

Chartered Institute of Personnel and Development



UPDATE

The regular update for the CIPD members in Merseyside,
North Cheshire, North Wales and Isle of Man

Networking – A Key Activity

Upgrading Your Membership

Psychometric Testing

Tapping the Reservoir



March 2007

Letter from the Editor

Dear Member

How many of us can even remember our New Year Resolutions!

If yours was to come to events, then you have plenty of excellent ones to choose from.

Don't miss the opportunity to keep up to date and network with like minded people. Most of the evening events are either free or a nominal charge.

The full day events offer fantastic value for money.

Remember all events are open to all members and colleagues, but do book via the website to help us plan the catering etc.

It may be that you vowed to Upgrade this year. We have another Upgrading Workshop in March and plan a local Upgrading panel in April so no excuses!

Look forward to seeing you there.

Regards

Cathy Blades.



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Krista Powell Edwards

In January we held the first 'Champagne and Bacon Butty' event.

20 people attended to network and discuss how the branch is performing in giving them what they wanted in terms of local support and events.

The next meeting is on 4th April and we would love to see you. Again bacon butties and champagne will be served and the theme will be speed networking. An event not to be missed!

What training and development events do you want?

The successful trainers group wants to know what events you would like it to hold. If you have any ideas and/or want to get involved in putting events on contact Krista@humanistics.org.uk

From the Chair Bacon Butties & Champagne

Events

Branch meeting – Bacon Butties, Champagne and Networking

Date: Wednesday 4th April 2007

Time: 6.30 – 8.30 pm

Venue: Ramada Hotel, Chester

This is a free event

Branch AGM 'How to make a positive impact'

Date: Wednesday 23rd May 2007

Time: 6.30 – 8.30 pm

Venue: Ramada Hotel, Chester

This is a free event



Please come along. If you can't attend and are interested in any area of the CIPD or if you want to give feedback my email is Krista@humanistics.org.uk or **01978 753026**.

Make March the month you upgrade or plan to Upgrade

+ Save £30 in the process

If you are a Graduate Member and have been thinking about upgrading your CIPD membership there's never been a better time to do it!

To apply to upgrade your membership you'd usually have to pay a one-off fee of £60. But during March 2007 the fee for Graduate to Charter Member upgrades will be reduced to just £30. This is extended to April for those who upgrade after attending our Local Upgrading Workshop or attend the Local Upgrading Panel.

Furthermore, the application process has been widened to offer people more ways of applying to upgrade. To this end, in addition to all the usual applying by post, the CIPD is now accepting applications made by email, telephone and at special CIPD upgrading events being held across the country next month. To book an appointment at an event or by telephone interview, please email the CIPD directly at upgrade@cipd.co.uk.

Chartered Upgrading and CPD Manager for the CIPD, Claire Cook explains: "Recent experience tells us that about three-quarters of our Graduate members are eligible for an upgrade, and as many as 80% 'have been meaning to upgrade for some time, but never quite got round to it.'

"Well, there's never been a better time to do it than now. What we're doing in March is giving everyone the chance to get the advice they need and have a chat to us about upgrading, so that they achieve the membership grade they deserve."

Chartered MCIPD: these letters could change your life.

Details about the 'chartermarch 03.07' initiative, including how to upgrade from Graduate to Chartered Member (Chartered MCIPD), what's involved and details of the benefits of doing so are available via the CIPD website.

So what are you waiting for?

Upgrading your membership can dramatically strengthen your professional credentials and make sure that your skills and expertise are fully recognised.

Christine Williams, CIPD Membership Manager, said: "Here's the bottom line: If you are true professional, doing a professional job and operating at professional level, you should be recognised as such. Upgrading to chartered status is about claiming benefits, recognition and opportunities that are rightfully yours."

Visit www.cipd.co.uk/chartermarch for further information and to download the special chartermarch 03.07 application form.

Local Help!

The process is straightforward, but if you would like extra help, then why not attend the **Upgrading workshop** at the Holiday Inn, Runcorn WA7 3HA on:

Wednesday March 21st at 6.30pm.

You are also invited to attend a Local Upgrading Panel, rather than send your application to Wimbledon. For this, you meet with a panel member who can ask questions about your application. This is particularly useful for anyone who has not had a straightforward career path!

Local Upgrading Panel will be on **Saturday 14th April** in the **Holiday Inn, Chester South CH4 9DL**.

You will be allocated a half hour slot to attend.

To discuss either of these, please ring Cathy on 07947 817755 or evenings on 01928 719139

**'TOWARDS A BETTER –
AND MORE SUCCESSFUL – TOMORROW'
A DAY NOT TO BE MISSED**

**Chartered Management Institute
North West Regional Convention 2007**

Venue: JJB Stadium, Wigan

Date: 22 May, 2007

**START 9.30am FINISH 7.30pm
(includes food and refreshments throughout the day)**

An excellent programme with a wide variety of top quality speakers including Professor Cary Cooper

For full details of programme go to www.managers.org.uk/nwconv

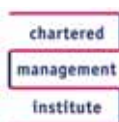
To obtain CMI Member rate please **DO NOT** book online through the Website.

Forward booking info and payment to Teresa Wallace, Membership Support, Chartered Management Institute, Management House, Cottingham Road, Corby, Northants NN17 1TT

Or by e-mail to event.administration@managers.org.uk

Or Tel: **01536 207330**.

Please state that you are a CIPD member.



FORTHCOMING EMPLOYMENT BRIEFING SESSIONS

£45 for members

£55 for non members

Changes to Family Leave Rights

Breakfast event, Thursday 22 March 2007
08:00 – 09:30am

Evening event, Wednesday 25 April 2007
17:30 – 19:00pm

Information & Consultation

Thursday 22 March 2007 10:00 – 12:00

Wednesday 25 April 2007 10:00 – 12:00

Check our Website for details of forthcoming Courses:

Certificate in Personnel Practice

Certificate in Training Practice

Certificate in Employment Relations, Law & Practice

Venue: EEF North West, Glazebrook, Warrington
WA3 5BN (Manchester/Warrington border)

For further details or to book email:

iflynn@eefnorthwest.org.uk Or call 0161 777 2510

www.eefnorthwest.org.uk

Networking

- A key activity

The CIPD offers excellent networking opportunities – are you making the most of them?

Research has shown that networking is the way that things happen – it's the way people find new jobs and get business.

Networking allows informal contact that nurture relationship building and selling in a 'softly softly' way. Networking is not hard sell and immediate results.

To get the most of your networking efforts you need to spend some time and energy on pre and post event activities.

To help you network effectively we offer the following advice:

Why network?

- Networking is only one letter away from 'Not working'
- It's a means of building professional and business relationships and a way of airing and sharing useful information
- It's a cost effective means of promoting your product or service
- 'People buy from people'
- Personal recommendation is a strong influence

When to Network

- All the time and not just at crisis times and in 'proper' channels
- Look for opportunities and be creative

How to network effectively

- Build into the business marketing plan
- Manage the 3 Key Stages
 - Pre Event
 - At Event
 - Post Event

Pre Event

Who do you want to see?

What do you want from each discussion?

Plan as if business meeting – What's your objective?

- Establish relationships?
- Obtain more business?
- Get and/or share information?

At the Event

Impressions and Introductions

You only get one chance to make a first impression

- Your dress and non verbal communication – what are they saying?
- Manage your entrance
- What's your "Elevator pitch"? Ensure it's snappy and sells you correctly

Skills required

- Questioning and listening are key skills – people like to talk about themselves
- Non Verbal Communication – How do you come over? What are others saying?
- Rapport/Empathy – Be real and honest, look for similarities
- Assertive communication -I'm OK you're OK – Look for Win-Win outcomes

Closing

- Call to action – what can/will happen?
- Make an exit when required
- Thank people for their time
- Make mental/written notes while fresh

Post Event Follow Up

- Deliver what you promised/offered
- Monitor – How effective/useful is the event (NB think longer term)
- Keep in touch

Review

- Could you improve your approach? What worked well, not so well?
- What did others do that worked?

Good luck

Contributed by Krista Powell Edwards

DUE TO POPULAR DEMAND -

A SECOND COURSE PSYCHOMETRIC TESTING LEVEL A & B EXCLUSIVELY IN CHESTER

Psychometric Testing Level A & B

Dates: 14th, 15th, 21st, 22nd and 28 April 2007

Start time: 9:30am **Finish time:** 4:45pm

The cost to CIPD members will be £1800 + VAT for a maximum of 12 delegates including lunch. This is a saving of at least £400 on the cost of normal delegate rate and is achieved because of your CIPD Cheshire, North Wales and Merseyside Branch. And remember, there's an additional saving for you in terms of time and travel.

One of the longest established independent psychometric training companies in the UK will be delivering the above organised by your CIPD Chester, North Wales and Merseyside Communications Group (of course you can also be a member of any other CIPD UK branch).

The course will include the following:

The pre course work is straightforward – downloading on line modules (either as hard or soft copy), and then completing the interactive and diagnostic online workbooks. Delegates can work at their own pace, in their own time, and will need to set aside about 15 hours for this element of the training.

Days 1 and 2 of the workshop focuses on level A where delegates work on a range of "live" case studies, interpreting data and producing written and verbal feedback. They are also required to role play a test administration session. This provides individuals with a combination of theory and practical application.

Days 3 and 4 cover the personality test, what the scales are measuring, what the data means and how it can be translated into narrative.

Day 5 is given over to feeding back personality data, both written and oral. Delegates are required to give face to face feedback on this element of the course. There is also an element of post course work for level B - delegates are required to write up two personality reports and forward them for evaluation. Once the standard has been reached delegates are certificated and are eligible to apply to the BPS for certification.

The provider will offer support during all phases of the training and as an ongoing service.

Training courses are verified by the British Psychological Society (BPS), and training programmes include their core competencies. (Our most recent assessment was awarded Grade 1 verification.) Additionally our training is recognised by all UK test publishers and once qualified delegates can access an extensive range of test materials.

Payment must be made in full 2 months prior to the event as we need 12 people to run this exclusive event.

Lunch and refreshments will be provided for you on all the 5 days.

Cancellation policy:

Refunds apply to cancellations received by e-mail by 13th March 2007 and this will be confirmed in your booking confirmation.

Whilst every effort will be made to fill your delegate place beyond that date to source a refund, this cannot be guaranteed.

Bookings are made via our website

<http://www.cipd.co.uk/branch/merseyside/events>



'Tapping the Reservoir' Research Project: have your say!

What difference does the English language skills of multilingual workers make to their work and their workplace? If you employ multilingual workers, how can you best support them in capitalising on their skills through workplace learning, so that they're more motivated and productive at work and your business (and the UK) is more profitable? The Department for Education and Skills' Skills for Life Strategy Unit is currently funding a short-term research study in England to find answers to these questions.

The Campaign for Learning has conducted a literature review of recent policy changes and the impact of having basic language needs on the individual and the business. The next stage is to find the views of people working with ESOL workers and students and report these to government. If you would like to share your experiences through filling in a short questionnaire or would like further information, please visit <http://www.campaignforlearning.org.uk/projects/reservoir.htm> or contact Eleni on 020 7766 0010 or eleni@cflearning.org.uk

EMPLOYMENT LAW - QUESTION TIME

Q One of my team members, a Human Resources Assistant, would like to work from home and says that she has a right to do so. Is this correct? If I agree, are there any controls that I need to put in place?

A Your employee has no right to work from home as such. However, if she is a parent of a child under six and has more than 26 weeks' service she can make a formal request for homeworking under the family friendly provisions of the Employment Act 2002. If she does this you need to consider the request seriously and can only refuse it for one of the nine permitted reasons set out in the Act, and by following the appropriate procedure. Even if her request is informal, you still need to consider it seriously to avoid a claim for constructive dismissal. As childcare responsibilities fall more on women statistically, any refusal to consider homeworking may form the basis of a claim for indirect sex discrimination.

From April 2007 you will also have to consider any requests for flexible working made by employees who have caring responsibilities for certain adult family members or adults living at their home address. If you agree to the request, you could operate a trial period, with the right to revert to office working should the trial prove unsuccessful. You should ensure adequate performance management throughout the trial period. You should be clear about if and when she needs to attend meetings in the office, during which hours she should be contactable and which expenses (eg heating and lighting) she can recover. You will need procedures for notification of holiday and sick leave, clear rules in respect of the security of company information within the home, and an agreement about who supplies and

maintains the equipment that she needs to perform her job.

As an employer, you have the duty to protect the health and safety of your workers, so you should do a risk assessment of her work activities, identifying any hazards and deciding what reasonable steps should be taken to prevent these from harming the home-worker or others.

As a preference for homeworking is often driven by the flexibility it provides, the monitoring of hours to ensure compliance with the working time regulations can be difficult. In particular, it is difficult to ensure that workers take the prescribed rest periods. You can deal with this by prescribing a core hours working pattern to the day that includes the provision of rest periods, and by making the employee aware of her responsibility to take these entitlements. Whilst you will want to ensure that the home-worker is not abusing her remote working pattern, you will also want to ensure that she is not exceeding the maximum 48-hour working week. If she has not signed an opt-out, a core working hours pattern with appropriate guidance will help you to comply with this.

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"The above text has been taken from CIPD's Employment Law in Practice subscription information service. Employment Law in Practice has been specially developed for those who are responsible for complying with, managing and implementing employment law. It is based on market research and offers practical and implementation of employment law, covering the full employment lifecycle. It comes complete with a wealth of checklists and template documents, and is updated 6 times a year (plus free online access). For further information call us on: 0870 442 1022, or go to: www.cipd.co.uk/elip"

LIVERPOOL CIPD GROUP MOCK TRIBUNAL WEDNESDAY 8 MARCH 2007

VENUE – DEVONSHIRE HOTEL LIVERPOOL

- This is a unique opportunity to complete a mock tribunal in an interactive programme, where all participants will be involved in the planning and assessment processes required at an employment tribunal.
- The event will be designed and delivered some of the most experienced employment law practitioners in the North West; including two Barristers, and two employment law Solicitors.
- The tribunal is a contemporary case, which will cover aspects of unfair dismissal, and sex discrimination.
- All case notes and supporting documentation will be provided, including a complete bundle of relevant papers.
- Costs cover all refreshments and a range of meal options.

This is likely to be one of the most effective and comprehensive development opportunities for anyone involved in HR practice. On completion of this programme, you will have a full understanding of how an employment tribunal works. You will also increase your competence and confidence in preparing for an employment tribunal case.

COST: CIPD MEMBERS - £50

CIPD FULL TIME STUDENTS - £30

NON-MEMBERS - £75

For any questions about the event, contact Dave James on 0151 228 0888, or by email at djames@msdp.org.uk



Faculty of Business and Law

Professional Qualification and CPD opportunities

Certificate in Business Management – Gain Licentiate Membership of CIPD

A one-year part time programme business and management qualification, which covers the CIPD Leadership and Management syllabus. Successful completion gives licentiate membership of CIPD and entry to the MA Personnel and Development programme.

MA Personnel and Development – Gain an MA at the same time as Grad CIPD

A two-year part time programme, which is accredited by CIPD, it is open to those who have completed the CIPD Leadership and Management programme. Successful completion leads to Graduate Membership of CIPD and the MA qualification.

MA Strategic Human Resources – Top up your professional qualification, gain an MA

A one year programme designed for experienced HR practitioners who are corporate members of CIPD, you will attend for three, two-day blocks followed by six action learning sets to support the development of your dissertation. Successful completion leads to the award of MA Strategic Human Resources.

Further information is available from Melanie Earle – Programme Administrator tel: 0151 231 3800 email: blwpg@livjm.ac.uk

Events Diary

All Bookings to be made via the
online booking system on: www.cipd.co.uk/branch/merseyside/events

MARCH 2007

Wednesday 7th

- Event:** **Corporate Social Responsibility**
What is it? What is the business case for CSR? How is HR involved? Come along and hear Mike Emmott, CIPD Employee Relations Adviser give an insight into the importance to HR professionals and its business benefits to the bottom line.
- Speaker:** Mike Emmott, CIPD Employee Relations Adviser
- Venue:** Hoole Hall Hotel, Warrington Road, Chester CH2 3PD
- Time:** 6 for 6.30pm
- Cost:** Members £10 Non Members £15 Students £5
- Contact:** Booking is essential (Please book by website)

Thursday 8th

- Event:** **Mock Tribunal – Full Day Event**
See advert on page 5 for full details.
- Speaker:** Kerstie Skeaping plus 3 Lawyers/QCs from Halliwell's Solicitors
- Venue:** Devonshire Hotel, Edge Lane Liverpool L7 9LD
- Time:** 9.30 to 4.30pm
- Cost:** CIPD Members £50 – CIPD Full Time Students £30 – Non-Members £75
- Contact:** For any questions about the event, contact Dave James on 0151 228 0888, or by email at djames@msdp.org.uk

Tuesday 13th

- Event:** **Developing a Coaching Style of Management**
- Speaker:** Keith Antoine – Personal Coach
- Venue:** Keyll Darree, Nobles Hospital, Braddan, Isle of Man
- Time:** 5.30 for 5.45pm
- Cost:** Students Free, Members £5, Non Members £10
- Contact:** Ann Anderson 687 585

Wednesday 21st

- Event:** **Upgrading Workshop**
Followed by Local Upgrading Panel in April. See article on page 2.
- Venue:** Holiday Inn, Runcorn WA7 3HA
- Time:** 6.00pm for 6.30pm start

Thursday 22nd

- Event:** **Current Resourcing Issues**
Stephen Taylor from CIPD HQ will talk on current resourcing issues. Useful update for all, but particularly relevant for any students about to sit this paper.
- Venue:** Daresbury Laboratories, Daresbury, Warrington WA4 4AD
- Time:** 6.30 for 7pm – Light buffet prior to event
- Cost:** No Charge
- Contact:** Booking is essential (Please book by website)

APRIL 2007

Wednesday 4th

- Event:** **Branch Meeting**
Bacon Butties and Champagne.
- Venue:** Ramada Hotel, Christleton, Chester CH3 5QL
- Time:** 6.30 to 8.30pm
- Cost:** Free event
- Contact:** Register via the website

Saturday 14th

- Event:** **Local Upgrading Panel**
See article on page 2.

Commencing Saturday 14th

- Event:** **Psychometric Testing Level A & B**
See page 4 for more information.
- Venue:** Holiday Inn, Chester South CH4 9DL
- Time:** Start time: 9:30am Finish time: 4:45pm
- Cost:** The cost to CIPD members will be £1800 + VAT
- Contact:** Book via the website – but hurry places are limited.

Tuesday 17th

- Event:** **What are reasonable adjustments under the DDA?**
Speakers are Phil Bramhall and Dean Patton. Phil Bramhall is known to many in the CIPD. He is an experienced solicitor, specialising in Employment Law. Joined for this event by Dean Paton, Director of the award winning Enable Solutions disability consultancy. Dean is an expert at defining what is a "reasonable adjustment" under the Act.
- Venue:** Merseyside Police HQ, Canning Place, Liverpool
- Time:** Buffet at 6.00 for 6.30 start
- Cost:** TBC

Wednesday 25th

- Event:** **Student Awards Evening**
Details to be confirmed – Check the website.
- Speaker:** Barbara Salmon (CIPD)
- Venue:** Nobles Hospital, Braddan, Isle of Man
- Time:** 5.30 for 5.45pm
- Contact:** Ann Anderson 687 585
- Cost:** Students Free, Members £5, Non Members £10

MAY 2007

Friday 11th

- Event:** **AGM and Race Night**
- Venue:** Venue to be confirmed - Isle of Man
- Time:** 5.30 for 5.45pm
- Contact:** Ann Anderson 687 585
- Cost:** Students Free, Members £5, Non Members £10

Tuesday 22nd

- Event:** **Chartered Management Institute Regional Convention**
See advert on page 2.

Wednesday 23rd

- Event:** **Branch AGM**
How to make a positive impact.
- Venue:** Ramada Hotel, Christleton, Chester CH3 5QL
- Time:** 6.30 to 8.30pm
- Cost:** Free event
- Contact:** Register via the website

Lookout for information regarding the IOM event
Compensation and Benefits happening on the 19th June

All charges are inclusive of VAT

BRANCH

BRANCH CHAIR Krista Powell Edwards 01978 753026 (h/w)
 Krista@humanistics.org.uk

EVENTS & COMMUNICATIONS GROUP

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PAGE SPECIFICATIONS AS FOLLOWS:

Full page: 230 x 174 mm Full page £1000 + vat
 1/2 page portrait: 230 x 84 mm Half page £550 + vat
 1/2 page landscape: 112 x 174 mm
 1/4 page 112 x 84 mm Quarter page £350 + vat

We do not publish advertorial copy (see advertisement costs per page which will apply).

INSERTS

Single page flyers will be inserted at £400 + vat. Inserts, over 90gsm will be £450 + vat. 2 sheet inserts, (4 sides) will be £800 + vat. There will also be a limit placed on the number of inserts allowed within each edition, therefore it will operate on a 1st come 1st served basis. Please ensure you book your insert or advertisement directly with the Editor who will confirm costs and deadlines.

Circulation currently stands at 4000+. We require you to provide 4500 copies of your insert. Delivery details will be confirmed by the Editor or Branch Administrator at the time of booking. Please note:- inserts and advertisements must arrive by the deadline to guarantee insertion. Editorial reserve the right to delay distribution to members if required.

Special prices for CIPD members
For a competitive quote and quick turn around on print, design and production of advertisements or inserts contact: Melanie MacNab or Natasha Alaimo at Enlighten on Tel: 01625 855980 Fax: 01625 856941 Mobile: 0776 2432099 email: natasha@enlightencommunications.co.uk

Copy deadline: articles, contributions and bookings for inserts and advertisements must be received by Wednesday 25th April 2007.
Contact: Cathy Blades
 E-mail: updateeditor@yahoo.co.uk
 Tel: 07947 817755

Branch Website:
<http://www.cipd.co.uk/branch/merseyside>

Organisations or individuals wishing to write copy for the UPDATE must respect the following guidelines:
 Articles must reflect research, novel approaches, best practice and be of sufficient depth to be of interest to our membership. Anything pitched at the subject area of the Professional Qualification Scheme (excluding option modules) is unlikely to warrant publication unless it meets the above criteria.
 We require copy to be sent via e-mail or on disk, with hard copy back-up provided as Microsoft Word or text document. Company logos & images must be provided as Illustrator eps or Jpeg files.

Update schedule for 2007

Recommended Deadlines for articles	Delivery to members
Wednesday 25th April 2007	Monday 4th June 2007
Friday 27th July 2007	Friday 7th September 2007

We've given **Beaverbrooks** something to smile about

Put communication first for **Provident Financial**

Put the 'Ping' into home shopping for **JD Williams**

Even gave **Allerdale Borough Council** recognition with psychedelic sheep!

Recruitment and Employer communications – branding solutions that make a big difference.

Be enlightened.

Call Melanie MacNab:

01625 855980, 07762 432099

melanie@enlightencommunications.co.uk

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 Taking a much broader view