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SORTED  
CALENDAR  
SEMESTER TWO»  
2009/10

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GET YOURSELF

**SORTED**

Innovative and dynamic  
training designed to improve  
key transferable skills,  
complement academic  
qualifications and improve  
employability



University of Bath  
Students' Union

This booklet is  
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PRICEWATERHOUSECOOPERS 

# Hello and welcome to SORTED!

SORTED offers innovative and dynamic training sessions with something to suit everyone. Our 2009/10 programme is designed to be more diverse than ever before and aims to provide training to you in topics which are both interesting and useful. Whether you choose Essay Writing skills, Presentation skills or IT skills, SORTED provides CV filling, career-enhancing opportunities. All sessions are delivered by experts and professionals, as well as by our own professionally educated Student Trainers.

Overwhelming evidence from graduate employers suggest they need enterprising, highly skilled individuals who have experiences beyond those gained through taking a largely theoretical degree. The latest surveys by the Association of Graduate Recruiters say that 4 out of 10 large employers expect to struggle to fill graduate vacancies, due to a shortage of applicants with the necessary “soft skills” such as team working and communication. 55% of employers believe that a lack of such skills “poses a serious problem for their business”. All SORTED sessions are accredited with certification and designed to develop both your personal and professional skills and increase your ability to impress graduate employers.

The great advantage of SORTED is that the majority of the training sessions are free of charge through the Students’ Union and all students can get involved whether you’re a fresher, a final year or a postgraduate. Have a glance through the handbook and take a look at the superb opportunities on offer. Choose a session then either visit our website, email [SORTED@bath.ac.uk](mailto:SORTED@bath.ac.uk) or simply drop into the SORTED Office in Norwood House, Level 4.

*Good luck with this semester, and we hope to see you soon.*

**Richard Butterfield**

**Vice President Activities & Development 2009/10.**

We will be recruiting new members to join the SORTED Student Trainer Team at the end of this semester so if you are interested in developing your training skills and gaining great practical experience, please contact the SORTED Office for further information.

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BACK COVER

# Getting SORTED - here's how

1

Almost all of the training provided by SORTED is done so free of charge. If you want to become a member and access a wide range of training sessions we ask you to pay a £10 refundable deposit.

2

Payment of the deposit can be done on line with a debit/credit card on [www.BathStudent.com/sorted](http://www.BathStudent.com/sorted) or in the Finance Office, Students' Union with cash or a cheque.

3

Once you've paid your deposit you can sign up to any of the sessions detailed in this booklet by signing up online at [www.BathStudent.com/sorted](http://www.BathStudent.com/sorted)

4

If you have attended all the training sessions you sign up for, or have given us two days notice if you are unable to attend, your deposit will be refunded at the end of the year.

5

Please note that the SORTED trainers are not paid for the sessions that they run and so we would ask you to try your best to attend all sessions you sign up for.

## PLEASE NOTE

Non attendance at sessions puts your deposit at risk and you may be asked to pay another £10 to secure future bookings.

To participate in training for Volunteering, Rag, AWARE, Societies and Clubs a deposit is not required. Sessions can be booked on line at: [www.BathStudent.com/sorted](http://www.BathStudent.com/sorted)

## SORTED Student Trainer Development Programme

The Student Trainer Development Programme offers the opportunity for 10 students each year to be trained as trainers and deliver key skills training to their peers. In doing so, these students gain a tremendous amount in terms of development of their own key skills; presentation skills, communication skills and self confidence to name but a few.

This year, Student Trainers will have the benefit of attending the Train the Trainer course in September 2010 plus 2 Development Days with Bristol University Student Trainers to hone their training skills. They will be asked to develop and deliver at least 6 workshops during the year, working in pairs, as well as having other responsibilities such as to meet and greet external trainers that attend the University to run workshops.

Does this sound like something you would be interested in becoming involved in? The application process will begin in May but why not come along to the 'Do you want to be a Student Trainer' session in March? You will be able to talk to students who have been trainers this year about their experiences and ask any questions that you may have.

**If you have any questions or comments  
please email [sorted@bath.ac.uk](mailto:sorted@bath.ac.uk),  
call ext: 3403  
or pop into the SORTED Office, Norwood House level 4.**

## SORTED Student Trainers



# 1 Getting to know us

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## THE BATH AWARD

### **Information Session, TUES 9TH FEBRUARY 2010, 12.15-13.00**

The Bath Award is a scheme that recognises and accredits the skills and achievements of students engaged in extra-curricular activities, volunteering and work experience. It operates alongside your degree programme and aims to capture the benefits you have gained from all aspects of your university life in terms of skills and experiences that you will find valuable in your future life and work. The Bath Award asks you to reflect upon your experiences and also skills training from the 'SORTED programme' and/or the Careers Advisory Service 'Skills Development Programme'. You will be required to compile a submission which will contain evidence of participation in your chosen activities and evidence of your development in a range of skills and competencies. The Bath Award asks you to draw your experiences together and present them effectively offering you formal recognition for your extra-curricular activities and helping you stand out from the crowd!

In the SORTED calendar (centre of booklet), you will find those training sessions that will gain you accreditation in The Bath Award - these sessions are marked with \*BA\*.

If you are interested in taking part in The Bath Award and/or would like to attend an Information Session on Tuesday 9th February 2010, please email [thebathaward@bath.ac.uk](mailto:thebathaward@bath.ac.uk).

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### **Do you want to be a Student Trainer? - Student Trainers, WED 24TH MARCH 2010, 13.15 - 14.00**

If you think you might like to be a Student Trainer in 2010/11 or just want to find out what it's like to be a Student Trainer then come along to this special session to learn more! Many of our current trainers will be there to tell you their experiences, to give you a taste of training and to tell you more about applying to be a trainer.

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## SORTED/Academic Reps Awards Night – WED 28TH APRIL 2010,

17.30 – 20.00

An opportunity for us to thank you for your involvement with SORTED and for you to provide us with feedback. There will be a presentation of certificates in recognition of your support and attendance at SORTED sessions. This event is run jointly with Academic Reps.

## 2 Skills for Work and Business

**These sessions are designed to help you to develop the skills you will need in the workplace and to assist you with the application process for both full and part time work.**

### The Commonest Fatal Errors in Job Applications

– TIMOTHY COE, TUES 16TH FEBRUARY 2010, 18:15 – 20:00

Discover what fatal error was made by 35 out of 40 recent University of Bath student job applicants. What were their other errors? Also, learn the single word in the English language that can get you out of a tight spot with your tutor, professor or boss at work.

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### How to Tackle and Survive Assessment Centres

– PWC, WED 17TH FEBRUARY 2010, 18:15 – 20:00

Assessment days are becoming commonplace in the recruitment process. This session will help you to answer a few important questions namely what you should expect on an assessment day. This is an interactive session which provides you with an insight into the methods commonly used on assessment days.

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### Skills through Sport: Commercial Awareness – PWC, THURS 18TH

FEBRUARY 2010, 17:30 – 19:05 \*BATH AWARD (COMMERCIAL AWARENESS)\*

Can your passion for sport contribute to your commercial awareness? In this session we explore the meaning of commercial awareness and how to understand sport from a commercial perspective. Groups will explore the commercial issues inherent in sport, such as the financial challenges relating to the Olympic games, Why do foreign investors invest in football clubs? Why do salaries vary so much from sport to sport? and many more...

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## Helping International Students Find Part Time Work

- **JOBLINK, TUES 23RD FEBRUARY 2010, 13:15 - 14:00**

JobLink, the student employment service offer help and advice on all aspects of part time employment. The process of finding part time work, as an international student can be challenging, so we have devised a workshop that will offer you advice on a range of issues including: eligibility to work in the UK, student visa: conditions on hours and types of work, your rights, tax issues, applying for a National Insurance number, returning home after working and some helpful tips for finding a part time job.

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## Skills through Sport: Leadership for Success

- **PWC, THURS 4TH MARCH 2010, 17:30 - 19:05 \*BATH AWARD (LEADERSHIP)\***

This session explores the leadership skills required in competitive sport. We explore different leadership styles and discuss how they apply to individuals, collective teams and different sporting environments. How can you lead your team to success? How can you ensure regular attendance at training sessions? How do you deal with underperformance? These are just some of the many challenges addressed in this session.

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## Improvisation for Enterprise, Creativity and Confidence

- **DAVID BEASLEY, FRI 5TH MARCH 2010, 18:15 - 19:30 \*BATH AWARD (VERBAL COMMUNICATION)\***

Ever wanted to be the kind of person who can come up with witty comments in any situation? Ever wanted to be more creative and spontaneous? Ever wanted to be able to speak with fluidity and confidence, whatever the circumstances? In this workshop, you'll learn the secrets used by the comedy improvisers, who can stand in front of an audience and make people laugh with no advance preparation. The same sort of skills that you can use for writing creative essays, being impressive at job interviews, or just for chatting up...

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## Developing and Applying Commercial Awareness - pwc,

**WED 10TH MARCH 2010, 18:15 - 20:00 \*BATH AWARD (COMMERCIAL AWARENESS)\***

The term 'Commercial Awareness' is used widely in recruitment but what does it mean? On one level it is the ability to understand what is going on in the business world and even more importantly how this may affect the industry sector for which you are applying. On another level it could be described as what you may have noticed and experienced whilst undertaking part time employment which can help you understand and explore business

issues. At the end of the session we will equip you with starting points for developing strong commercial awareness and provide some guidance on how to apply this both in a selection process and throughout your future career.

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### **Skills through Sport: Live Sport - PWC, THURS 18TH MARCH 2010, 17:30 - 19:05**

Prominent sports men and women from Pricewaterhouse Cooper will present on how they manage to combine their passion for sport with successful business careers. They will highlight their own sporting careers including victories and low points, and refer to the skills they have acquired through sport and how this has helped them build very successful business careers. These talks will highlight to students that you can pursue a sporting career alongside a business career, providing you have open and honest dialogues with your employers, right from the start.

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### **Making Effective Applications and Surviving an Interview**

**- PWC, THURS 25TH MARCH 2010, 13:15 - 14:05 \*BATH AWARD (COMMERCIAL AWARENESS)\***

What should you do and say in an interview? How should you fill out an application form? In this session you will receive information on the do's and don'ts of interviews and helpful insight into some interview techniques. You will also get some hints and tips on how to fill out application forms.

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### **Skills through Sport: Managing Club Finances - THURS 25TH MARCH 2010, 17:30 - 19:05 \*BATH AWARD (COMMERCIAL AWARENESS)\***

This session highlights the importance, challenges and risks inherent in managing Club Finances. We will define effective budgeting techniques including; what elements to include in your budget? When to budget? and How to budget? Delegates will explore potential income streams and expenditure and will be provided with an example budget template. We will provide best practice techniques on how to monitor and keep to budget, as well as reporting your finances to others.

## 3 Skills for Study

These workshops are aimed at developing study skills which will complement and enhance your university studies.

**Stand up and Deliver?** - MARGARIDA DOLAN, THURS 21ST & 28TH JANUARY 2010,  
10:15 - 13:05

These sessions offer presentation skills for students with disabilities or a difference that might be perceived as a barrier, when presenting your work or research. The sessions are aimed at undergraduates and postgraduates.

**Essay Writing Skills** - STUDENT TRAINERS, TUES 9TH FEBRUARY 2010, 18:15 - 20:00

This session will cover the fundamental aspects of essay writing: including planning an essay, structuring the content and reviewing the work. The opportunity for group discussion and feedback on your own writing will be given.

**Writing for Different Audiences** - DR. TREVOR DAY, MON 15TH FEBRUARY  
2010, 13:15 - 15:15 \*BATH AWARD (WRITTEN COMMUNICATION)\*

One of the biggest challenges for people in all walks of life is crafting their work for different audiences and communicating powerfully with their reader. This course helps you to identify potential academic and non-academic markets for your writing. It then guides you through analysing the structure and style of writing in a chosen area, and helps you plan to write such a document. This course is aimed at undergraduates and is provided by professional writer, Dr Trevor Day, on behalf of the Royal Literary Fund.

**Improving your Search Skills** - LIBRARY SERVICES, THURS 18TH FEBRUARY  
2010, 16:15 - 17:05

This session will provide you with the searching skills you need to find the most relevant information for your assignments. These generic skills can be used when searching a range of databases for journal articles and other literature. It will be particularly useful for anyone struggling to find good quality literature beyond their recommended reading lists.

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## Flexing your Communication Muscles - GAYNA HART, THURS 18TH

FEBRUARY 2010, 18:15-20:00 \*BATH AWARD (VERBAL COMMUNICATION)\*

Following on from semester one's session this workshop will assist you with building connections with others, developing awareness of the information gathering/negotiation process and with starting to see how others form their views of the world.

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## Using the Web of Knowledge - LIBRARY SERVICES, THURS 25TH FEBRUARY

2010, 16:15 - 17:05

The Web of Knowledge is an index to high quality journals in all subject areas. This training session will explain what is included in the Web of Knowledge and provide you with hints and tips on how best to search it. Attending this session will help you to perform a literature search more effectively.

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## Presentation Skills - STUDENT TRAINER, TUES 2ND MARCH 2010, 18:15 - 20:00

\*BATH AWARD (WRITTEN & VERBAL COMMUNICATION)\*

This workshop follows on from semester one's session and will give you the chance to practice the skills you learnt in the first session, including the skills needed to present information effectively using visual aids, problem solving and stress and time management. You will be asked to deliver a 10 minute presentation and get some constructive feedback. Great practice if you have some course presentations coming up!

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## Plagiarism: What it is and How To Avoid It? - LIBRARY SERVICES,

THURS 4TH MARCH 2010, 16:15 - 17:05

You'll have heard of plagiarism, but what do you need to know about it? In this session we'll look at what plagiarism is, why it's wrong, and how you can avoid it through effective literature research and good referencing. This session will be useful for anyone who needs to write essays or assignments.

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## Referencing a Beginners Guide - LIBRARY SERVICES, THURS 11TH MARCH

2010, 16:15 - 17:05

Why is referencing important, and how do you include proper references in your work? In this session we'll cover the principles and practices of referencing, and you'll have a chance to try referencing different types of material yourself. If you need to write essays or coursework, then this session should help.

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## Critical Thinking and Reading - STUDENT TRAINER, TUES 23RD MARCH 2010,

18:15 - 20:00 \*BATH AWARD (PROBLEM SOLVING)\*

This session looks at how to critically examine written information by identifying and analysing the viewpoints of the writer and the intended reader. You will also look at scrutinising your own argument and perspective to help to read and write more critically. The session will also explore writing critically and will discuss how to develop a balanced argument in your writing whilst showing an awareness of the bias you might find in the different texts you are referencing.

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## Revision and Exam Techniques - STUDENT TRAINERS, TUES 27TH APRIL &

WED 5TH MAY 2010, 13:15 - 14:00

Get some tips on effective revision and exam techniques so you can make the best use of your time when revising for your exams.

# 4 Postgraduate Training

Whether you are studying on a Masters course or completing your PhD, these postgraduate workshops will help with your research. All our courses cover a wide range of the generic and transferable skills identified in the UK Research Councils' Joint Statement of Skills. Postgraduates are also very welcome to attend all other types of SORTED training sessions.

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## Successful Research Skills for Postgraduates - MARY FORBES,

MON 1ST MARCH 2010, 9:20 - 12:30 \*BATH AWARD (PROBLEM SOLVING)\*

This session provides individual tutorials to explore the stages of and skills needed for successful research at postgraduate level, with the aim of building participants' confidence. Tutorial sessions provided in half hour slots.

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## Dissertation Writing - STUDENT TRAINER, TUES 9TH MARCH 2010, 18:15 - 20:00

If the prospect of you carrying out research and writing a 15-20,000 word dissertation fills you with fear, we can try to make the process clearer, more manageable and hopefully enjoyable. We will explain what a dissertation involves and cover ways to choose a feasible research topic, to form research questions and to outline a method of investigation. We will also explore ways to have a good working relationship and to maximise the assistance you get from your main source of support, your supervisor. This course is primarily aimed at master's students but can also be of use to final year undergraduates with a research dissertation component in their degree.

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## Supervisor Relationship Management - STUDENT TRAINER, MON 15TH

MARCH 2010, 13:15 - 14:00

This course is aimed at research students in the beginning stages of their research degree (MRes/MPhil/Ph.D.). The session is presented by a student in his 3rd year of supervision and will draw on some common misconceptions of this special type of relationship! Students shall be encouraged to think about the most effective way to deal with their supervisor and how to achieve win-win results in their particular context.

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## Networking for Postgraduates - STUDENT TRAINERS, TBC.

Why is networking important? Come and learn some common networking skills and techniques which can be used in a range of situations.

# 5 BANTER Enterprise Training

**BANTER, the Bath Student Entrepreneur group, is open to all students and currently has over 100 members. These sessions will help you turn your business idea into a reality, whether you currently have a business or would like to work for yourself.**

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## Legal Issues: Drop in Session - STONE KING LLP, THURS 11TH FEBRUARY 2010,

18:15 - 20:00

This session focuses on legal considerations when setting up your business, together with establishing the legal structure (including the internal business structure), protecting intellectual property, dealing with trading contracts and data protection issues.

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## Finance Workshop - DELOITTE, THURS 18TH FEBRUARY 2010, 18:15 - 20:00

This workshop is an introduction to the main financial statements used for businesses with illustrative examples of the preparation of cash flow statement, a Profit & Loss (P&L) account, and a balance sheet. A summary of these financial statements will give an overall picture of the financial status of any business.

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## Business Plan Competition Networking Event - BANTER,

THURS 25TH FEBRUARY 2010, 17:30 - 19:30

The plan round of the Business Plan Competition comes to a head at our evening networking event. The judges will announce the names of the finalists

and all finalists will publicly pitch their ideas to a Deloitte panel. Finalists will have 2 minutes to pitch their idea and the panel will give them constructive feedback to help them with the final stage of the competition. So if you've entered you should come prepared to pitch on the night if your name is called as one of the finalists! Whether you have entered the competition or not you are invited to come along and network over drinks in the Innovation Centre in Carpenter House. Sign up via the Business Plan Competition web page: [www.bathbpc.co.uk/events](http://www.bathbpc.co.uk/events)

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## Perfect Pitch - SIMON BOND, THURS 4TH MARCH 2010, 18:15 - 20:00

**\*BATH AWARD (VERBAL COMMUNICATION)\***

Want to know how to make the perfect pitch for your business? Learn how to present your business idea, engage with your audience and win that all important funding. This session is essential for individuals and teams who want to learn how to pitch their business ideas. Come along to improve your own skills.

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## Business Plan Competition Winner's Night - BANTER,

THURS 18TH MARCH 2010, 17:30 - 19:30

Come and join the judges, mentors and contestants to find out who has won the Business Plan Competition and £1000 cash prize. Whether you have entered the competition or not you are invited to come along and celebrate the winner over drinks in the Innovation Centre in Carpenter House. Sign up via the Business Plan Competition web page: [www.bathbpc.co.uk/events](http://www.bathbpc.co.uk/events)

# 6 Lifestyle and Wellbeing

**These workshops are designed to help you with the day to day challenges of university life and to give you the opportunity of trying something new that will hopefully enhance your general well being, both physical and spiritual!**

## How to Run a Student Household - STUDENT TRAINERS, WED 10TH FEBRUARY 2010, 13:15 - 14:00

Are you a first year student and/or international student with little or no experience of sharing a house? Perhaps you are already sharing a house but finding it quite a challenge? This brief session will be based on actual scenarios and is aimed at encouraging students to think proactively and creatively about solving some of house-sharing's most common problems. Participants will gain an insight into possible solutions as well as tools to help solve other issues that may arise. This session is not for students wanting to find a house or housemates.

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## Self Defence - TIM LEACH, MON 15TH FEBRUARY & THURS 18TH MARCH 2010,

18:15 - 20:00

Assault is a serious threat for both men and women, especially living in cities and after dark. Tim Leach is an Instructor within the British Combat Association who will teach you how to deal with real-life threats. This isn't a martial art but rather a series of tools for ensuring your safety on the street. Please note this course is being run twice this academic year. Please wear clothes suitable for some physical training.

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## Conflict Resolution - ANGELA BERNERS-WILSON, WED 17TH FEBRUARY 2010, 13:15 - 14:15

This interactive session will help people to gain a better understanding of why conflicts arise and how to resolve them as well as prevent them from happening in the first place.

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## Emergency Life Support - ST JOHN'S AMBULANCE, SAT 27TH FEBRUARY 2010,

09:00 - 13:00

In this session you will learn to recognise and treat bleeding, recognise and demonstrate treatment of chest pains, perform C.P.R on all ages demonstrate the recovery position and treat a casualty who is choking.

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## British Culture - INTERNATIONAL OFFICE, FRI 12TH MARCH 2010, 14:00 - 16:30

Run in conjunction with the "Festival on the Hill" this interactive presentation about British culture is aimed at international students. The session will provide an exploration of values and behaviours from a variety of perspectives and will hopefully help with the transition to life in the UK.

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## Stress Management Techniques - STUDENT TRAINERS, TUES 20TH APRIL

2010, 13:15 - 14:00

If you want to learn how to manage performance stress, avoid burnout and build defence against stress both at the university and at work, then come to this interactive 45 minutes session!

## 7. IT Training

BUCS (Bath University Computing Services) offers various IT training courses through SORTED, providing you with an opportunity to learn new skills or enhance current knowledge. These sessions use self-paced exercises to deliver the programme and there is a £3 charge for each session, payable at the SU Finance office in advance. All sessions are free to research postgraduates

### **Advanced Word 2003** - THOMAS RATSAKATIKA, THURS 11TH FEBRUARY 2010, 17:30 - 19:00

Learn how to use the advanced features of Word to produce long documents such as dissertations and research papers. This session covers outlining long documents, styles, tables of content, captions, bibliographic references, footnotes and endnotes, indexes and page numbering.

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### **Endnote x 3** - BUCS, WED 17TH FEBRUARY 2010, 14:00 - 15:30

This course teaches the fundamentals of using EndNote desktop for storing and references and writing papers. The session covers opening and navigating in an EndNote desktop library, entering and importing references, searching the EndNote library, managing term lists and using Cite While You Write.

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### **Excel 1 2003** - THOMAS RATSAKATIKA, THURS 18TH FEBRUARY 2010, 17:30 - 19:00

An introduction to the basics of creating and managing spreadsheets with Excel. You will learn how to work with numbers, input formulae and functions, use automatic features, create graphs and lists and modify page layout.

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### **Powerpoint 2003** - BUCS, WED 24TH FEBRUARY 2010, 14:00 - 15:30

This course will introduce you to using Powerpoint so that you can create a professional and visually appealing slide show presentation from your PC. You will learn to create slides using a blank presentation, add colour and designs, format slides, use animation and graphics and view and print presentations.

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**Excel 2 2003** - THOMAS RATSAKATIKA, THURS 25TH FEBRUARY 2010, 17:30 - 19:00

This course will introduce you to some of the more advanced features of Excel. Learn how to use filters to sort and query data, create subtotals efficiently, protect worksheets and cells and use the IF function.

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**EndNote Web 2.8** - BUCS, WED 3RD MARCH 2010, 14:00 - 15:30

This course teaches the fundamentals of using EndNote for storing references and writing papers. The session covers setting up the online library, setting up groups of references, entering and importing references, using import filters and connection files and using Cite While You Write.

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**Corel Photopaint** - THOMAS RATSAKATIKA, THURS 4TH MARCH 2010, 17:30 - 19:00

This course will show you how to edit simple images for printing using Corel Photopaint 11. The session covers obtaining a copy of Corel Graphics Suite 11, resizing images, cropping images, using image effects, adjusting image brightness, basic red eye removal and area cloning.

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**Access 1 2003** - BUCS, WED 10TH MARCH 2010, 14:00 - 15:30

This course will introduce you to the fundamentals of creating and using an Access database “from scratch”.

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**Access 2 2003** - BUCS, WED 17TH MARCH 2010, 14:00 - 15:30

This course is intended to extend concepts covered in the “Access 1” session to help you get the most out of your database.

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**Powerpoint** - THOMAS RATSAKATIKA, THURS 18TH MARCH 2010, 17:30 - 19:00

This course will introduce you to using Powerpoint so that you can create a professional and visually appealing slide show presentation from your PC. You will learn to create slides using a blank presentation, add colour and designs, format slides, use animation and graphics and view and print presentations.

## 8 Volunteer Training

### Introduction to Fundraising and Event Management -

**VOLUNTEER CENTRE, MON 8TH & 22ND FEBRUARY 2010, 18:15 - 20:00**

This session will provide students with some basic tools for successful fundraising for any charitable cause, be it their club/ soc, overseas project or a social, medical or environmental concern close to their hearts. The session will include information on setting goals, creating timelines, marketing, budgeting, recruiting volunteers, money handling, acquiring sponsorship, and finding people to support you. The session is aimed at students with little knowledge of fundraising or event management. There will be time to ask questions about anything. As part of the session, The Volunteer Centre will be distributing the Event Management Handbook to help those students who wish to go into more depth.

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### How to sell your Volunteering 1 - VOLUNTEER CENTRE, THURS

**11TH FEBRUARY 2010, 18:15 - 19:30**

This initial session will concentrate on the benefits of volunteering on your professional and social development. We will also look at identifying personal values, careers skills and the many ways these can be flexed by undertaking structured volunteering experiences. Students will have the chance to hear a volunteer tell their story and finally we will offer an overview of the opportunities on offer on and off campus.

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### Charity Sector Careers Networking Event -THURS 25TH FEBRUARY

**16:15 - 18:15**

Have you ever wondered what it might be like to work for a charity? Perhaps you have your heart set on working for a particular cause? The Careers Advisory Service and the SU Volunteer Centre have teamed up to organise a charity careers networking event. There will be no formal talks instead you can drop in and ask our six representatives all you ever wanted to know about getting into the sector and their life working for charities. We are expecting to cover job areas such as fundraising, marketing, campaigning, volunteer co-ordination and management. This event is part of a series to promote Student Volunteering Week and is bookable through the Careers Service. Places are limited . Please book on this web page: [www.bath.ac.uk/careers/springboard.bho/intro.html](http://www.bath.ac.uk/careers/springboard.bho/intro.html)

**AWARE is the University of Bath Students' Union Academic Welfare Advice and Representation Centre and runs a one stop shop for all student queries.**

## **AWARE Campaigns Training** - AWARE, SAT 13TH FEBRUARY 2010, 10:30 - 16:00

AWARE volunteers produce a range of health related campaigns such as healthy eating, sexual health and safe alcohol use and other student related campaigns such as personal safety and house safety. This training session will supply you with the skills to produce high impact campaigns.

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## **AWARE Advice Centre Training 1** - AWARE, TUES 16TH FEBRUARY 2010,

**18:15 - 20:05**

This session will provide you with information about your role as an AWARE volunteer, confidentiality and how AWARE and the University student services work.

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## **AWARE Advice Centre Training 2** - AWARE, TUES 23RD FEBRUARY 2010,

**18:15 - 20:05**

This session will provide you with the essential skills you need to volunteer in AWARE, such as active listening and working within boundaries. You will also receive detailed information about the types of queries you may be asked and how to respond to them.

Please note for the AWARE training sessions it is compulsory to complete an application form and attend an informal interview before attending this training. **Please email [aware@bath.ac.uk](mailto:aware@bath.ac.uk) or come to the AWARE Centre located in the Students' Union corridor, 1East level 3 for an application form and more information.**

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## **Volunteering in International Development, Understanding Development** - VOLUNTEER CENTRE, WED 24TH FEBRUARY 2010, 18:15 - 19:45

What is 'development'? Is it about reducing poverty? What is poverty? Is it just a lack of income? What role does inequality play in causing poverty? This introductory session explores in an interactive way the different understandings that people have of development and considers the economic, social, and political dimensions of poverty and inequality.

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## How to sell your Volunteering 2 - VOLUNTEER CENTRE, THURS 25TH

FEBRUARY 2010, 13:15 - 14:05

Volunteering isn't just good for the soul, it's also great for your CV. This session will look at why employers value student volunteering and how you can make the most of what you have done when marketing yourself to employers in applications and interviews.

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## Volunteering in International Development, Working in development projects - VOLUNTEER CENTRE, SAT 27TH FEBRUARY 2010,

11:00 - 15:00

Working in a development project is often motivated by the concern for helping those in need. But adequate attention to the local context and finding appropriate ways of working with others is crucial to successful development work. The morning session examines with the use of examples of development projects, the factors that one has to be aware of when working in developing countries. The afternoon session discusses the challenges that might arise from working in inter-cultural environments and how these can be overcome.

# 9 Training for Clubs & Societies

## Societies

### Handover Training - MON 12TH APRIL 2010, 12:15 - 13:05 & 18:15 - 19:05,

UNIVERSITY HALL.

These sessions are aimed at: All society committees, all arts executives and all societies execs.

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### Chair, Treasurer and Secretary Training - TBC

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### Marketing Training - STUDENTS' UNION MARKETING, TBC

This session are aimed at Secretaries, Publicity officers, Social secretaries and Events secretaries.

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### BathStudent Website Training - TBC

This session is aimed at Secretaries and IT Officers.

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## ICIA Training - TBC

This session is aimed at all Arts Chairs and Arts Execs

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## Executive Committee Training - TBC

This session is aimed at Societies execs and Arts Execs

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## Health & Safety/Events Training - TBC

These sessions need to be booked separately and are aimed at Chairs, Social secretaries, Events secretaries and Treasurers.

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# Sports Association

**Club Officer Induction** - SPORTS ASSOCIATION, 13TH APRIL 2010 13:15 - 14:05 & 17:15 - 18:05 VENUE: TBC

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**Finance Training** SPORTS ASSOCIATION/STUDENTS' UNION, 15TH APRIL 2010, 13:15 - 14:05 & 17:15 - 18:05 VENUE: TBC

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**BathStudent Website, Training** - STUDENTS' UNION, 19TH APRIL 2010, 13:15 - 14:05 & 17:15 - 18:05, VENUE: TBC

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**Marketing Training** - STUDENTS' UNION MARKETING, 22ND APRIL 2010, 12:15

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# INNOVATIVE?



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