.

Attending the first two days of the programme will enable participants to achieve a yellow belt accreditation, whilst completing the 5-day programme allows progression to green belt.

Introduction to Lean and Operational Excellence
18 April 2019

All proceeds in aid of Llamau

Our Director of Executive Education, Sarah Lethbridge, is offering a day of training in Lean and Operational Excellence for Llamau, a charity that seeks to eradicate homelessness for young people and vulnerable women.

This session will explore the core principles of Lean, Continuous Improvement and Operational Excellence and will introduce some key tools to bring about positive change.

Executive Education

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Executive Education Breakfast Briefing Series
The Executive Education Breakfast Briefing series is just one way in which we are engaging with our local business community.

This series offers business practitioners, policy makers, media and other stakeholders the opportunity to hear the latest School research and work with our partners.

Recent topics have included gender pay disparity, building innovation into organisations, tempting talent into business and information management and organisational liability.

For information about upcoming Breakfast Briefings, please email our team at:
executive-education@cardiff.ac.uk

Executive Education Bespoke Programmes

We have a great deal of experience, and a long track record of excellence, in designing and delivering bespoke education and training programmes for organisations.

We take the time to understand your learning requirements and to get to know your organisation and its culture, in order to create tailor-made courses that meet your needs.

If you would like to discuss possible opportunities then please contact Sarah Lethbridge:
LethbridgeSL@cardiff.ac.uk

CUSTOMISABLE PROGRAMMES FOR DELIVERY ‘IN-HOUSE’

The Cardiff Innovation Project
Professor Robert Morgan, Sir Julian Hodge Professor in Strategy and Innovation will work with organisations to assess their current innovative capability and develop the innovation capability of participants so as to effectively harness and increase their innovation potential.

Lean Six Sigma
This five-day Lean Six Sigma Yellow and Green Belt training is a practical programme that enables you to start applying the tools and techniques to improve efficiency and effectiveness of business processes, irrespective of the size or type of industry.

Service Improvement Innovations
We offer organisations and individuals a unique perspective on service improvement thanks to the School’s prestigious improvement heritage. This course discusses different types of service innovation and improvement methodologies.

It assists you to understand and practice a range of techniques, whilst considering the practicalities of how to deploy these tactics within your organisation, winning hearts and minds.

Visit our website for further details and prices:
cardiff.ac.uk/business-school

WANT TO KNOW MORE?

We offer a number of exciting programmes which will enable you to gain new perspectives on a variety of business and management issues. Our open programmes are perfect for individuals wanting to network and share knowledge with others from different sectors and industries.

Expert LEAN Programme
17-18 June and 3-5 July 2019

This 5-day programme is designed to equip change agents, managers and leaders with the necessary knowledge and skills to lead successful transformations, particularly those within service organisations.

It will provide new insights to those who already have a good understanding of lean, and also to those who are experiencing in the application of lean within a manufacturing context and wish to understand the latest contributions discovered in the world of service.

EXECUTIVE EDUCATION

As a research led institution, you can be assured that our teaching is derived from the very latest thinking. Learning is delivered through a variety of different methods, case studies, simulations and practical applications, to ensure effective knowledge transfer.

Executive Education Breakfast Briefing Series
The Executive Education Breakfast Briefing series is just one way in which we are engaging with our local business community.

This series offers business practitioners, policy makers, media and other stakeholders the opportunity to hear the latest School research and work with our partners.

Recent topics have included gender pay disparity, building innovation into organisations, tempting talent into business and information management and organisational liability.

For information about upcoming Breakfast Briefings, please email our team at:
executive-education@cardiff.ac.uk

Executive Education Bespoke Programmes

We have a great deal of experience, and a long track record of excellence, in designing and delivering bespoke education and training programmes for organisations.

We take the time to understand your learning requirements and to get to know your organisation and its culture, in order to create tailor-made courses that meet your needs.

If you would like to discuss possible opportunities then please contact Sarah Lethbridge:
LethbridgeSL@cardiff.ac.uk

CUSTOMISABLE PROGRAMMES FOR DELIVERY ‘IN-HOUSE’

The Cardiff Innovation Project
Professor Robert Morgan, Sir Julian Hodge Professor in Strategy and Innovation will work with organisations to assess their current innovative capability and develop the innovation capability of participants so as to effectively harness and increase their innovation potential.

Lean Six Sigma
This five-day Lean Six Sigma Yellow and Green Belt training is a practical programme that enables you to start applying the tools and techniques to improve efficiency and effectiveness of business processes, irrespective of the size or type of industry.

Service Improvement Innovations
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It assists you to understand and practice a range of techniques, whilst considering the practicalities of how to deploy these tactics within your organisation, winning hearts and minds.

Visit our website for further details and prices:
cardiff.ac.uk/business-school

WANT TO KNOW MORE?
Medicine

The School of Medicine pursues the highest standards of research, education and training. We exist to create and share knowledge and to educate and train individuals to become exemplary clinicians, scientists, teachers and innovators. We offer a range of short CPD courses and standalone credit-bearing modules which can be flexible and cost-effective for the busy medical professional.

**Essential Updates in Therapeutics**

**Study Day**
October 2019
£125

The Essential Updates in Therapeutics study day is brought to you by the team behind the MSc/PgDip/PgCert in Therapeutics.

This annual event is consistently very highly evaluated and aims to provide practitioners with a forum to update their knowledge on key topics in primary care. This is achieved through a series of short, informative, interactive lectures incorporating case studies and the opportunity for discussion with colleagues and peers.

Your learning will be supported by copies of all of the programme materials to take away, as well as ample opportunity for networking and interprofessional discussion.

**Who is it for?**
Any healthcare professional (eg, doctor, nurse, pharmacist, paramedic) with an interest in the evidence-based management of commonly encountered conditions.

**What is the focus of the day?**
The focus of the day is on providing practical continuing professional development to benefit practice and patients.

**What will I learn?**
Topics will be confirmed nearer the time so delegates receive the most up-to-date information available. Previous subject areas have included:
- Chronic obstructive pulmonary disease – an ever-changing landscape
- Advancing inhaler technique – making inhaled drugs count
- Difficult cases in hypertension – what do I do next?
- Polypharmacy in older people – cases from the front line
- Healthcare is team care – building resilience into the healthcare model.

**Introduction to Dermoscopy**

**Study Day**
March 2019
September 2019
£995

Dermoscopy is a non-invasive, widely used diagnostic tool that aids the diagnosis of skin lesions and is proven to increase the accuracy of melanoma diagnosis.

**Who is it for?**
This course is designed specifically for doctors who are involved in the care of dermatology patients with skin lesions, and who are interested in the management of benign and malignant skin lesions, or who wish to learn about dermoscopy to improve their skill in the diagnosis of melanoma. The course is also for specialist nurses actively working in skin cancer clinics, subject to appropriate qualification.

**What will I learn?**
This programme aims to develop competency in using a dermoscope to:
- Differentiate melanocytic from non-melanocytic skin lesions
- Differentiate malignant from non-malignant skin lesions
- Assist in the early diagnosis of melanoma
- Assist in management decisions relating to pigmented skin lesions
- Assist in the diagnosis of some non-melanocytic skin lesions.

**Eligibility criteria**
Applicants must fulfil all of the following criteria to be considered eligible for this course:
- Hold a medical degree
- See patients with skin lesions regularly
- Have an excellent command of English
- Own or have access to a computer with high-speed internet
- You do not need to have completed a previous dermatology or dermoscopy course but some knowledge of dermatology is required in order to participate effectively.

**Community Oncology**

**Study Day**
20 March 2019
£25 (deposit refundable on attendance)

**Kindly funded by MacMillan Cancer Support**

Cancer treatments are at their most effective and patients have the most options, earlier a diagnosis is made. The complications of cancer and its treatment need early recognition and management to improve safety and outcomes.

This course is a response to the need for increasing the awareness of community healthcare practitioners about cancer - recognition, diagnosis and referral.

**Who is it for?**
Suitable for all community healthcare practitioners.

**What will I learn?**
During the face-to-face day delegates will gain the knowledge and skills to positively impact patient care – diagnosis, communication, community management and timely referral to appropriate patient pathways.

**Palliative Care**

**Study Day**
2 day course

**Register your interest for further dates**

The MSc/Diploma delivery team have developed this 2-day face-to-face CPD course as a response to the rising morbidity and mortality of incurable conditions.

It provides a good grounding in palliative medicine and care, covering cancer, dementia, end-stage respiratory and end-stage cardiac conditions.

**Who is it for?**
This multi-professional short course is suitable to all healthcare professionals in all health care settings including GPs, consultants and specialist nurses.

**What will I learn?**
Increased knowledge and confidence in caring for patients with palliative care needs. Communication skills, including working with the families of patients in palliative care. The teaching will be case based and clinically focused.

Delegates will benefit from increased knowledge and confidence when caring for patients with palliative care needs. Reflection on communication skills, strategies and ethical frameworks underlying practice will enhance performance and the session of improving an aspect of palliative care delivery within the team or setting will benefit clinical services.

**Time Management**

**1/2 day Masterclass**
16 January 2019
£200

**Distractions! Demands! Phone calls! Meetings! Email! Work! Family!** We often wish we had more time.

What/who are you giving away your time to?

Effective delegation and prioritising, assertiveness and saying ‘no’ are skills we can learn and practice.

This half-day session will teach you techniques to help develop your time management skills, as well as showing you how to identify and understand the thought processes that may currently be standing in your way.

**Who is it for?**
This practical workshop is suitable for doctors and other healthcare professionals at any stage in their career who may be struggling with their time management. It provides an opportunity to identify your less useful habits and the thought processes behind them, and some strategies for changing your behaviour and working more efficiently.

**What will I learn?**
- Understand your own thought patterns relating to time management – and how to overcome unhelpful habits
- Develop personalised strategies to help you to prioritise tasks (daily, weekly, longer-term tasks)
- Top tips for effective time management.

For more information about these courses, visit cardiff.ac.uk/professional-development/short-courses

To discuss possible bespoke CPD opportunities in medicine, please contact Charlotte Stephenson, Business Development Manager by phone or email (below),

train@cardiff.ac.uk (029) 2087 5274
CardiffUniCPD
Company/CardiffUniCPD

COMING SOON!

Keep an eye on our website for news of a BRAND NEW 10-credit Genetics module - launching in 2019.
Negotiating and Influencing Leadership 1/2 day Masterclasses

When you understand the tools and techniques involved in negotiating effectively, you can think differently about what happens in your working life. Learn how you can adapt your influencing style to approach situations in an alternative way. This half-day workshop will provide you with the skills and understanding to negotiate and influence more effectively, both in and out of the workplace.

Who is it for?
This practical workshop is suitable for doctors and other healthcare professionals at any stage in their career who may need help in learning and identifying successful negotiation techniques.

What will I learn?
• Negotiation styles and how to aim for a win-win scenario so that all parties benefit
• How to use language and theory effectively to achieve successful outcomes
• An individual approach to negotiating

INDIVIDUALS MAY BE DETERRED FROM SPEAKING UP BY HIERARCHICAL STRUCTURES AND PERSONAL CHARACTERISTICS AND SELF-BELIEF.
This interactive half-day course is focused on the development of career management skills and exploring barriers to leadership roles for women clinicians.

Who is it for?
This half-day workshop will give you the opportunity to think about how you can be more assertive in the workplace. You will also practice these skills in a safe and confidential supportive environment.

What is it for?
This practical workshop session is suitable for doctors and other healthcare professionals who wish to develop skills in career management and learn how to build their CV.

Attendees will be encouraged to share their stories and aspirations for the future in a confidential environment.

What will I learn?
• Challenges around assertiveness and how to identify different types of behaviour
• Techniques for assertive behaviour without causing conflict
• How to defuse potentially difficult situations.

What will happen?
This practical workshop will include exercises, and contains plenty of opportunity for discussion.

What will I learn?
• Pre-requisites for conducting a feasibility study.
• Why feasibility studies are conducted
• How they can be used to address uncertainties related to the intervention and future evaluation design
• How feasibility study findings can be used to inform decision making for progression to a future evaluation study
• How to report feasibility studies
• Typologies and examples of feasibility studies of complex public health interventions
• A working knowledge of the new guidance on feasibility studies for complex public health interventions, funded by MRC/NHRI
• Introduction to novel study designs for feasibility studies.

The aim of this 1-day course is to provide participants with an introduction to feasibility studies of complex public health interventions, also described as ‘pilot’ and ‘exploratory’ studies. Such studies generate the evidence needed to decide whether and how to proceed with a full scale effectiveness study.

Participants will learn about the different aims of feasibility studies and their associated methods, as well as how to use feasibility study findings to inform decision making to a full evaluation, and how to report findings from feasibility studies.

Who is it for?
Academics, practitioners and policy makers interested in the development and evaluation of complex public health interventions.

No prior knowledge is assumed.

What will I learn?
• The role of process evaluation in understanding complex intervention
• The importance of intervention theory and logic models
• Fidelity and implementation of complex interventions
• Relationships and resource issues
• Identifying questions and combining methods
• Analysis and dissemination of process data.

ABOUT DECIPHer
DECIPHer brings together experts from a range of disciplines to tackle public health issues, such as diet and nutrition, physical activity, and alcohol, tobacco and drugs, with a particular focus on developing and evaluating multi-level interventions that will have an impact on the health and wellbeing of children and young people.

We engage strongly with policy, practice and public user communities as our stakeholders, to translate results into practical outcomes.
Postgraduate modules for CPD
Cardiff University offers a select range of modules that can be taken on a standalone basis. Many of the modules are designed specifically for professionals already working in the field who need to keep their knowledge and skills up to date.

Why choose a standalone module?
Our standalone modules give you the flexibility to study at postgraduate level whilst also managing your existing work and life commitments.

Instead of signing up for a full postgraduate degree (which amounts to 180 credits), you can take one or more modules (10 - 40 credits) from our offering.

- Access flexible and affordable study at a prestigious Russell Group university
- Further your career whilst also balancing work and life commitments
- Test out your appetite for a full postgraduate degree
- Put the credits you’ve gained towards a postgraduate qualification*
- Establish wider links with Cardiff University
- Fulfil CPD requirements for your professional body membership.

How modules are taught
In most cases you will be joining postgraduate students who are taking a full degree programme, so you will be joining them for one module.

The modules we offer on a standalone basis have been carefully chosen, to ensure they are suitable to be taught in this way.

Please note that it may be possible to take modules that aren’t currently listed as part of this offering. Please contact us for details.

Typically modules are taught over one or two academic semesters (autumn and/or spring), with lectures held at the same time each week. However please note that arrangements do vary from one module to another and so it’s best to enquire about your chosen module.

How to apply
You can find full module information and application details on our website. We will ask you to complete a short application form that details your previous qualifications and/or experience.

WANT TO KNOW MORE?
Visit our website for full details of every postgraduate standalone taught module currently offered at Cardiff University.

We welcome applications from those who may not have the traditional entry requirements, but who can demonstrate relevant work experience or prior learning.

Call or email us for an informal chat.

CALL OR EMAIL PHI FOR AN INFORMAL CHAT.

ANY QUESTIONS?
You can also find full module information and application details on our website: cardiff.ac.uk/professional-development

Sustainable Transport Policies
Autumn Semester
20 credits £928

This module considers the complexities involved in meeting society’s mobility needs whilst minimising negative impacts associated with surface transport. The module has three main foci: 1) understanding the environmental, social and economic impacts of different transport modes; 2) identifying and evaluating the efficacy of different sustainable transport solutions; 3) exploring the social, environmental and ethical consequences of different policy, behavioural, spatial and technological solutions for achieving more sustainable transport.

On completion of the module a student should be able to:
• Define the main environmental, social and economic impacts of a range of transport modes and spatial arrangements
• Identify and critically evaluate the main components of transport project appraisal
• Assess the social, distributional and ethical impacts of a range of sustainable transport policies
• Examine the efficacy of solutions at a range of scales and in different political and national contexts

How the module will be delivered:
• Lectures
• Seminars
• Guest speakers
• ‘Live’ project work.

CPD Unit | cardiff.ac.uk/professional-development

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School of Geography and Planning
We offer a range of stand-alone modules that address contemporary policy and research issues. Aimed at professionals working in planning, logistics, transport and sustainability.

• Debates in Eco-City Planning and Development
• Governance of the Eco-City Development Process
• Renewable Energy Development and Planning
• Transport Analysis
• Sustainable Food Systems
• Sustainable Transport Policies

School of Modern Foreign Languages
We offer a range of specialist translation short courses to those working as professional translators in the public and private sectors.

• Translation of Minority Languages
• Translation and Adaptation in the Arts

School of Law and Politics
Continuing Professional Development in Law

Cardiff Business School
Executive MBA
We offer a vast range of standalone postgraduate taught modules across a number of Schools in the College of Biomedical and Life Sciences.

Broad topics include:

- Healthcare Sciences
- Optometry
- Pain Management
- Diabetes
- Pharmacist Independent Prescribing
- Quality and Safety
- Research Statistics and Evidence
- Based Practice
- Wound Healing
- Genomics and Genetics
- Advanced Surgical Practice
- Neonatal Medicine
- Biomedical and Life Sciences.

We offer a vast range of standalone postgraduate taught modules across a number of Schools in the College of Biomedical and Life Sciences.

We will ask you to complete a short application form that details your previous qualifications and/or experience.

Any questions? Call or email us.

You can find full module information and application details on our website.

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Every effort has been made to ensure that the information contained within this brochure is correct at the time of going to press. However, the University does not accept any liability for any errors that it may contain.

CONTACT US
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The printers are also accredited by ISO14001, the internationally recognised environmental standard. When you have finished with this brochure it can be recycled, but please consider passing it onto a friend or leaving it in a library for others to use.
Thank you.

Latest information
Some changes to the information in this brochure will inevitably occur in the interval between publication and the year to which the CPD course/module relates. Therefore, you should visit our website cardiff.ac.uk/professional-development for more up-to-date information.

Suggestions for improvement
We make every effort to check the accuracy of the information in this brochure at the time of going to press. However, if you feel that any of the information is misleading then please contact:
Clare Sinclair, Head of CPD Unit, at the below address.

To discuss professional development opportunities for your business, please contact the team at Cardiff University’s CPD Unit.

Mae’r prosbectws hwn ar gael yn Gymraeg, cysylltwch â ni am gopi.