



# Early Careers

# 2012

## Training Programme

*All courses are held at  
UCU's central office in  
London.*

*For further course  
details see overleaf*

UCU is delighted to offer a new package of Continuing Professional Development (CPD) courses aimed at our members who are new to working in education.

- 1** **Starting out:** getting the most from your new career – 7 March 2012
- 2** **Speaking up:** voice care training 26 April 2012
- 3** **Assertiveness skills** – 16 May 2012

# Early Careers Training Programme 2012



## Starting out: getting the most from your career

7 March 2012, London

Induction training for UCU members starting their careers in education.

- Rights at work – exploring some of your rights as a new worker in education.
- Learning how to deal with issues that arise in your workplace.
- Understanding what is meant by leadership in education.



## Speaking up: voice care training

26 April 2012, London

Strategies for keeping your voice stronger for longer and communicating effectively by developing your voice. A practical and interactive workshop designed to help you find, use, enjoy and maintain your voice. This one-day workshop looks at ways to keep your voice healthy as well as use it to best advantage in a teaching environment.

- Improved understanding of how voice is made and what affects it.

- How teaching staff can best protect the voice, in order to prevent strain and loss. Improved vocal stamina.
- Increased awareness of voice skills in communication.



## Assertiveness skills

16 May 2012, London

Developing effective communication and assertiveness skills to help develop your career.

- Understanding difficulties in communication.
- Developing the skills to deal with challenging situations.
- Techniques to develop your confidence.
- Developing an action plan for personal improvement.

*All courses are FREE to members but places are limited so please choose only one course from the three. Priority will be given to those who have recently entered the profession or who are relatively new to teaching. If you are interested in attending please email [ebailey@ucu.org.uk](mailto:ebailey@ucu.org.uk) or complete our expression of interest form online.*

Not a member? You can join UCU online today. Go to: [www.joinonline.ucu.org.uk](http://www.joinonline.ucu.org.uk)