



Newcomers Session

AUA Conference

Manchester 2019

Vikki Goddard and Chris Ince

Welcome!

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AUA Trustee

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AUA Trustee & Chair of the Board



A bit about us...

- Brief career histories
- 1 “interesting fact”
- What do we want to get out of the conference



Aims of the session

This session will help you to:

- Understand key elements and benefits of the AUA
- Make the most of your membership
- Think about how AUA can help to advance your career
- Getting the most out of conference
- AUA the sector and the future!
- However, before that....an activity....



The dreaded icebreaker....



AUA Welcome

- What is the AUA?
- Charitable objectives
- Your commitment
- Why join? Why engage?



You and the AUA

Activity 2 – Personal reflection

- Your Commitment?
- New, long standing or returning member?
- What do you want to get out of the conference?



You, your profession and your
career



Activity

Activity Three – Career and AUA discussion

- Did you choose your career or did you fall into it?
- Talk to your neighbour/s again and discuss those areas where you would like to prepare yourself for future career opportunities: these areas could be behaviours or knowledge.
- How can the AUA help you prepare?
- Be prepared to share in five minutes time!



Straw Poll

Simple show of hands*

- Are you professional in your work?
- Are you a professional?
- Are you part of a global profession?
- Did you select this profession by choice?
- What collective term for professional staff do you identify with?

*

Adapted from an exercise devised by Dr Kenton Lewis



AUA Welcome

- Are you contributing to the core purposes of your institution??
- Few of us ever plan to be a University administrator so what does that mean in terms of professional identity?



Career pathways

eg: finance,
estates,
technical, HR,
marketing



eg: student administration,
secretariat, faculty/school/
department management

eg: programme directors,
heads of department, associate
deans, pro-vice-chancellors

<http://www.aua.ac.uk/LGM/careerpathwaysfinal.pdf>



Career preparation - some key aspects to help support progression

- Commitment to CPD, skills development and training (AUA, leadership programmes and internal/external events and conferences)
- Engagement with the wider agendas in the sector
- Collaboration, Partnership and Networking
- Constructive engagement with academic staff
- Always be student focused and remember the purpose of higher education
- Embracing change and continuous improvement
- Reflect on performance



Professional Behaviours



Professional Knowledge

- What do you need to know to do your job?
- Where do you get that information?
- The AUA can be especially valuable in a context where knowledge is not necessarily easy to come by.
- Thinking about your approach –Discuss with your neighbour.



Learning and Development Activities

- 360° feedback
- Action learning
- Coaching
- Committee membership
- Conferences
- Contributing to consultation and feedback
- Delegation
- Distance learning
- E-learning
- Job rotation/Job swaps
- Mentoring
- Peer review/support
- Policy development
- Presentations
- Project team membership
- Secondments
- Shadowing
- Visits
- Workshops
- Writing reports, articles
- Networking groups
- Volunteering



You and the conference

- What made you come to the conference?
- What are your personal goals for the next two days?
- How will you ensure you meet these goals?
- How will you apply this learning back at work?



Networking at conference

- Use the list of attendees
- Set a target of meeting 2 new people in every break/session
- Use “Meet the Networks”, or other breakout sessions, for introductions to others
- Ask focused, meaningful questions
- Enjoy the moment and make new friends!
- Use social media
- Stay off your tech - the emails can wait
- Follow up!



Networking at “home”

- Use the AUA to build your networks
- Join some themed networks
- Go to local events
- Think about becoming an advocate



Plan your development

- Go to development events
- Read the publications
- Explore the website – great source of resources
- Make contact



Networking - Practice

- You have five minutes to find three people in the room you haven't met before – and network!



AUA, sector and future

- Role of AUA in sector
 - Personal/professional development
 - PgCert, CPD + beyond
 - Mark of Excellence
 - Consultancy??
 - Advocacy??
- Uncertain, rapidly changing times
 - Importance of all the above and being resilient

Any questions



AUA



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