

---

## Training and Development Day 2018

Thursday 17<sup>th</sup> May, Queen Mary University of London

---

### 10am: Arrival and Refreshments

#### 10.30am: Group Meeting

(101, Graduate Centre)

*Updates from the committee.*

#### 11.30am: Fast Track Presentation Skills

*Penny Williams, Silver Bright Solutions*

(101, Graduate Centre)

*A fast paced workshop for all levels of experience, and ideal for those presenters who want to upgrade their skills to be more confident, engaging speakers and more influential to their audience.*

### 12.30pm: Lunch

*You will be provided with a £6 voucher for use in either The Curve or Mucci's – if the sun is shining why not get your lunch to takeaway and sit by Regent's Canal?*

### 1.30pm: Influencing Upwards: Positioning your department to maximise success within your institution

*Gary Argent, Graduate Transitions*

(Peston Lecture Theatre, Graduate Centre)

*This session is suited to those aspiring to, or currently in, a management position which requires them to influence the senior leadership team at the university, while at the same time leading a team of operational staff to deliver day-to-day services. The workshop will help you understand the political landscape of your institution, how best to engage with your key stakeholders and how to 'manage upwards'.*

### 2.30pm: Break

*Tea and coffee in the Graduate Centre foyer*

### 2:45pm: Behavioral insights and higher education

*Vanessa Todman, King's College London*

(101, Graduate Centre)

*Behavioural insights have the power to transform the world around us. Already they are being used to boost organ donation sign up, improve tax return rates and help kids improve their grades at school. But what are Behavioural Insights and how can you apply them in your own work? King's introduces their framework*

### 3:45pm: End of Training and Development Day

---

