Good Practice Guide Series

- **34.** Mentoring is it worth it? (Ann Morton) 28pp: *How mentoring provides opportunities for development*
- **33.** Moderation in all things (Alun Evans) 28pp: *An administrator's guide to the external examiner system*
- **32.** A sense of freedom (Jean Grier) 28pp: committee servicing and the freedom of information acts
- **31. What is it you do again?** (Helen Matthews et al) 32pp: *A guide to departmental administration*
- **30. Managing Change** (Kathy Fowler) 28pp: *A guide for those working in higher education*
- **29.** Supporting research (Steff Hazlehurst) 28pp: *From proposal to publication*
- 28. An accident waiting to happen (Sue Robinson) 28pp: *A guide to Health & Safety*
- **27. Data day issues** (Trevor Field) 28pp: *A guide to data protection*
- **26.** Just a minute? (Jean Grier) 28pp: *A* guide to committee servicing
- 25. Can I quote you on that? (Frank Albrighton with Sarah Watts) 19pp: Advice for everyone on dealing with the press and interviews with the media
- 24. Milestones along the critical path (Tony Barton and Paul Temple) 28pp: *Project management in higher education*
- 23. Weathering the storm (Peter Reader & Keith Seacroft) 32pp: A practical guide to crisis management in higher education
- 22. Problems? No problem! (John Doidge & Celia Whitchurch) 20pp: Practical problem solving for university managers
- **21.** Time for lunch (Jean Grier & Alison Johns) 28pp: *Managing stress at work*

How to order

Single copies

Copies of all guides except 1, 3, 4, 6, 11, 13, 14 & 20 are available at £4.50 each to members and £6 to non AUA members.

Multiple copies

Institutions may buy multiple copies at a reduced price of £5 each for 10 or more copies of the same title and £4 each for 25 or more of the same title.

Part set

A set of issues 21-33 is available at a special introductory price of £35 to new members only; price to current members £42.50; price to non-members £58.

How to order

When ordering by post please enclose a cheque or purchase order made payable to 'AUA'. Cheques must be payable in pounds Sterling, drawn on a bank with a branch in the UK. Credit card orders can be taken by phone. All items are sent <u>post-free</u> to the Republic of Ireland and UK. Orders from outside Europe will be posted by surface mail unless otherwise requested: delivery by airmail can be arranged, but a supplementary charge will be invoiced. Please circle the guides you wish to order and send your payment and completed form to the AUA Office.

I enclose cheque payment of \pounds for the publications indicated overleaf.

AUA MEMBERSHIP NO

ADDRESS

.....

.....

POST CODE.....

Please return to: AUA National Office The University of Manchester Oxford Road Manchester M13 9PL

AUA Good Practice Guides

A full list of AUA publications is available at: www.aua.ac.uk