

Before reading these instructions, see reverse page for **AUA Creating Conversations** activity notes and tips, including explanations of the AUA CPD Framework and the activity's cards. As a reference, the overview of each Professional Behaviour is included.

The instructions are split into three parts. Do not read Part Two until you have completed Part One's activity. Do not read Part Three until you have completed Part Two's activity.

**Part One – Objective: to enhance self-awareness of your strengths and focus for development (20 minutes):**

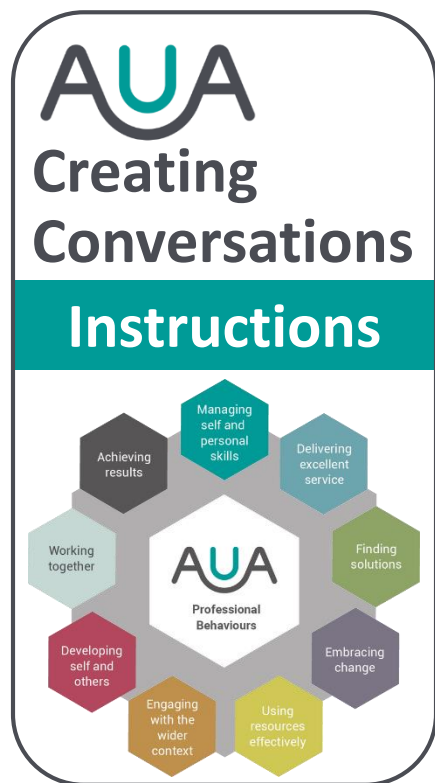
- Spread all the cards out on the table face up. Moving round the table as necessary, participants then spend up to ten minutes choosing six cards which represent their strengths and one card for an area of development. Remove all the remaining cards after the participants have chosen.
- Each participant should then share their reasons for choosing their cards with the group.

**Part Two – Objective: gain insight into how your strengths and areas of development align to your current work-related focuses (10 minutes):**

- In pairs (or as a three), participants should review and discuss what their own collection of cards may indicate; looking at what Professional Behaviours and categories (Self, Others, and Organisation) the cards are from, and in relation to their current job role, tasks and objectives.

**Part Three – Objective: collectively create a 'strengths profile' for a work-related objective your group has in common, and through peer-support consider what steps you may take to enhance your identified area of development (25 minutes):**

- As a group, identify a work-related commonality you have, based on your job roles, objectives and tasks. This could be working effectively in HE, working effectively for a particular team, service or institution, or, for any specific projects, tasks or goals you have in common.
- Using all the strength cards your group selected for Part One, discuss, debate and decide which nine cards are most relevant to your commonality. At least one card must come from each participant. Keep this selection in the middle of the table.
- Have a group discussion about what first steps each participant might take to work on what they selected as their development card.
- To finish, the group should talk about what they thought of the task and three outcomes, sharing any reflective observations and how they may use this information or learning going forward.



# AUA Professional Behaviours

## Delivering Excellent Service

Providing the best quality service to external and internal clients. Building genuine and open long-term relationships in order to drive up service standards.

## Embracing Change

Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands and changing roles.

## Engaging with the Wider Context

Enhancing your contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.

## Working Together

Working collaboratively with others in order to achieve objectives. Recognising and valuing the different contributions people bring to this process.

## Managing Self and Personal Skills

Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.

## Finding Solutions

Taking a holistic view and working enthusiastically to analyse problems and develop workable solutions. Identifying opportunities for innovation.

## Using Resources Effectively

Identifying and making the most productive use of resources including people, time, information, networks and budgets.

## Developing Self and Others

Showing commitment to own ongoing professional development. Supporting and encouraging others to develop their professional knowledge, skills and behaviours to enable them to reach their full potential.

## Achieving Results

Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.

# Creating Conversations Activity Notes

The 'AUA Creating Conversations' card-based activity encourages critical reflection, discussion and debate around the nine AUA Professional Behaviours, centred on individual and collective strengths and areas of development, aligned to the AUA CPD Framework and work-related objectives. The activity will last 60 minutes, with participants becoming more familiar with the Professional Behaviours (and each other) through reflection and conversation.

This resource will highlight which Professional Behaviours (and descriptors) the individual and group are currently focusing on, and in what category (Self, Others and Organisation). This information can be used by staff and managers to support professional development planning, objective setting and contextualising current focuses in relation to job roles and performance. It has three parts: Part One and Two provide insights for individual focus and Part Three for collective focus and development planning through action learning style discussion.

**AUA CPD Framework:** the AUA CPD Framework has nine Professional Behaviours. Each Professional Behaviour has a short overview, and is separated into three categories (Self, Others and Organisation). Each category contains descriptors (bullet points), which describe what that category of the Professional Behaviour entails. The Framework also has indicators for development.

**Cards:** there is one card for each of the descriptors from the three categories (Self, Others and Organisation) for all nine Professional Behaviours.

**Tips:** Make notes during the activity to follow-up after it finishes with participants or through independent research.

Take pictures on your phone of your individual and group card selections for future reference.

Writing reflective notes after this activity, will give you content and discussion points for future appraisals, performance reviews, development planning, objective setting and general catch-up meetings with line-managers.



Developed by  
**Michael Monaghan**  
 M.A.Monaghan@ljmu.ac.uk