

communications matters



Welcome to Communications Matters – a series of workshops designed to help you fine tune your communication skills.

The sessions are open to any member of staff and are a great opportunity to find out more about different communications topics – as well as meet colleagues in an informal atmosphere.

Here are details of the sessions taking place during the first half of 2010. All sessions will take place in the University's Staff Training and Development Unit.

Change Communication

Practical advice on how to get the most from internal communication particularly if your area of work is experiencing a period of change.

Date: Thursday 11 February
12.30pm – 2.00pm
Course code: P51

Team Briefing

Find out more about the University's team briefing process – especially useful for managers within the Professional Support Services who deliver the briefing.

Date: Tuesday 2 March
12.30pm – 2.00pm
Course code: MS52

Getting Your Message Across – Accessing University News Channels

If you're involved in communicating news or events to your colleagues, or the outside world, then you'll find this session useful. It will explain how to access University wide channels like UniLife and eUpdate, as well as promoting news to the regional, national and international media.

Date: Wednesday 5 May
12.30pm – 2.00pm
Course code: P47

Copywriting, Design and Print

This session offers practical advice on how to put together publicity and marketing materials such as newsletters, posters and flyers. Please note: You will not be taught how to use different design software packages on this course: however, advice will be available on the various packages available on campus.

Date: Tuesday 8 June
12.30pm – 2.00pm
Course code: P48

To sign up for any of these sessions contact the STDU on 52525 or courses-stdu@manchester.ac.uk Please quote the course code in any correspondence.