

# Skills Development Programme

February - May 2024



## Hello ULaw students and staff!

My name is Laura, and I started as Academic Representation Coordinator at the Students' Union last August. As part of my role, I have taken over the administration of the Skills Development Programme from Emma.

Welcome to the latest programme of events on offer to you. These sessions will offer you the chance to gain and develop certain skills that you might not gain from your academic studies. Most courses within this booklet are not course specific and all courses can be completed by any student.

You will receive a certificate of attendance after completing most of the sessions in this booklet, with the exception of the official training courses (such as the Mediation and Negotiation courses, which will provide a separate certificate).

Most workshops are completely free of charge, with the exception of the Negotiation Skills and Mediation Training courses.

All courses and workshops are held virtually via Zoom, Microsoft Teams or Collaborate, unless otherwise stated. We are trialling a new way of signing up this term – sign ups will be via our website. We hope this will be easier for you to sign up to courses!

Members of University staff are also welcome to register for sessions. Priority will be for students where numbers are limited, but please do register to join us if you would like to.

I would love to hear your feedback about the Skills Development Programme, and your ideas for future sessions! If there's anything you'd like to discuss, please get in touch with me at [laura.trussell@law.ac.uk](mailto:laura.trussell@law.ac.uk).

# Signing Up

Please visit our website to sign up for most of the sessions in this booklet.

Sessions with another sign up method will be clearly marked on the relevant page.

<https://studentsunion.law.ac.uk/events>



To read any of the information in this booklet online – visit our SDP Website Page using the QR Code or link below.



<https://studentsunion.law.ac.uk/sdp>

**If you have any issues logging in to our website or signing up – please email:**  
[su-communications@law.ac.uk](mailto:su-communications@law.ac.uk)

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# 10 Steps to Academic Success: Helping You to Create Your Own Success Story Here at ULaw

**Khasiba Omar, Disability and Inclusion Advisor**

Goals are extremely significant in life as whole and especially in academia. It is very important to understand the steps that you should take to achieve your personal and academic goals.

This workshop will take you through some basic tips and provide you with an overview of the support, resources and services that you can access to help build a better understanding of tools that you can use to make of most of the support available for you by identifying new approaches which could help you to create your own success story here at ULaw. The session will include activities and there will be time for questions.

**FREE**

**1.5  
hours**

**Thursday 22nd February, 5:30pm – 7:00pm  
Thursday 29th February, 5:30pm – 7:00pm**

Please ask yourself the following questions below and if your answers are yes, this course is for you. Please do prepare your questions that you would like to ask in the session:

- Do you want to pass your course with flying colours?
- Do you want to perform at your very best in exam or presentation but, you do not know how?
- Do you want to access the support needed but, you do not know how to do this or who to speak with?

**Advice, Guidance  
and Support  
Together we can  
do this!**

# Academic Language and Communication for International Students



Are you keen to improve your English language skills? Would you like to increase your confidence with public speaking? Are you interested in learning more about UK culture? Our team has plenty to offer you! Check out our ELITE page to learn more about the live sessions and resources available. The page provides materials, podcasts, videos and sign-up links for:

- Language and Communication for Academic Study
- Public Speaking
- Legal English
- English for Business Students
- Demystifying UK Culture

And please note that you don't have to be an international student to get involved. Everybody is welcome!

**FREE**

**Online  
Resources**

**Access the online resources and sign up links here:**  
[https://elite.law.ac.uk/ultra/organizations/69886980\\_1/outline](https://elite.law.ac.uk/ultra/organizations/69886980_1/outline)



If you have any questions, please email:  
[alcis@law.ac.uk](mailto:alcis@law.ac.uk)

# An Introduction to Implicit Bias

**Amanda Lee, Visiting Lecturer**

Implicit biases - unconscious associations, attitudes or beliefs about certain groups - often lead to stereotyping as our brains use past experiences and associations to make decisions quickly.

However, the unwelcome result may be to unintentionally disadvantage certain groups, while simultaneously giving other groups an advantage.

By better understanding how we think and where our implicit biases lie, we are better equipped to identify prejudice in unexpected places and make decisions on a stronger, fairer basis.

Join this session to learn more about the meaning of implicit bias, how it manifests in our daily lives and how greater understanding of implicit bias can help us to reduce prejudice.

**FREE**

**1.5  
hours**

**Monday 19th February, 6pm – 7:30pm  
Hurry! There are only 100 spaces and  
registration is first-come, first-served.**

**Before joining the session, participants should take at least two of the Harvard Implicit Bias tests available here:**

<https://implicit.harvard.edu/implicit/takeatest.html>



**Participants should bring their results to the session with them.**

# Becoming a Charity Trustee

**Clare Wood, Tutor and Young Trustees Movement Champion**

Being a charity trustee is a great way of gaining leadership experience and boosting your employability, whilst also giving back to your local community or making a difference in your chosen campaign area.

There is a drive within the sector to make big improvements on board diversity, with young adults and BAME applicants in particular being encouraged to consider first time trusteeship. You could be part of this much needed progress.

These sessions will help you to research and find opportunities, prepare for those all-important applications and interviews and (fingers crossed) thrive in your exciting new role.

**FREE**

**1  
hour**

**Monday 26th February, 1pm - 2pm  
Thursday 25th April, 6pm – 7pm**

**Research the type(s) of charity you are interested in working with, and take a look at the Charity Commission website for useful background info, before you come to the session.**



# Building Resilience

**Chris Parry, Communications and Marketing Coordinator, ULaw Students' Union**

Boost your mental wellbeing and reaction to adversity as we explore how to build resilience! Psychological resilience is as an individual's ability to properly adapt to stress and adversity.

During this session we will explore:

- What is emotional resilience and why it is very important for your wellbeing.
- How emotional resilience protects our mental health.
- Why Pessimism is toxic for our wellbeing.
- the life skills of highly resilient people.

Resilience is impacted by protective and risk factors in daily life. If our resilience is weakened, we have an increased risk of developing depression, including feelings of helplessness, worthlessness, and hopelessness.

With the ability to bounce back from adversity and persist toward your goals, then you are likely to **thrive in life – not just survive**.

By understanding your levels of optimism and pessimism, as well as learning 5 key skills that boost resilience, we can help reframe your reaction to adversity and improve your mental wellbeing.

**FREE**

**1.5  
hours**

**Wednesday 17th April, 12:00 – 13:30  
Monday 22nd April, 17:00 – 18:30**

**Disclaimer:** Please note that this session includes discussions about poor mental health, including depression and its effects. It is designed to teach you about improving your mental wellbeing. If you need immediate or clinical help due to mental health concerns, please consider contacting your GP or student support services.

# Client Interviewing

**Aruna Verma, Solicitor and Associate Professor**

Client interviewing is a crucial aspect of the legal profession and various other fields such as counselling, social work, and consulting. It involves the process of conducting structured conversations with clients to gather information, understand their needs, provide guidance, and establish a professional relationship.

Client interviewing is not limited to legal professionals but extends to various professions where understanding and addressing clients' needs are paramount. Effective client interviewing skills are crucial for providing quality service and building long-term professional relationships.

This workshop will cover opening, questioning, advising and closing.

**FREE**

**1  
hour**

**Monday 19th February, 1pm – 2pm  
Monday 4th March, 6pm - 7pm**

# Conflict Resolution Skills

**Amanda Lee, Visiting Lecturer**

Like it or not, we live in an age of conflict. Whether our differences relate to politics, healthcare, education or human rights, conflict is an unavoidable part of professional and personal relationships.

This session will teach you how to harness the power of conflict management, helping you to improve your communication skills, develop your leadership skills and tackle difficulties head on. You may have the opportunity to practice your new skills and obtain feedback from your fellow participants.

Many of the skills that you will learn are used by lawyers engaged in negotiation, mediation and other forms of alternative dispute resolution - pick up tricks and tips to improve your dispute resolution techniques.

**FREE**

**1  
hour**

**Monday 26th February, 6pm - 7pm  
Hurry! There are only 100 spaces and  
registration is first-come, first-served.**

**To prepare for this session, think of an example of a real-life negotiation in which you participated. What strategy did you adopt?**

## Consent Matters



Developed with an expert panel of advisors, authors, and student and staff reviewers, the award-winning Consent Matters course provides interactive, evidence-based training on sexual consent, communication and relationships, and bystander intervention.

The course uses a wide range of multi-media activities, realistic scenarios and peer perspectives that represent the experiences of diverse student communities.

Provided in partnership with Epigeum, a division of Oxford University Press.

**FREE**

**75  
mins**

**Access the online resources by logging in with  
your ULaw account on Elite here:**

**[https://elite.law.ac.uk/ultra/organizations/ 69858354\\_1/outline](https://elite.law.ac.uk/ultra/organizations/69858354_1/outline)**



# Creating Your First Data Visualisation Using PowerBI: Getting You Started

**Andy Ramsden, Director of Technology Enhanced Learning and Data Analytics**

We live and work in an increasingly data rich world. Therefore, it is essential we can visualise data to portray the message we want. This session will take and apply a number of authentic examples and use Microsoft PowerBI Desktop (a free application) to tell our data story. By the end of the session, we'll have developed some transferable skills on storytelling within data through PowerBI.

We will consider what you may be trying to do with the data you have, what you want your audience to take away, and how to create some cool visualisations in PowerBI.

This is a session for beginners. A further session 'Further Developing Your Data Analysis Skills' is also available for those with some experience of PowerBI, including those who have completed this session.

**FREE**

**1  
hour**

**Tuesday 5th March, 12pm - 1pm  
Tuesday 5th March, 6pm- 7pm  
Thursday 4th April, 2pm – 3pm  
Thursday 4th April, 6pm- 7pm**

**It would be helpful if you could download the MS Power BI Desktop Tool before joining the session, and have a bit of a play around with it to see what you can do.**

<https://powerbi.microsoft.com/en-us/downloads/>



# Elevate Your Personal Brand through the Art of Public Speaking

Anh Nguyen, Student Information Officer

Join us for an inspiring session hosted by Anh Nguyen - Student Information Officer at Bloomsbury Campus. He will unravel the transformative power of public speaking. Anh will guide you through the nuances of effective communication, sharing invaluable insights on how public speaking can be a catalyst for enhancing and promoting your personal brand.

Explore the following key aspects in this engaging session:

**Crafting Your Narrative:** Learn how to articulate your story in a compelling manner, making it an integral part of your personal brand. Anh will provide practical tips on structuring your narrative to captivate your audience.

**Building Confidence:** Discover strategies to overcome public speaking anxiety and boost your confidence. Anh will share her own experiences and techniques to help you command the stage with poise and authenticity.

**Engaging Your Audience:** Understand the importance of audience engagement and interactive communication. Anh will share proven methods to connect with your audience and leave a lasting impression.

FREE

1  
hour

Friday 9th February, 12:30pm – 1:30pm

# Equity, Diversity & Inclusion: How to Become a Change Maker

**Dr Morag Duffin, Head of Access and Student Success**

We can all play a role in changing things and working together to make our society fairer for all. This session will cover what Widening Participation and Equality, Diversity and Inclusion are. It will look at them in the context of education and then in the workplace, and specifically the legal sector. It will look at what they mean for you as a student and as an employee, and how you can get involved in these areas to help ensure equality of opportunity for all.

The session will be delivered by Dr Morag Duffin, Head of Access and Student Success at ULaw. My role at the University involves supporting students from underrepresented groups to access higher education, succeed within it and progress into employment.

**FREE**

**1  
hour**

**Wednesday 21st February, 12pm - 1pm**

# Further Developing Your Data Analysis Skills with PowerBI: Making Really Good Visualisations

**Andy Ramsden, Director of Technology Enhanced Learning and Data Analytics**

This is a follow-up session from the 'Creating your first data visualisation in PowerBI' workshop. It is designed for those with some knowledge of PowerBI already, and/or for people who have completed the introductory session.

**FREE**

**1  
hour**

**Thursday 7th March, 11am – 12pm  
Thursday 7th March, 6pm – 7pm  
Wednesday 10th April, 2pm – 3pm  
Wednesday 10th April, 6pm - 7pm**

It would be helpful if you could download the MS Power BI Desktop Tool before joining the session, and have a bit of a play around with it to see what you can do.

<https://powerbi.microsoft.com/en-us/downloads/>





# Global Citizen Scheme

Are you interested in other cultures? Would you like to learn a new language? Perhaps you enjoy reflecting on all the wonderful similarities and differences we share with each other in today's globalised society? Then why not take part in ULaw's Global Citizen Scheme? There are five distinct projects, each worth 20 points, which you can use towards gaining a ULaw Global Citizen Certificate!

- Cultural Connections- work with another student to produce a vlog about each other's country/culture
- Language Exchange- work in pairs to teach each other a new language
- Doing International Business- work in pairs to research professional practice and etiquette in another country
- International Arts- work independently to produce a written or verbal critique of a foreign language book, film or piece of art
- Cultural Critique- work independently to reflect upon cultural preconceptions and misconceptions

All projects are held online, so you can enjoy a truly international experience from the comfort of your own home.

**FREE**

**Online Resources**

To find out more and sign up, please visit our ELITE page:  
<https://rise.articulate.com/share/fDbhkoFdWxjFsx1IS6LEDJemTYa86oEL#/>

If you have any questions, please email:  
[globalcitizen@law.ac.uk](mailto:globalcitizen@law.ac.uk)

# How to Protect Vulnerable Suspects in Police Custody: The Voice of an Appropriate Adult

**Matthew Sands, Visiting Lecturer**

Appropriate Adults work in police custody to safeguard the rights, entitlements and welfare of juveniles and vulnerable adults. This session will explain the work of Appropriate Adults, distinguish their role from the work of lawyers and explore some of the skills required in working with persons with vulnerabilities.

**FREE**

**1  
hour**

**Thursday 7th March, 6pm – 7pm**

# LinkedIn for Lawyers: A Practical Guide

**Amanda Lee, Visiting Lecturer**

According to the American Bar Association's annual TechReport, 76% of law firms that use social media use LinkedIn - the social media platform of choice for professional networking.

This workshop will explain the practical benefits of using LinkedIn for law students and lawyers alike.

Join the session for tips and tricks to help you create and maintain a strong online presence, connect with colleagues and potential future employers, and build your personal brand on social media.

NB: Although the title suggests that this workshop is for aspiring lawyers, previous feedback has suggested that this workshop is beneficial for anyone who would like to find out more about LinkedIn. The session will have a law-focussed approach, but do feel free to join if you are from other backgrounds.

**FREE**

**1  
hour**

**Monday 12th February, 6pm-7pm  
Hurry! There are only 100 spaces and  
registration is first-come, first-served.**

**If you have not yet signed up to use LinkedIn, take the time to do so in advance of the session and spend a few minutes familiarising yourself with the platform.**

# LinkedIn Learning

Did you know that the University of Law offers free access to LinkedIn Learning for all students and staff?

LinkedIn Learning has a huge range of online workshops which you can take part in in your own time. They have over 15,000 courses available in their library, and more are added every week.

It is accessible 24/7 from your desktop or mobile device.



Once done, you can access LinkedIn Learning anytime, by visiting the MyULaw App or homepage of Elite.

Please note that you will not receive certificates through the Students' Union for any workshops completed via LinkedIn Learning. This is because we cannot see which sessions you have taken part in, and we cannot track attendance on this scale.

If you have any questions about LinkedIn Learning or accessing the content via ULaw, please contact [Digital.Academy@law.ac.uk](mailto:Digital.Academy@law.ac.uk)

# Mental Wellbeing Workshops

The below sessions will be ran by the Mental Health Team at ULaw.

**FREE**

**1  
hour  
each**

**No registration is needed, please just click the links below to access the course at the time provided.**

## **Thursday 8<sup>th</sup> February 10:00-11:00am: Understanding Anxiety**

This workshop will aim to provide you with an introduction to understanding anxiety, stress and worry. This includes discussing the physical, emotional, cognitive and behavioural symptoms associated with them and why they happen.

[Click here to join the meeting](#)

## **Thursday 15<sup>th</sup> February 10:00-11:00am: Managing Anxiety**

This workshop will aim to provide an overview on research supported anxiety management strategies. This includes relaxation and grounding techniques and challenging/letting go of worries within worry/thought time.

[Click here to join the meeting](#)

## **Thursday 22<sup>nd</sup> February 12:00-1:00pm: Understanding Low Mood**

This workshop aims to provide an introduction to low mood and Depression. This includes looking at emotional changes, unhelpful thinking patterns and behavioural changes, which can keep low mood/depression continuing.

[Click here to join the meeting](#)

# Mental Wellbeing Workshops

The below sessions will be ran by the Mental Health Team at ULaw.

**FREE**

**1  
hour  
each**

**No registration is needed, please just click the links below to access the course at the time provided.**

## **Thursday 29<sup>th</sup> February 12:00-1:00pm: Managing Low Mood**

This workshop aims to provide an overview of strategies to help you manage symptoms associated with low mood and depression. This includes routine development, mood monitoring and managing low motivation.

[Click here to join the meeting](#)

## **Thursday 7<sup>th</sup> March 3:00-4:00pm: Understanding and Managing Sleep Difficulties**

This workshop aims to provide strategies to help those who struggle with different sleep challenges, including difficulties getting to sleep or waking up continuously in the night. It will look at sleep hygiene strategies, which look at sleep environment, night-time routines and tips for managing sleep throughout the night.

[Click here to join the meeting](#)

## **Thursday 14<sup>th</sup> March 1:30-2:30pm: Supporting your Friends**

This workshop aims to equip you with more knowledge and resources to help you know how to support friends who are struggling with their mental health. It will also discuss ways for you to help look after yourself whilst supporting someone else.

[Click here to join the meeting](#)

# Mental Wellbeing Workshops

The below sessions will be ran by the Mental Health Team at ULaw.

**FREE**

**1  
hour  
each**

**No registration is needed, please just click the links below to access the course at the time provided.**

## **Thursday 21<sup>st</sup> March 3:00-4:00pm: Managing Revision Stress**

This workshop aims to help you be aware of ways you can manage heightened stress that happens during exam period to ensure you are supporting yourself and are staying well to be able to study well. [Click here to join the meeting](#)

## **Thursday 28<sup>th</sup> March 10:00-11:00am: Managing Exam Stress & Anxiety**

This workshop aims to help you understand what you may experience due to heightened stress and anxiety during exam period. It will also give you tips and techniques that you can use within exam period whilst studying but also during exams to help manage this. [Click here to join the meeting](#)

# Minute Taking for Professional Meetings

**David Smith, Quality Assurance Manager**

Taking minutes for meetings is a skill that many of us will need throughout our working lives, but also one that we aren't often given training on. Although specific practices and formats will vary from business to business, this workshop will give you the skills you need to take professional minutes in meetings. The following topics will be covered:

- Tone and style
- Chatham House rules
- Standard formats
- How much detail is 'too much detail'?

**FREE**

**1  
hour**

**Thursday 15th February, 10am-11am  
Monday 11th March, 1:30pm – 2:30pm  
Friday 19th April, 11:00am-12:00pm**



# Negotiation Skills Course

**Philip Brown, Founder of The Negotiation Club**

- Session 1 – Focusing on introducing the “learning model” and practical practice with single variable Negotiation Cards.
- Session 2 - We introduce a “Practice with Purpose” approach and focus on how to introduce negotiation tactics into negotiation practice.
- Session 3 - This session focusses on negotiation "Observation & Feedback". Almost all negotiators lack the ability to truly observe how a negotiation progresses and in this session we provide a structure to support this and, of course, plenty of practice.
- Session 4 - Negotiations are rarely just about 'price'. Up until this point you will find there has been a lot of creativity in the previous sessions but when we introduce multi-variable negotiation cards this takes it up a significant notch. We introduce methods for managing multi-variables and, of course, have plenty of practice.

£12

4x  
1.5  
hours

Please use the linked below to register for the Negotiation Course, ensuring that you read ALL the information on the first page before you register:  
<https://docs.google.com/spreadsheets/d/1NJf9m7VYqKDTKGaxR0vzv5kQ7ORwAEOqwzMuBsYdoo4/edit?usp=sharing>



There are only 22 students per course, all spaces must be filled. Registration is on first-come first-served. Please book quickly as spaces on these courses get filled extremely quickly.

## Courses Available:

Cohort 180: 4pm – 5:30pm, Mon 5th, Mon 12th, Mon 19th, Mon 26th February

Cohort 181: 4pm – 5:30pm, Thurs 8th, Thurs 15th, Thurs 22nd, Thurs 29th February

Cohort 182: 6pm – 7:30pm, Tues 5th, Tues 12th, Tues 19th, Tues 26th March

Cohort 183: 6pm – 7:30pm, Weds 6th, Weds 13th, Weds 20th, Weds 27th March

Cohort 184: 4pm – 5:30pm, Tues 2nd, Tues 9th, Tues 23rd, Tues 30th April\*

Cohort 185: 6pm - 7:30pm, Weds 3rd, Weds 10th, Weds 24th April, Weds 1st May\*

Cohort 186: 4pm – 5:30pm, Tues 7th, Tues 14th, Tues 21st, Tues 28th May

\*Note the 1 week break in these sessions

You must be able to attend all four sessions in the course to take part. Participants will receive a CPD accredited certificate at the end of the course. If finances are stopping you from taking part in this course, please email [laura.trussell@law.ac.uk](mailto:laura.trussell@law.ac.uk) and ask for more information about our Honesty Bursary.

## Online Safety



Developed in collaboration with mental health experts, higher education professionals, and university students and staff, this interactive, module takes a positive, preventative approach to help students learn how to stay safe online through interactive activities, engaging animations and useful links.

Provided in partnership with Epigeum, a division of Oxford University Press.

**FREE**

**30  
mins**

**Access the online resources by logging in with  
your ULaw account on Elite here:**

**[https://elite.law.ac.uk/ultra/organizations/ 69858354 1/outline](https://elite.law.ac.uk/ultra/organizations/698583541/outline)**



# Practical Ways to Avoid Plagiarism, Self-Plagiarism and Collusion

**Monique Adoti, Students' Union Advice Coordinator**

Although you probably already know that plagiarism and collusion are forms of academic misconduct and you could be brought into a disciplinary hearing if suspected of them, how do you actually avoid such an occurrence? This session is hosted by the Student Advice Coordinator, who supports students through disciplinary hearings. The session will outline the common mistakes that students make, from innocently sharing notes with your peers, to allowing your friend to copy your work and how to avoid these situations.

Cheating may seem like an obvious thing to avoid, but there are some key habits to avoid as you go through your course here at ULaw. Make sure that you're on the best footing possible and join us for this one-hour workshop to learn the dos and don'ts of avoiding disciplinaries. We will also cover the use of AI and programmes such as Chat GPT.

**FREE**

**1  
hour**

**Wednesday 14th February, 12pm - 1pm**  
**Wednesday 28th February, 12pm – 1pm**

# Tackling Harassment – Being an Active Bystander



Being an active bystander examines harassment and hate, and the associated impact on the individual and wider community, via peer perspectives, scenario-based activities, opportunities for personal reflection, and signposting to external support. This concise module will equip learners with the skills and knowledge to recognise problematic situations, along with safe and appropriate strategies for positively intervening.

Provided in partnership with Epigeum, a division of Oxford University Press.

**FREE**

**1  
hour**

**Access the online resources by logging in with  
your ULaw account on Elite here:**

**[https://elite.law.ac.uk/ultra/organizations/ 69858354 1/outline](https://elite.law.ac.uk/ultra/organizations/69858354_1/outline)**



# Tech, Cyber and the Law

**Paul Sant, Head of Computer Science**

Artificial Intelligence, generative AI, intellectual property, cybersecurity – you have probably heard many of these terms, through social media, on the news etc. but what are they, how do they link together and what are the opportunities and threats?

In this session, Paul will give an overview of the most recent developments in Artificial Intelligence (AI) and talk about how this field has been around for a long time, but the recent developments such as ChatGPT and Bard have brought the topic to the attention of everyone, although you have probably been using AI in everyday life – Netflix, Siri, Amazon Alexa to name just a few!

AI holds a lot of promise, and it is likely that we will see further developments but we also need to understand the challenges – jobs, new skills and of course, keeping ourselves safe (think about HAL in 2001 a Space Odyssey, the mainstay for the critics of AI, but also think about some of the benefits – speed, efficiency and new knowledge).

Whilst AI holds many promises, like most technologies there are also some threats. The Internet has come a long way, and the World Wide Web has made web searching and everyday life simpler, in some ways...

However, some criminals have seen the advancements of AI not as a 'Force for Good' but an opportunity to undertake evermore sophisticated attacks – but some simple tricks can help to keep us safe. Paul will talk about the links between AI, cybersecurity (a.k.a. keeping ourselves safe online) and also look at some of the legal challenges we may have as AI becomes evermore embedded in our daily lives!

Audience participation is greatly encouraged, but is entirely optional and will make the event even more enjoyable.

**FREE**

**90  
mins**

**Tuesday 19th March, 11am – 12:30pm**

# The PowerBI Data Storytelling Challenge

**Andy Ramsden, Director of Technology Enhanced Learning and Data Analytics**

This workshop is intended as a design sprint, where you will build the visualisation with colleagues and support from the session facilitator.

The facilitator will introduce the data story challenge and provide the data set. You'll be part of the small team which will decide and build the visualisations we'll use to tell the required story. We'll adopt good practices in data visualisation design. By the end of the session you will have actually built a number of visualisations. So, this is perfect for those new to Microsoft PowerBI.

You must have installed Microsoft PowerBI Desktop (free version) on your computer before signing up for the workshop. By the end of the challenge, you will have gained hands-on skills and confidence in using Microsoft PowerBI, overcoming those initial fears and motivating yourself to continue your Microsoft PowerBI learning journey.

**FREE**

**1.5  
hours**

**Friday 8th March, 11am – 12:30pm  
Monday 18th April, 11am – 12:30pm**

**Numbers for these sessions are limited to 6 people per session. Please only register for this session if you definitely plan to attend.**

**You MUST have attended the introductory session to PowerBI before attending this session, and you must have installed Microsoft PowerBI Desktop prior to attending.**

**Spaces will be assigned on a first-come first-served basis, and you will be expected to double confirm your plan to attend via email.**

# The Power of Positivity – For Both Success and Wellbeing

**Elizabeth Ajagbe, Senior Lecturer and Skills Coach  
on the Solicitor Apprenticeship Programme**

What is the key to success in your exams, your career and relationships?

There are of course many factors that lead to success but positive psychologists have now done a lot of research on this and it is clear that a positive mindset is one important factor.

Find out how to develop an unshakable positive mindset. This will:

- Increase your resilience
- Increase your vitality and creativity
- Increase your confidence and self esteem
- Improve your communication skills and relationships

**FREE**

**1  
hour**

**Thursday 25th April, 6pm - 7pm**

# Train to be an Accredited Civil & Commercial Mediator

**Emma McAndry, Founder and Director at Essential Mediation Solutions**



The Course is accredited by the Civil Mediation Council ("CMC") and the International Mediation Institute ("IMI"), so a worthwhile qualification for domestic and international students.



The lead trainer is a practicing mediator who gained Fellowship of the CMC in recognition of her 'extensive mediation experience'. She is award-winning, nationally and internationally, including Mediation Trainer of the Year from the National Mediation Awards presented at the House of Commons. Her previous law students have won awards at national and international competitions, including first place two years in a row at the INADR international competition.

**£600**

The cost of this course to you as a student is £600. This course is usually £1800 per person, but we have negotiated a deal with Essential Mediation Solutions to cut this price by 67%

**5  
days**

This 5-day course is delivered online, with a mix of asynchronous self-study videos and live interactive delivery with emphasis on practice and role plays. Teaching is mostly front-loaded, reducing daily, to allow practice of role plays to increase confidence.

**There is a requirement of 100% attendance of the live sessions to pass the course.**

**Since March 2022, nearly 200 ULaw students have completed the course and achieved their IMI and CMC qualifications with outstanding feedback.**



# Train to be an Accredited Civil & Commercial Mediator

**Emma McAndry, Founder and Director at Essential Mediation Solutions**

## More Information on Content:

- The process and principles of mediation
- Mediation theory and ethics
- The mediator's role and techniques
- How to prepare for a mediation
- Managing the mediation process
- How to guide parties to agreement
- The use of negotiation within mediation
- Communication skills

## Assessment for Accreditation:

CMC: 2 x 1 hour role plays (recorded online)

IMI: 1 hour role play (recorded online) and submission of a 2500-word portfolio.

Full guidance will be given, plus a 'mock' assessment to prepare for the assessment.

## Why do this course?

- Additional qualification to add to your cv
- Enhanced employability
- To gain important transferable skills
- To start your own mediation practice
- Be able to help to set up and join a mediation clinic.
- Many barristers practice mediation alongside their Chambers work.
- Many solicitors have mediation departments to work alongside their practice.
- Equip yourself to succeed in national and international competitions.
- It's fun! See our testimonials! - [www.essentialmediationsolutions.co.uk](http://www.essentialmediationsolutions.co.uk)



# Train to be an Accredited Civil & Commercial Mediator

**Emma McAndry, Founder and Director at Essential Mediation Solutions**

## **Times Available:**

Places on these courses are limited to 12 per course and are first-come first-served. Small amounts of individual preparation work are required before each live session.

**February Weekdays:** Monday 26th February to Friday 1st March, 9am – 6pm daily

**March Evenings:** Mon 4th, Tues 5th, Wed 6th (self-study), Thurs 7th, Mon 11th, Tues 12th (self-study), Wed 13th, Thurs 14th March – all 6pm-9pm each evening.

**Mocks:** Mon 18th, Tues 19th, Wed 20th March – 5:30pm-9pm

**Assessments:** Mon 25th, Tues 26th, Wed 27th March – 5:30pm-9pm

**April Weekends:** Sunday 21st April, Saturday 27th April, Sunday 28th April, Saturday 4th May, Sunday 5th May, each session is 9am to 6pm

**June Weekdays:** Monday 3rd June to Friday 7th June, 9am to 6pm daily

Registration for these courses is not available via the same form as the rest of the courses in this booklet. Instead, please email [admin@emsolutions.uk](mailto:admin@emsolutions.uk) for an application form.



On returning the booking form, a non-refundable deposit of £100 is then required to secure your place and the balance of £500 for the course fee is due 3 weeks before the course start date. The deposit of £100 is non-refundable unless EMS cancels the course for any reason.

# Train to be an Accredited Civil & Commercial Mediator

**Emma McAndry, Founder and Director at Essential Mediation Solutions**

If you already have the civil and commercial mediation qualification, take one of our workplace conversion courses and after just 8 hours of training, you will be dual qualified.

## **Workplace Conversion Course – £395 + VAT**

Thursday 1st February and Friday 2nd February (9.30am to 1.30pm each day)  
Thursday 18th April and Friday 19th April (9.30am to 1.30pm each day)

EMS are also offering the following courses at a discount, exclusive to Ulaw students:

## **Mediation Representative Course - £115 + VAT**

Friday 22nd March, 9.30 am to 3.30pm

This course is for those who want to know how to represent a client and negotiate in an effective manner in a mediation.

If you have no previous mediation qualification, there will be a foundation session on Thursday 21st March, 1.30pm to 3.30pm.

Total cost for the foundation session and Mediation Representative course is £150 + VAT.

## **Mental Health First Aid - £200 + VAT**

Monday 29th and Tuesday 30th April

MHFA is a training course that teaches people to identify and understand someone who may be experiencing a mental health issue. MHFA won't teach you to be a therapist, but it will teach you to reassure and respond in a crisis – and even potentially stop a crisis from happening.

# Writing with Impact: How to Win an Argument via the Written Word

**Gillian Davis, Director of Assessment Organisation and Delivery**

*Gillian has written successfully in a wide variety of situations from responding to complaints and litigation, crafting funding bids and business cases, to writing committee papers and articles of governance. Having been self-taught through (very!) painful experience, Gillian will share that learning and leave you with a clear model for writing with impact in any scenario.*

In professional life written arguments, proposals, business cases and more, are often the key means by which to influence or persuade. Frequently we are not in the room when our proposal is being considered, our arguments are being weighed, or our essay is being marked, therefore we must ensure we are able to use the written word exceptionally well.

This short session will help ensure your writing stands out, has the right impact, and most importantly accurately reflects you and your intentions. We'll also cover some bonus material on 'writing as the capstone' (otherwise known as greasing the wheels...).

**FREE**

**1  
hour**

**Wednesday 28th February, 2pm – 3pm  
Tuesday 16th April, 5:30pm – 6:30pm**

# Project Management 101: What, by who, when and why?

**Cassie O'Boyle, Students' Union Manager**

This session covers the foundations of Project Management. You'll learn how to host a kick-off meeting, writing a project plan and the importance of regular reporting to deliver a successful project. These skills are highly transferable to any and all projects – from work to home or volunteering groups. Cassie has worked in the Charity sector for seven years and developed her skills delivering and managing organisation wide projects.

**FREE**

**1  
hour**

**Wednesday 6th March, 12pm – 1pm**