



Cardiff University
Continuing Professional Development
Short Courses: Spring-Summer 2020

cardiff.ac.uk/professional-development

Why choose Cardiff University for your Continuing Professional Development?



Our expertise

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.

Our CPD training opportunities

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. Detailed information is on our website.

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.

A dedicated CPD Unit

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



Special offers

We run a number of special offers, including 10% off selected CPD short courses when you book two or more courses/places at the same time. Look out for this symbol for eligible courses.



NEW FOR 2020!

We are delighted to be able to offer Cardiff University Alumni 10% off selected courses. Please contact us for details at train@cardiff.ac.uk

SMALL class sizes in a **city centre** location

We have extensive experience with **local**, national and international **businesses**

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.

We are a **customer focused** team within a prestigious **Russell Group** University

At least **90%** of CPD customers rate us as good or excellent for level of care and accuracy of information



Customer Service Excellence

We are committed to providing a service which is welcoming, reliable and exceeds our customers' 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 2019 we were awarded thirteen Compliance Plus awards for our continued world class 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.

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, relevant, 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.

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Process Evaluation of Complex Interventions
Developing and Evaluating Complex Public Health Interventions

Healthcare

WIMAT (Welsh Institute for Minimal Access Therapy)

Pharmacy and Pharmaceutical Sciences

Pharmacist Independent Prescribing
Clinical Pharmacy (MSc)
Clinical Research (MSc)

Postgraduate standalone taught modules

Available from the following academic Schools:

College of Arts, Humanities and Social Sciences

School of Geography and Planning
School of English, Communication and Philosophy
School of Modern Foreign Languages
Cardiff Business School
School of Law and Politics

College of Biomedical and Life Sciences

School of Healthcare Sciences
School of Medicine
School of Pharmacy and Pharmaceutical Sciences

College of Physical Sciences and Engineering

School of Engineering
School of Physics and Astronomy
School of Chemistry
Welsh School of Architecture

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.

Confident Communication
24 June 2020
£198



People with excellent communication skills are more likely to be successful in their work. How well you communicate determines how you and your ideas come across and whether or not you achieve your objectives. This 1-day course will explore tactics and methods to improve your ability to communicate with confidence.

Who is it for?

Those who need to increase their confidence in a variety of work situations, including during networking events, meetings and interviews.

What will I learn?

- How to build rapport and improve relationships
- What nerves are, why they are there and controlling them
- How body language can help or hinder in the moment
- The power of listening and getting your message across
- Personal branding
- Maintaining a positive state.

Presentation Skills
9 July 2020
£198



Giving an engaging performance can really boost customer experience, sales, internal/external communication and company profile. This 1-day course will teach performance techniques that will ensure you can both impress and successfully convey information to an audience.

Who is it for?

People who need to develop their presentation skills and boost their confidence in their ability to speak publicly.

What will I learn?

- How to effectively plan, structure and develop an engaging presentation, including:
 - How to target your presentation to suit the needs of your audience
 - The impact of your voice and awareness of body language
 - The importance of energy, enthusiasm and choosing positive words
 - Tactics for distilling complicated and technical information into clear communication – e.g. by using visual aids
 - How to create a connection with your audience and keep them engaged
 - How to manage nerves.

BOOK NOW FOR LATER

Business Writing Skills
23 September 2020
£198



This 1-day course will help participants communicate more clearly and confidently in all business-related writing they produce, from simple emails to fullscale 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.

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.

Google Analytics
15 July 2020
£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 reporting easier 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. You don't need to be familiar with Google Analytics. If you have a Google Analytics account already that's an advantage but those who don't can use a fully featured demonstration account.

What will I learn?

- 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.

BOOK NOW FOR LATER

Google Ads
18 November 2020
£198



Formerly known as Google AdWords, Google Ads is probably the world's most popular online advertising platform. Like any paid marketing activity, it should be carefully set up.

Making use of the right features, keywords, advertisements and landing points will lead to a far better return on any investment.

Who is it for?

This course is intended for those setting up a Google Ads account from scratch, or dramatically expanding upon one that already exists. This course is also suitable if you wish to gain valuable expertise in the digital marketing sector.

What will I learn?

- Which campaign types are right for your organisation
- How to select keywords and audiences
- How to create text and image ads
- How to set up standard search, simple remarketing, and display campaigns
- How to link Google Ads and web analytics information
- Adjusting bids by device, time and location.

Search Engine Optimisation
21 May 2020
£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 improve your search engine rankings
- Common SEO mistakes to avoid
- How to measure ROI on your efforts.

MORE COURSES
OVER THE PAGE



Marketing and online communication

Book two courses (see selected categories) at the same time and save 10%.
Look out for the 10% off stamp for courses included in this offer.

WHY NOT BOOK
TOGETHER?

Introduction to Digital Marketing
8 April 2020
£198



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 seeking 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 find out about other companies' digital marketing strategies
- How to produce an efficient and effective digital marketing plan.

Advanced Digital Marketing
17 June 2020
£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 upskill their marketing teams
- 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.

A HANDY GUIDE TO CHOOSING THE RIGHT COURSE..

DIGITAL MARKETING

- Are you working without a detailed digital marketing plan?
- Do you need help understanding who your target audiences are?
- Do you want to know which digital platforms are best for reaching your target audiences?
- Would you like to learn how to generate engaging content ideas?
- Do you just need a confidence boost to get digital marketing started?

If you answered yes to any of these questions, choose **Introduction to Digital Marketing**.

- Would you like to make your digital marketing plan more efficient?
- Would you like to learn advanced digital marketing techniques, such as re-targeting?
- Do you want to learn how to produce the best ads for specific digital platforms?
- Could understanding social media sentiment and keeping abreast of Google algorithms help you?
- Would you like to know how to find and recruit influencers and micro-influencers?

If you answered yes to any of these questions, choose **Advanced Digital Marketing**.

NEW FOR 2020!

Introduction to Copywriting
30 March 2020
£198



Gain confidence in writing for different platforms and learn how to pinpoint the right tone of voice and style in this 1-day course taught by an industry professional.

This introductory course is ideal for those who want to improve their copywriting skills and feel more confident in areas such as tone of voice, writing for different platforms (eg web, press releases and social media), and how to edit and proofread.

Who is it for?

Anyone who regularly writes copy to promote, inform or sell in their organisation or may do so in the future.

What will I learn?

- How to choose the right tone of voice for your audience(s)
- Writing different materials including web copy, press releases and social media
- How to write benefit-led copy
- How to edit and proofread.

Advanced Copywriting
21 July 2020
£198



In this 1-day course you'll hone your conceptual copywriting skills and learn new techniques to increase creativity, structure your copy and banish writer's block.

This is our more advanced copywriting course, and goes into depth about structuring your copy, meeting a brief, strengthening headlines, and techniques to eliminate writer's block.

Who is it for?

Anyone with significant marketing and comms experience who wants to continue learning and improving.

What will I learn?

- The '7-stage' technique for writing copy to engage the reader from beginning to end
- World-famous creativity exercises to elevate your copy
- Simple techniques for generating effective headlines
- Techniques streamline your writing process.

BOOK NOW FOR LATER

Media Relations
6 October 2020
£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. You will gain an understanding of how the media works, how to pitch and evaluate a story and how to implement an effective media campaign.

Who is it for?

Whether you are completely new to media relations, have some experience, or have no formal training, this course has something to offer everyone who has responsibility of engaging with the media for your organisation.

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.

A HANDY GUIDE TO CHOOSING THE RIGHT COURSE..

COPYWRITING

- Do you need help writing in a clear, concise and compelling way?
- Do you want to know how to effectively use tone of voice?
- Do you need support to clearly define your target audience for each piece of writing?
- Would you like to learn how to write effortlessly for different platforms and purposes?
- Do you want to become confident in using tried and tested copywriting techniques?

If you answer yes to any of these questions, the **Introduction to Copywriting** course can help you.

- Do you have significant marketing and communications experience but need to increase your flair and versatility?
- Do you want to think and write in a more conceptual way?
- Do you want to learn how to write – and respond to – a killer brief?
- Could you benefit from learning approaches to brainstorming and developing concepts?
- Are you keen to understand more how words and images can work together?

If you answer yes to any of these questions, the **Advanced Copywriting Skills** course can help you.

MORE COURSES
OVER THE PAGE



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

Marketing and online communication

Book two courses (see selected categories) at the same time and save 10%. Look out for the 10% off stamp for courses included in this offer.

Developing a Communication Strategy
25 September 2020
£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.

Writing for the Web
14 October 2020
£198



If your website is going to be effective, you need to write copy that both search engines and people love. This 1-day course shows you how to produce copy that really works for your needs online.

Who is it for?

- Content developers
- Anyone writing or editing copy for websites and social media site
- SEO specialists wanting to develop writing skills.

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.

ANY QUESTIONS?



If you have any questions about the CPD short courses available through Cardiff University, or if you'd like to explore creating a similar course for your organisation, please get in touch and we'll be happy to talk to you about all the options.



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

Leadership and Lean: Executive Education

Cardiff Business School's Executive Education department offers a number of exciting programmes which will enable you to gain new perspectives on a variety of business and management issues.

ALL SESSIONS ALSO AVAILABLE TO STUDY INDIVIDUALLY

Leadership in Business Administration (LBA) Programme
March - November 2020
£2,000

Our Leadership & Business Administration (LBA) programme is designed to be a mini, work-based taster of our Executive MBA programme. It will help you gain essential business knowledge and will enhance your professional performance to enable you to realise your career potential and take a leading role within your organisation.

The LBA Programme is designed to fit around your work and home commitments as teaching is delivered in 1-day sessions across 12 months. You can choose to participate in all sessions or can just pick those of most interest to you.

All sessions will provide multiple opportunities for participants to appreciate how the discussed concept relates to and/or affects their work.

After each session you will be able to practically apply your learning straight away.

Who is it for?

The programme has been designed to meet the needs of experienced middle managers looking for ways to develop their understanding and knowledge of business to further their career.

What will I learn?

The programme is completely flexible; however, the topics below have been selected to give you the broad spectrum of expertise needed to influence and effect real change.

- Leadership and professional development
- Operations management
- High performing teams
- Digital leadership
- HR and performance management
- Finance for non-financial managers
- Strategic management.

Accredited courses

Lean Six Sigma: Yellow Belt
14-15 May 2020
£1,000

2-DAY YELLOW BELT COURSE - IDEAL FOR TEAM MEMBERS

'Six Sigma' is a well-established approach that seeks to identify and eliminate defects, mistakes or failures in business processes or systems. It achieves this by focusing on those process performance characteristics that are of critical importance to customers.

'Lean' offers a set of proven concepts, tools and techniques which reduce lead times, set up times, equipment downtime, rework and other wastes, and increases the quality of a product or service.

The integration of these two improvement methodologies can achieve fantastic results, far greater than the deployment of one methodology alone.

Who is it for?

Yellow Belts are people at the grass root level in the organisation (ie shop-floor employees or supervisory teams).

The Lean Six Sigma Yellow Belt course is for people who are going to be involved in a Six Sigma project as a team member, assisting Black Belts and Green Belts executing sponsored projects. The Yellow Belt collects data, participates in problem solving exercises and adds their personal experiences in resolving the complex problems in organisations.

No prior knowledge of Lean Six Sigma is required for attending this course.

What will I learn?

- Understand the basic principles of Lean and Six Sigma and its key metrics
- Understand the Six Sigma DMAIC improvement methodology
- Understand the Lean Six Sigma organisational infrastructure and its roles and responsibilities
- Appreciate the roles of Lean / Six Sigma tools and techniques for problem solving
- Understand the project selection methodology used within Lean / Six Sigma programme.

Lean Six Sigma: Yellow and Green Belt
14-15 May and 8-10 July 2020
£2,500 (includes Yellow Belt)

EXTEND YOUR COURSE TO GREEN BELT LEVEL

'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.

Who is it for?

A Green Belt (GB) is an individual who works on improvement projects part-time (20%), either as a team member for complex projects (supporting Black Belt) or as a project leader for simpler projects.

What will I learn?

- Understand the key metrics of Lean & Six Sigma
- Develop skills to use Minitab software for Lean Six Sigma projects
- Apply Lean Six Sigma DMAIC methodology in problem solving scenarios
- Apply basic and advanced statistical concepts (such as regression analysis, hypothesis testing, design of experiments, Statistical Process Control charts) for process improvement
- Understand the roles and responsibilities of Green Belts and learn how to execute projects and write up the report.

ACCREDITED COURSES

Find more information and full details of how you'll achieve accreditation:

cardiff.ac.uk/professional-development

(search for Lean Six Sigma)

Management and organisational skills

We'll help you excel as a manager and teach you to develop and nurture your team. Courses include the popular Train The Trainer course and more challenging areas of management such as performance appraisal.

2-DAY
COURSE

Train the Trainer
10-11 June 2020
£398



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 employer.

Who is it for?

Any employee at any level (existing or potential team leader, supervisor, manager) who can add value to the organisation through imparting their skills, knowledge and expertise to their colleagues.

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.

NEW FOR
2020: 2-DAY
COURSE

Effective Self-Organisation
9-10 September 2020
£398



Often, we find ourselves dealing with a huge number of information, fragmenting our attention and causing us to neglect what truly matters. We need efficient and effective techniques to help keep the problem under control and this 2-day course produces you with practical tools that can be used immediately.

Day 1

- An introduction to tools and techniques - including Getting Things Done (GTD*)
- Use of RACI Matrix
- How to schedule your work in progress
- The Kanban system
- How to prioritise your work
- Understanding how to use delegation to help reduce stress
- Making the most of your Prime Time
- Doing 'one thing at a time' and other useful tips and action plans.

Day 2

- Agile management - including skills, tools and techniques required to run your organisation in an agile manner
- Leadership skills necessary to run an agile business.

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 up-hill climb.

What will I learn?

- New practical tools and techniques for personal, management and team use
- How to select those most appropriate and apply them at work or at home
- How to manage stress and map team responsibilities
- What agile management can bring to the organisation.

* David Allen, *Getting Things Done: How to achieve stress-free productivity* (Piatkus, 2002).

Managing Performance for Results
22 October 2020
£198



Effective performance management helps foster motivation, staff retention, productivity 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 incisive 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 – regardless of personality or generation.

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's performance
- The role of performance management within staff development
- How to develop staff, set clear, focussed performance plans
- Having constructive conversations to deal effectively with under-performers
- Understand how to identify, set and agree standards and goals with your staff
- Develop your questioning and active listening skills to identify core issues
- Know how to give and receive effective and constructive feedback
- Recognise how to tailor interventions to meet individual needs
- Practice effective performance improvement strategies.

NEW FOR
2020!

Leading a Bilingual Organisation
Contact us for dates
£398

Cardiff Business School and the School of Welsh have co-developed and will co-deliver a 2-day workshop to introduce key themes and concepts related to leading a bilingual organisation.

Your trainers will be Dr Sarah Hurlow (Leadership Behaviours), Richard Strudwick (Communication), and Dr Dylan Foster Evans.

Who it's for

Any leaders or managers within public, private, or third sector organisations. Also, those responsible for championing the Welsh language, or ensuring compliance with the Welsh Language Standards at organisational or departmental level.

What you'll learn

- The importance of the Welsh-language context for all organisations in Wales
- How communication works and will explore the personal qualities for communicating effectively across language groups
- Best practices and practical strategies for communicating in English-Welsh teams
- An introduction to sociolinguistics, professional communication, critical language awareness, and the role culture and cultural identities may play in communicating in a professional context
- How leaders can increase their self-awareness and understand how their leadership behaviour impacts on others
- The leadership behaviours which are required to positively impact bilingualism in the workplace.

GAIN CUTTING-EDGE
INSIGHTS FROM ONE
OF THE LEADING UK
BUSINESS SCHOOLS
(RANKED 6TH OF 101)



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.

All courses include free membership of Cardiff University's Project Management Alumni Network, established to help those working in the field to network, share best practice and keep up-to-date.

Accredited courses

MSP® Foundation and Practitioner
30 March - 3 April 2020
£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
- Consultants
- People who manage a number of related projects
- Programme leaders and office staff
- Operations staff involved in change programmes
- All participants should have some experience of managing or leading change.

What will I learn?

- Understanding of the MSP® framework, based around 3 core concepts – Principles, Governance and Transformational Flow
- Use the key concepts of MSP® on any programme
- Identify the vision for a programme
- How to design, plan and control programmes using the appropriate elements of MSP®.

Why choose this course?

Gain a thorough understanding of this framework for delivering best practice. The MSP® framework provides a guiding set of principles and processes to be used when managing a programme.



PRINCE2® Foundation and Practitioner
11-15 May 2020
£1,450

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.

Why choose this course?

PRINCE2® is the most popular project management methodology in the UK. This in-depth, intensive course provides you with the tools you need to tailor the PRINCE2® process to any project or organisation.



PRINCE2® blended learning
Contact us for dates

This blended learning 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. **See details in gold box.**

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.

Who is it for?

- Professionals who wish to study flexibly
- 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.

Why choose this course?

Choose this course if you would prefer to study flexibly, and attend an exam workshop to consolidate your learning and prepare for the Foundation and Practitioner exams.



MSP® blended learning
Contact us for dates

This blended learning 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. **See details in gold box.**

Managing Successful Programmes (MSP®) offers a structured approach to programme management that will help organisations successfully deliver transformational change.

Who is it for?

Ideal for professionals who wish to study flexibly. This course is ideal for staff involved in Programme Management roles who wish to gain a qualification, for example:

- Programme leader
- Programme office staff
- Business Change Managers
- Business consultants
- Operations staff involved in change programmes.

What will I learn?

- Understanding of 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 elements of MSP®.

Why choose this course?

Choose this course if you would prefer to study flexibly, and attend an exam workshop to consolidate your learning and prepare for the Foundation and Practitioner exams.



AgilePM® Foundation and Practitioner
Contact us for dates

Delivering projects using an Agile approach requires different ways of thinking and different ways of working for the Project Manager and all those involved.

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

Who is it for?

This course is ideal for any staff managing or involved in the delivery of a project that is to be delivered using an Agile approach, for example:

- Project or Business Sponsors
- Project Managers and their teams
- Business Change Managers
- Technical team members involved in solution design, development and testing
- Programme and Project office staff
- Business Analysts.

What will I learn?

- Understanding of the roles involved in successfully delivering an Agile project
- Understanding the sequencing of activities in an Agile project
- Understanding and practiced use of appropriate tools and techniques for Agile projects
- Understanding of effective control measures in Agile projects.

Why choose this course?

Choose this intensive project management if you work in a project-focused environment and wish to gain a thorough understanding of the roles and sequencing of activities involved in successfully delivering an Agile project.



USEFUL INFO

Entry requirements (all accredited courses)

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

Teaching (5-day courses)

- 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.

Blended learning courses

- These courses are a blend of private eLearning study and face to face teaching days
- The eLearning element requires around 18-24 hours of private study
- Delegates must complete the full eLearning course before the face to face workshop days.

Teaching (Blended courses)

- Teaching hours are normally 09:00 - 17:00
- Face to face teaching comprises two days of exam preparation workshops, with examinations on both days (Day 1: Foundation; Day 2: Practitioner)
- These are intensive courses involving evening work on Day 1
- For full details, visit our website.



All accredited training courses are provided by our partners **Aspire Europe**, who are Course Conductor Accredited Market Leaders for Project and Programme Management.

MORE COURSES
OVER THE PAGE

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.

Non-accredited courses

Project Management
19-20 May 2020
£398

2-DAY
COURSE

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.

The workshop 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?

This is primarily designed as an introductory course for anyone needing to understand and have a practical experience of project management.

What will I learn?

- How to establish projects, develop business cases and how to get started in a controlled way
- What is involved in controlling execution - planning, change control, risk & issue management and working with teams
- Why stakeholder analysis and engagement is important as well as the principles of successful change.

Why choose this course?

This course is ideal if you wish to gain an understanding of project management, but do not require accreditation.

Accredited MSP® training is provided by our partners Aspire Europe, accredited by PeopleCert. MSP® is a registered trademark of AXELOS Limited. Accredited PRINCE2® 6th edition training is provided by our partners Aspire Europe, accredited by PeopleCert. PRINCE2® 6th edition is a registered trademark of AXELOS Limited. AgilePM® is a registered trademark of Agile Business Consortium Limited. All rights reserved.

Leading People Through Change
23-24 July 2020
£398

PREVIOUSLY KNOWN
AS 'IMPLEMENTING
ORGANISATIONAL CHANGE'

This workshop will help you to develop skills in four key areas required to effectively implement change in an organisation - Programme management, Change management, Benefits management and People management.

Day 1

- The essentials of business change management and how it is linked with programme management, as the delivery vehicle for organisational change
- Benefits management. This session is based on best management practice methods.

Day 2

- All about people. Includes the skills, tools and techniques required to embed the changes delivered by the programme within the 'business as usual' area of the organisation. Several change models are considered as well as the soft skills and communication issues.

Who is it for?

- Business Change Managers
- Senior decision-makers who are responsible for formulating and deploying strategy but who do not require professional accreditation.

What will I learn?

- How to establish projects, develop business cases and how to get started in a controlled way
- What is involved in controlling execution - planning, change control, risk & issue management and working with teams
- Why stakeholder analysis and engagement is important as well as the principles of successful change.

Why choose this course?

This non-accredited course covers some of the same broad topics as the MSP® course, but focusses on how to run a programme, rather than understanding the framework and methodology.



PROJECT MANAGEMENT ALUMNI NETWORK

This is free and exclusive to anyone who has attended our Project Management courses.

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.

BENEFITS INCLUDE:

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

WANT TO KNOW MORE?

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



Executive Education

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

ABOUT EXECUTIVE EDUCATION

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 frontiers 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.

GO TO PAGE 11 FOR
DETAILS OF OUR
SHORT COURSES

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

Bespoke short courses

Cardiff Business School is a very large School with academic experts in most business disciplines.

So get in touch with any short course requirements that you might have and we'll do our best to assist.

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.



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 in to business and information management and organisational liability.

For information about upcoming Breakfast Briefings, please email our team at:

executive-education@cardiff.ac.uk

The School of Medicine pursues the highest standards of research, education and training. We offer a range of short CPD courses and standalone credit-bearing modules which can be flexible and cost-effective for the busy practicing clinician.



Essential Updates in Therapeutics Study Day
Spring 2020
£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.

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 that 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
March 2020
£1,195

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 dermatoscope 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
Spring 2020
Kindly funded by MacMillan Cancer Support

Cancer treatments are at their most effective and patients have the most options, the 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 health care 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 pathway.

WANT TO KNOW MORE?

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



Problem Solving in Paediatric Palliative Care
March-June 2020
£550

A Masters level short course in paediatric palliative care. Organised by Cardiff University in collaboration with Ty Hafan Children's Hospice and the All Wales Managed Clinical Network for Children's Palliative Care.

Who is it for?

The course is open to physicians, nurses, psychologists, therapists and other professionals working with children. Those interested in end-of-life/palliative care and those with a commitment to implementation and dissemination of paediatric end-of-life/palliative care education within your institution or organisation.

What will I learn?

The vision of the course is to improve patient care by delivering accessible education through which we aim to support health-care professionals to problem solve in paediatric palliative care, whatever their setting or area of interest.

- Early days: principals and philosophy of paediatric palliative care, identification of need, referral to services, assessment
- Period of stability/need for parallel planning. Includes symptom control
- End-of-life phase including Paediatric Advance Care plan (PAC-Plan)
- Bereavement and staff support.



The Development and Evaluation of Complex Interventions for Public Health Improvement (DECIPHER) brings together experts from a range of disciplines to tackle public health issues, such as diet and nutrition, physical activity,

The Development and Evaluation of Complex Interventions for Public Health Improvement

BOOK NOW FOR LATER

Process Evaluation of Complex Interventions
September 2020
£225

The aim of this 1-day course is to provide participants with a working knowledge of the theory and practice of process evaluation of complex interventions. The teaching team includes authors of numerous empirical and methodological works related to process evaluation.

Who is it for?

Researchers, PhD students, practitioners and policy makers interested in the development and evaluation of complex interventions, specifically in public health.

What will I learn?

- The role of process evaluation in understanding complex interventions
- 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.

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.



Developing and Evaluating Complex Public Health Interventions
June 2020
£1,125

The aim of this 5-day course is to provide you with an introduction to the socio-ecological model of health and how it can be used as a framework for designing public health improvement interventions. You will also learn about different research methods used for developing new interventions, how to develop an intervention 'logic model', and how DECIPHER works with policy-makers, health professionals and the public to co-produce interventions.

It will also provide you with a working knowledge of the key frameworks and methodologies currently used to evaluate complex interventions. Teaching will be delivered by experts in the field of public health intervention from DECIPHER and our collaborating institutions.

Who is it for?

Researchers, PhD students, practitioners and policy makers.

What will I learn?

- The theory and rationale underpinning the socio-ecological model
- Complex systems perspectives
- Typologies and examples of complex interventions
- Research methods and tools for intervention development
- Logic model development to inform the design and future evaluation of new interventions
- Methods for involving policy makers, practitioners and the public
- The MRC framework for evaluating complex interventions
- The RE-AIM framework for public health intervention
- MRC process evaluation guidance
- Pilot trials and feasibility studies
- Randomised controlled trials (RCTs), including pragmatic, "realist" and policy trials
- Natural experiments and data linkage
- Economic evaluation of complex interventions.

We are dynamic, innovative and forward looking, and recognised for our excellence in learning, teaching and research.



Short courses and Postgraduate level taught modules

CPD courses are available for registered nurses, midwives and healthcare professionals who would like to continue their education, discover new skills and enhance their learning.

Our standalone modules and short courses offer flexibility in developing your knowledge and skills whilst working.

We offer level 6 and level 7 standalone modules which will provide you with opportunities to develop clinical skills together with an ability to utilise the latest research to support your practice.

More information can be found on our School web pages so if you are interested in attending one of our free public events, a bespoke 1-day event or you are considering enrolling on one of our standalone modules, we would love to hear from you.

Located in Cardiff Mediacentre at the University Hospital of Wales, WIMAT runs multi-disciplinary training courses across a range of surgical and medical specialties for trainees and career grades across the UK and beyond.

Short courses and Postgraduate level taught modules



Did you know?

- Welsh Institute for Minimal Access Therapy (WIMAT) is one of the first and best equipped laparoscopic training centres in the UK, and is now among the busiest multi-disciplinary training centres in the country
- Forefront providers of postgraduate surgical and gastroenterological education and training for core trainees, specialty trainees and consultants
- We do basic, intermediate and advanced courses in a range of medical and surgical specialties including Cardiothoracic Surgery, Endoscopy, ENT, General Surgery, Intensive Care, Obstetrics and Gynaecology, Orthopaedics, Urology and Nursing and welcome delegates from across the UK and worldwide
- We support bespoke training for industry and one to one training for individual skill practice
- We link professional learning to development of clinical innovations.

Access to facilities including:

- Spacious multi-modal skills
- 10 fully equipped training stations, with a range of low to high fidelity simulation models
- Flexible didactic training areas
- Live link to the OR1 facility in the University Hospital of Wales.

We are here to develop you!

As a flexible training environment, the team are happy to facilitate specific training requests and can assist in developing bespoke specialist courses.

We regularly support such events for the NHS and industry, enabling specialties such as nutritionists, tracheostomy practitioners, cardio physiologists and others to train in a conducive environment.

We have an international reputation for the quality of our teaching and research and we are among the leaders in clinical skills development. We strive to equip current and future pharmacists with the skills, knowledge and confidence they need to thrive in their chosen careers so that they, in turn, can positively affect patients' lives.

Pharmacist
Independent Prescribing
Contact us for dates

Clinical Pharmacy (MSc)
Contact us for dates

Clinical Research (MSc)
Contact us for dates

Independent prescribing aims to make the best use of the skills of pharmacists and provide patients with quicker, and more efficient, access to medicines.

Who is it for?

The 40-credit module is designed to equip qualified pharmacists with the consultation and patient assessment skills they need to practice as Independent Prescribers.

What will I learn?

The programme will further develop your consultation, communication, clinical assessment and decision-making skills through interactive workshops, simulated role-based scenarios with patients and actors, tutorials, web based learning and time in practice under the supervision of a designated medical practitioner.

The MSc in Clinical Pharmacy integrates a traditional academic course with your everyday role as a pharmacist, with the aim of developing vital skills and knowledge to apply to your work.

Who is it for?

This part-time distance-learning course is for qualified pharmacists, employed in either primary or secondary care. The flexibility built into this course will enable you to complete it at your own pace.

What will I learn?

The course offers an exceptionally wide variety of experiential learning, with a new area every three months for the first two years of the course. This allows you to gain a broad experience of pharmacy, under the guidance of a local practitioner, trained by the University to be your tutor. The course has been developed by practitioners, and provides the opportunity to compare practices and learn from each other.

If your line of work involves clinical research, this course is designed to help you advance and enhance your career. This part-time MSc programme is recognised by the pharmaceutical industry and the Health Service as being of outstanding quality and practical value in the work place to clinical research professionals.

Who is it for?

Whether you work in the pharmaceutical industry, health service, for a contract research organisation, regulatory authority, data management organisation or in medical writing, we have tailored this programme to give you an outstanding grounding in clinical research skills and knowledge.

What will I learn?

The programme presents an overview of clinical trial processes and the regulations for bringing in a new chemical entity, and explores a broad range of therapeutic areas and their treatments in relation to clinical trials, drug registrations and drug safety.

We will support you to move confidently between these therapeutic areas and, in your dissertation year, you'll be encouraged to carry out projects which have direct value to your employer.

The programme is run over three calendar years of part-time study. Teaching happens over four 2-day sessions per year which takes place within the University's School of Pharmacy and Pharmaceutical Sciences.

These sessions are always scheduled at weekends to accommodate students' existing employment commitments.

Postgraduate course
Part-time. Runs over 3 years.

“ This is easily the most enjoyable and relevant course I've done and it was great to be able to put theory into practice immediately. It has not only given me new skills and knowledge but also changed the way I practice day-to-day. It has renewed my enthusiasm for the profession and for this I'm most grateful. ”

Ceri Phillips
Antimicrobial Pharmacist



FIND OUT MORE

[cardiff.ac.uk/
healthcare-sciences](http://cardiff.ac.uk/healthcare-sciences)

(search for courses, continuing
professional development)

(029) 2068 7689
hcaredeanery@cardiff.ac.uk

Follow us on Twitter:

@CUHealthSci



For further details about WIMAT, please visit:

wimat.org | (029) 2068 2131 | wimat@cardiff.ac.uk | @surgeryskills

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.

College of Arts, Humanities and Social Sciences

School of Geography and Planning

We offer a range of standalone postgraduate 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

Sustainable Transport Policies
Transport Analysis

School of English, Communication and Philosophy

Critical Approaches to Discourse
Consciousness and Cognition
Collective Responsibility
Discourse and Social Interaction

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 and Adaptation in the Arts

Translation and Cultures

Translation of Minority Languages

Cardiff Business School

Executive MBA

MSc Public Leadership:

Contemporary Challenges in Public Service Leadership

Innovation and Creativity in Public Service

Leading Public Service Change

Leading Policy and Delivery

School of Law and Politics

Continuing Professional Development in Law

SPOTLIGHT ON...

Governance of the Eco-city Development Processes

Spring Semester
20 credits
£930

The purpose of this module is to provide a theoretically informed base from which to analyse the nature and variety of forms of governance that characterise eco and low carbon developments around the world.

It does so by examining conceptual approaches to governance – the interactions between public and private sectors and citizens.

Module content

The module will cover: critical perspectives on governance and urban development, and the nature of governance in different settings (for example, Europe and Asia). This will provide the basis for exploring how citizens, governments and economic actors interact to construct ideas (eg through the use of indicators) of eco-city development.

The module will then go on to explore how these actors deliver a range of eco-developments, and how bundles of technologies (eg for transport) and design can become labelled as 'eco' and why the label eco matters in the development process.

The module will conclude by assessing how different models of governance can best deliver eco-city development.

How the module will be delivered

A combination of lectures, seminars and directed reading.

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.

*Eligibility and timescales for transferring credits will vary from one qualification to another.

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.

✉ train@cardiff.ac.uk

☎ (029) 2087 5274



NEW FOR 2020

ANY QUESTIONS?

Call or email Phil for an informal chat.

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

cardiff.ac.uk/professional-development



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:

Advanced Surgical Practice
Ageing Health and Disease
Diabetes
Genomics and Genetics
Healthcare Sciences
Medical Education
Neonatal Medicine
Optometry
Pain Management
Pharmacist Independent Prescribing
Pharmacy and Pharmaceutical Sciences
Public Health
Quality and Safety
Research Statistics and Evidence Based Practice
Wound Healing



RETURNING IN 2020!

FREE online course:
Global Water Security
created by the Water
Research Institute

This free course will run for
4 weeks.

Please check
futurelearn.com for dates.

HOW TO APPLY

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

Any questions? Call or email
Charlotte for an informal chat.

**cardiff.ac.uk/
professional-development**



SPOTLIGHT ON...

Genetics and Genomics modules

Genetics and genomics are an integral part of our healthcare service and our range of Genetics modules will enhance your skills, knowledge and insight in the growing sector of genetic healthcare. Our Masters-level modules provide a practical and theoretical foundation in genetics, genomics, and research methods for those working in clinical healthcare, who wish to learn more about genetics and genomics, or who are considering a career in genetic counselling.

Counselling Skills in Genetic Healthcare

The course is designed to enable development of the student's counselling skills through providing or strengthening the theoretical underpinnings to their counselling and through extensive practical work.

Students will develop competence to support service users through periods of loss, when making an adjustment to the genetic condition or their genetic status, or when making life decisions related to the genetic condition.

Genetic Science for Health Professionals

Increasing genetic knowledge is impacting on all areas of healthcare. This course provides an understanding of the basic mechanisms of human genetics and inherited genetic disease. It introduces students to the main structures and functions of the human genome, to the chromosomes and the critical protein-coding genes. The molecular and structural basis of the many different types of human mutations, and how they are mapped, characterised and routinely diagnosed will be outlined.

Practical Skills in Genetic Healthcare

With genetics and genomics becoming increasingly important across healthcare,

this module is designed for healthcare professionals to build a foundation of knowledge and skills for work in genetic healthcare. It includes development of practical clinical skills such as family history taking and writing patient correspondence, scientific concepts underpinning genetic healthcare and use of counselling skills.

FIND OUT MORE

Visit **cardiff.ac.uk/professional-development**

(Search for 'Postgraduate standalone modules', then 'Genomics and Genetics')

We offer a diverse suite of standalone postgraduate taught modules across a number of Schools within the College of Physical Sciences and Engineering.

School of Engineering

Advanced CAD Fabrication and Test
Distributed Generation System
Design and Regulation
Environmental Building Studies
Fundamentals of Micro and Nanotechnology
High Frequency Device Physics and Design
Sediment Transport Dynamics
Software Tools and Simulation

School of Physics and Astronomy

Compound Semiconductor Fabrication
Compound Semiconductor Application
Concepts and Theory of Compound Semiconductor Photonics
Specific Photonic Integrated Circuits

School of Chemistry

Modules are offered in the following topic areas:

Biocatalysis
Bioinorganic Chemistry
Biosynthesis
Catalyst Design
Drug Development
Drug Discovery
Electrocatalysis
Heterogeneous Catalysis
Homogeneous Catalysis
Industrial Heterogeneous Catalysis
Medicinal Chemistry
Molecular Modelling
Retrosynthetic Analysis

Welsh School of Architecture

We are pleased to offer a selection of modules from the MSc in Environmental Design of Buildings:

Earth & Society
Investigation of the Built Environment
Low Carbon Buildings



FREE 6 week online course:
**Structural Geology for
Exploration and Mining**

Please contact Kate for details.

Course runs:
9 March - 17 April 2020

MINERALS & MINING
IS RANKED **43** IN THE
TOP 50 WORLD
RANKINGS!*

**ARCHITECTURE/
BUILT ENVIRONMENT**
IS RANKED **37** IN THE **TOP
50** WORLD RANKINGS!*

SPOTLIGHT ON...

Low Carbon Buildings

Spring Semester
10 credits
£520 (for Home/EU students)

This module takes a holistic approach to the energy use of a building. We look at working with goals for building design, such as zero carbon standards, and with ways of off-setting energy consumption with renewable technologies. We introduce techniques for assessing the energy footprint and sustainable performance of the building using benchmarking.

Practical skills developed in the module will include the ability to evaluate how well a building attains low carbon design, and assess the impact of the various building services options on building performance.

On completion of the module a student should be able to

- Explain how buildings use energy, the demands and loads with buildings and the impact of occupancy on energy use
- Explain the use of renewable technologies and low energy cooling technologies within buildings
- Show a basic knowledge of the concept of embodied energy
- Show an understanding of assessment tools for sustainable design
- Evaluate how well a building attains low carbon design
- Assess the impact of the various building services options on a building design problem.

How the module will be delivered

- Lectures
- Short tasks
- Workshops
- Use of software modelling methods.

HOW TO APPLY

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

Any questions? Call or email
Kate for an informal chat.

**cardiff.ac.uk/
professional-development**



* Reference: QS World
University Rankings by Subject 2019.

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

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.

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Thank you.

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Monday - Friday 09:00 - 16:30

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