



Sue Carrette Training & Consultancy

Services for Higher Education

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You will find brief details about us on the back cover, and quotes about our work (taken directly from client and participant feedback) throughout this brochure. Detailed information about our expertise and additional services is available at:

www.suecarretteconsultancy.com

Bespoke Services

This brochure includes details of most of our key services, however this is not comprehensive and we are always happy to develop bespoke proposals in response to client requirements. If your organisation has a current or future development or consultancy need which is not covered by this brochure, please do not hesitate to contact us to discuss requirements. We are happy to develop proposals in response to most client specifications and budgets.

Reflection, Review and Re-invention: Career Development for Higher Education Professionals

Overview

This well-established interactive programme provides participants with a unique opportunity to reflect upon their current career position, shape future aspirations and goals and offers innovative approaches to acquiring useful skills and experience for meaningful progression. The programme adopts an holistic approach taking participants through the entire career development life-cycle – from initial reflection and review of current circumstances through to the development of relevant skills and techniques.

Content

- Analysis of Strengths and Weaknesses
- Motivation and Work-life balance issues
- Scenario Planning
- Personal Development Planning
- Networking
- CVs
- Professional Footprint ©

Key Benefits

- Enhances staff motivation and enthusiasm
- Meets a wide range of development needs
- Supports institutional HR and CPD Strategies
- Suitable for all staff – complements in-house development programmes
- Promotes individual responsibility
- Can be tailored to meet organisational need

Target Audience

This programme is likely to be beneficial to higher education professionals who wish to:

- Review their current career position and/or its future direction
- Acquire an increased awareness of the potential opportunities open to them within their own organisation and the higher education sector in general
- Are seeking a structured environment in which to reflect and plan
- Aim to acquire the tools/skills required to achieve a step change in their career

Format

Normally delivered as a full-day event but also offered as two inter-linked half-days (to facilitate a period of progression in between). A shorter version of this programme, including selected content only, is also offered as a stand-alone half-day event. Available in two different versions – one with more emphasis on reflection and one with more emphasis on re-invention.

“Left the event feeling positive and inspired”

“Excellent delivery and fantastic content”

Academic Career Planning

Overview

This programme provides academic staff with an opportunity to reflect upon their current career position, and shape future aspirations and goals, in the context of considering alternative career routes including those with emphasis on; teaching, research, academic management and professional practice. This programme normally includes input from a senior academic within the higher education institution – providing a personal insight into their own career path.

Content

- Consideration of alternative academic career routes and potential implications and opportunities including:
 - Teaching/Research
 - Academic Management
 - Professional Practice
- Input from a senior academic offering a personal career view (optional)
- Motivation and work-life balance issues – in the context of career choices
- Tools to facilitate the integration of motivation, strengths and opportunities – to support decision-making
- Personal Development Planning
- Networking

Key Benefits

- Supports institutional HR and CPD strategies
- Enhances staff motivation and enthusiasm
- Meets a wide range of development needs
- Promotes individual responsibility
- Complements in-house development programmes
- Offers facility for institutional input and can be tailored to organisational need

Target Audience

Academic staff - either early in their career, considering which path to pursue, or later in their career with more experience, considering a change in direction or emphasis, and wishing to learn more about the implications of this and potential opportunities available.

Format

Generally offered as a half-day or full-day event. Can also be offered as two inter-linked half-days.

“Excellent Session”

“Very interesting and thought provoking”

“Confirmation that a readership is the right path for me”

Managing Change, Moving Forward

Overview

This new interactive programme is specifically designed to support individuals facing redeployment, redundancy or other organisational change. The programme provides a supportive environment within which individuals are encouraged to develop positive responses and take proactive steps which will enable them to move forward. This programme can be delivered as a stand-alone event or combined with a package of one-to-one mentoring/coaching to provide comprehensive individual support.

Content

- Assessing the situation and moving on
- Developing proactive and positive responses to change
- Motivation and work-life balance issues
- Using effective tools for self-marketing
- Enhancing job searches
- CVs and applications
- Networking

Key Benefits

- Enables staff affected by organisational change to receive comprehensive support
- Provides practical tools to enable more effective job searches
- Supports institutional Human Resource strategies
- Suitable for all categories of staff
- Promotes a proactive approach to change and encourages individual responsibility

Target Audience

This programme is specifically designed for staff facing redeployment, redundancy, or other organisational change requiring in a significant shift in their professional situation. It may also be suitable for staff red-circled by the HERA process or similar, and those who are seeking or have accepted a voluntary severance or early retirement agreement.

Format

This programme is offered as a full-day event or two inter-linked half-days. Both formats can be combined with additional post event one-to-one mentoring or coaching support for participants.

Invigilator Training

Overview

This is an established and interactive programme designed to equip participants to act as Invigilators and/or Senior Invigilators. The programme is specifically designed to enable participants to acquire and demonstrate the skills, knowledge and confidence to respond to a wide range of situations and deliver a high quality robust assessment service.

Content

- Context and legal implications – the institution and the student
- The importance of regulations and procedures
- Key issues in malpractice (including the use of the latest electronic equipment)
- Behaviour types and what to look out for
- Case Studies (based on real assessment incidents)
- Dealing with difficult situations

Key Benefits

- Reduce malpractice cases
- Ensure students receive the high quality assessment services they deserve
- Tailored to your institution's regulations and procedures
- Upgrade your assessment systems and demonstrate rigorous assessment processes

Target Audience

Relevant to: **Universities, Colleges, Schools, Professional Bodies, Language Schools, Corporate Assessment Centres.** This established programme is suitable for all invigilators – both those contracted in specifically for invigilation duties and staff undertaking these duties as part of a wider role.

Format

This programme is usually delivered as a half-day event. It can be extended to a full-day (covering the material in more detail) on request. Packages offering a reduced rate to institutions booking two half-day events on the same day are also available as are comprehensive packages combining invigilator training events with an audit of assessment procedures.

“Concise training session which was excellent on the standards that need to be adhered to”

“A tried and tested delivery where presenter new their stuff”

“Very knowledgeable trainer who had tailored the session to our specific requirements”

“A very informative session which has given me confidence to take up the role of invigilator”

Consultancy Services

Overview

Consultancy projects are a key area of our work. We have been commissioned to undertake a variety of work ranging from short intensive service reviews within a single University department, to a national evaluation, conducted over several months with funding from a key UK government initiative. Our consultancy services utilise robust research, evaluation and project management techniques and are characterised by a client-focussed approach with an emphasis on problem-solving. We are happy to develop proposals in response to most specifications and budgets.

Key Benefits

We can offer your institution:

- An experienced external perspective
- An objective and impartial evaluation process
- Practical cost effective solutions
- Comprehensive and realistic recommendations for improvement
- A sustainable approach to organisational development

Consultancy Commissions have included:

- An organisational development review for the customer service function within a large London University
- A national review of the Continuing Professional Development (CPD) needs of staff working with international students (funded by the Prime Minister's Initiative on International Education – PMI2)
- An external review and evaluation of the student mentoring scheme within a widening participation initiative for one of Europe's largest medical schools

“Sue Carrette Training & Consultancy were able to identify key areas of improvement and development for our work. We have acted on their advice and our project has gone from strength to strength”

“Faced with a challenging timeframe Sue Carrette's work was meticulous and well organised”



Sue Carrette Training & Consultancy **~ About us~**

We:

- **Are established five years**
- **Receive excellent participant and client feedback and a high level of repeat business**
- **Offer skilled consultants experienced in the higher and professional education sectors**
- **Include many 'extra' services as standard**
- **Are client-focussed and will deliver a full bespoke service tailored to your organisational needs**
- **Offer services UK-wide and year-round**
- **Offer flexible pricing options**

Please contact us for further information – we will be happy to provide details of current clients who will be able to comment on our work

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