## WORKSHOP DATES

A list of workshops and programmes at a glance for 2018/19. Please follow the link to book or contact us online.

<table>
<thead>
<tr>
<th>Workshop/event</th>
<th>Date</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety</td>
<td>17 October 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Mindfulness course, 6 weeks</td>
<td>23 October 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Display Screen Equipment (DSE)</td>
<td>26 October 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Academic writing day</td>
<td>1 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Welcome to Brookes</td>
<td>8 November 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Display Screen Equipment (DSE)</td>
<td>9 November 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Health and Safety</td>
<td>14 November 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Evolve Conference</td>
<td>16 November 2018</td>
<td>book here</td>
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<tr>
<td>Recruitment and selection refresher</td>
<td>23 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Display Screen Equipment (DSE)</td>
<td>20 November 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Inclusive Teaching event from Advance HE</td>
<td>22 November 2018</td>
<td>register your interest</td>
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<tr>
<td>An introduction to higher education</td>
<td>22 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Welcome to Brookes</td>
<td>3 December 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Academic writing day</td>
<td>6 December 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Display Screen Equipment (DSE)/Manual Handling</td>
<td>13 December 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Managers communicating effectively</td>
<td>13 December 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>17 December 2018</td>
<td>contact: <a href="mailto:ocsld@brookes.ac.uk">ocsld@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Retirement planning workshop</td>
<td>19 and 20 December 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Leadership and Management: The essentials</td>
<td>17 and 24 January 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Train the Trainer programme</td>
<td>17 January 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Academic writing day</td>
<td>7 February 2019</td>
<td>book here</td>
</tr>
<tr>
<td>An Introduction to higher education</td>
<td>12 February 2019</td>
<td>book here</td>
</tr>
<tr>
<td>ILM Coaching and Mentoring level 5</td>
<td>13 February 2019</td>
<td>register your interest</td>
</tr>
<tr>
<td>Recruitment and selection</td>
<td>19 February 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Working collaboratively within the University</td>
<td>20 February 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Academic writing day</td>
<td>7 March 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Springboard Women’s Development programme</td>
<td>1, 29 April, 3 June and 8 July 2019</td>
<td>book here</td>
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<tr>
<td>Presentation skills (the basic essentials)</td>
<td>4 April 2019</td>
<td>book here</td>
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<tr>
<td>Academic writing day</td>
<td>2 May 2019</td>
<td>book here</td>
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<tr>
<td>Leading, managing and motivating a team</td>
<td>15 May 2019</td>
<td>book here</td>
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<tr>
<td>Academic writing day</td>
<td>6 June 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Academic writing day</td>
<td>4 July 2019</td>
<td>book here</td>
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<tr>
<td>Time management</td>
<td>Online, anytime</td>
<td>book here</td>
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**MINDFULNESS COURSE**

23 October 2018 (6 week course)

Mindfulness can help us increase awareness and subsequently make more skilful choices in our everyday lives.

When we are more present, we are often more aware and less reactive and can make decisions from a stronger, clearer place. Mindfulness helps to reduce stress, enhances focus, increases self-awareness and awareness of others, enables you to communicate more clearly and feel more relaxed and at ease.

You will develop the tools to understand how to apply mindfulness to our lives. Please [book here](#).

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**ACADEMIC WRITING DAYS**

**UPCOMING DATES**

- 1 November 2018
- 2 May 2019
- 6 December 2018
- 6 June 2019
- 7 February 2019
- 4 July 2019
- 7 March 2019

OCSDL’s expertise on writing development provides a range of opportunities for Oxford Brookes staff and other colleagues to enhance their enjoyment of teaching writing and their own productivity as research writers.

Looking for some space to write your research, report, grant application, or Senior Fellowship of the HEA Claim? Take advantage of OCSLD’s new Writing Days, which will take place on the first Thursday of every month during semesters at the Wheatley site. The supportive environment of a Writing Day will help you plan to meet your deadlines and increase your productivity.

The writing days take place from 9.30 to 2.30 pm. You should come along with a project to work on and your laptop, ready to crack on independently. Places are limited and must be booked in advance by our [online google booking form](#). For more information, contact Mary Deane via: mdeane@brookes.ac.uk

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**INCLUSIVE CURRICULUM FRAMEWORK: WE WANT YOUR FEEDBACK**

The inclusive curriculum framework, designed as part of a Programme for Enhancing the Student Experience (PESE) 2 project, aims to ensure that the Brookes’ curriculum enables all students to access, participate, progress and succeed. The framework, underpinned by the principles of Universal Design for Learning, Self-Determined Theory, as well as building upon the findings and conclusions of PESE 2 inclusive, multimodal learning environment project, is a working document and we would welcome your feedback.

You can access the [document here](#)

You can add your [feedback here](#)

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**EVOLVE CONFERENCE**

16 November 2018

Are you coming to the exciting [Evolve conference](#) on employability and entrepreneurship education in HE?

It’s free but places are limited and are fast running out! [Book here now](#).

Hoping to see you there!

OCSDL and RBDO.
COULD YOU OFFER A PAN-UNIVERSITY WEBINAR ON TEACHING THIS YEAR?

The Teaching Excellence Alliance is a programme aimed at promoting excellent teaching and learning at Alliance universities. One of the strands of the programme is focused on sharing and developing CPD for academic staff in areas of mutual interest. Open webinars are part of the CPD strand of the programme - they run throughout the year and are a great way to share your research and practice as well as to learn from the experiences of others.

The Teaching Excellence Alliance are calling for proposers of webinars to get in touch at tea@alliance.ac.uk

Ideally webinars will be on the core topics of:
- tackling disadvantage
- course innovations
- industry ready and
- excellent teachers/supporting teachers.

If you would like to talk through your idea for a seminar before contacting the Teaching Excellence Alliance, please contact your link educational developer or ocsld@brookes.ac.uk

APPRECIATING OUR DIFFERENCES MBTI TEAM EVENTS

Diversity in teams brings with it many advantages and can also be a source of frustrations to.

The Myers Briggs Type Indicator (MBTI) is a psychometric instrument which aims to explore people’s personality behaviours linked to underlying preferences (based upon Jung’s theory of psychological types). A sharing of MBTI results can reveal valuable differences between people which can lead to enhanced learning reducing misunderstanding and miscommunication.

OCSLD runs this half-day workshop for dedicated teams and departments. Prior to the event team members will be required to complete an online questionnaire.

In a workshop environment, the team members will be taken through the 4 key dimensions of MBTI which will be illustrated through a series of activities to enable the participants to complete their own self-analysis report. They can subsequently compare this with their questionnaire indicators.

Near the end of the workshop participants will be invited to share their findings with team members with a follow-on discussion relating to how these insights might be used to improve team effectiveness when back in the workplace.

The cost to a department is £45 per person for a basic MBTI report plus report booklets. For further details please go to: http://bit.ly/MBTI-Team-Events

INCLUSIVE TEACHING EVENT FROM ADVANCE HE

HOLD THE DATE: 22 NOVEMBER 2018

OCSLD are hosting a half day morning event led by Advance HE on inclusive teaching as part of their consultancy offer to support EDI.

This will be a key event in the calendar linked to the Brookes PESE inclusive teaching project. Please register your interest for this event on the online google form here.
UKAT ANNUAL CONFERENCE 2019 - CALL FOR PROPOSALS

Transition, Persistence and Resilience: Academic Advising for Success.

11 and 12 April at Plymouth University United Kingdom.

UKAT are excited to offer a 4th annual conference that will provide an opportunity to explore new research, innovative practice and contemporary discussion on student support through advising and tutoring. We recognise that for many students the barriers to success (difficulty transitioning; lack of confidence; time and resource poverty) can outweigh the wealth of opportunities and advantages afforded by university experience. Students’ development of persistence and resilience can be enhanced by a support network of peers, professional support staff, personal tutors and academic advisors and this conference will bring together members of these groups to share good practice, skills and knowledge.

The conference themes will focus specifically on how student support systems impact on the student experience. Abstracts relating to these areas are welcomed to cultivate student centred discussions within academic advising and tutoring, and should be themed under one of the following:

- Transitioning students: support/activities and evaluation.
- Developing persistence
- Building student resilience
- Academic advising for success

A sponsorship prize will be awarded for the best poster at the conference. The closing date for submission of proposals is 31 October 2018.

Please visit http://www.ukat.uk/conference/call-for-proposals for more information and full guidance on submitting proposals. To submit a proposal, visit http://www.ukat.uk/conference/submissions

DIVERSIFYING LEADERSHIP IN HIGHER EDUCATION

A call to early career academics and professional services staff from BME backgrounds, up to and including senior lecturer level (or equivalent), who are about to take their first step into applying for a senior role – or aspire to a leadership role.

The need to increase the representation of black and minority ethnic (BME) staff in leadership roles within higher education is well established. Since 2015 the LFHE (now part of Advance HE) has run the Diversifying Leadership Programme (DL) to accelerate leadership progression for black and minority ethnic (BME) staff. The next cohort of the Programme will commence in February 2019. More details and booking information are available here.

Colleagues interested in participating should discuss this with their line manager in the first instance and seek endorsement from their Head of Department. For this year, the course costs for up to two participants from the University can be shared between the EDI budget and the relevant Faculty/Directorate. Contact Jane Butcher with queries Jane.butcher@brookes.ac.uk
CELEBRATING SUCCESS WITH PROFESSIONAL STANDARDS FRAMEWORK FELLOWSHIPS

This September, we saw yet more of our Brookes staff successfully achieve professional Fellowships demonstrating their key contribution to high quality teaching, learning and assessment here at Brookes and our partnership colleges. The Professional Standards Framework (PSF) pathway offers accredited routes to achieve Associate Fellow (AFHEA), Fellow (FHEA), Senior Fellow (SFHEA) and Principal Fellow (PFHEA). The pathway offers recognition for achievements in teaching and in enhancing the student learning experience, combined with scholarship and, for SFHEA and PFHEA, academic leadership. Gaining a fellowship demonstrates a commitment to enhancing higher education. Awards such as these are increasingly important for institutions as evidence of teaching quality and the professionalisation of teaching. They offer an opportunity, at a range of levels, to gain recognition for successful professional development in teaching and learning.

NEW ROUTE TO FELLOWSHIP

This year has seen the successful introduction of a CPD route for AFHEA and FHEA for experienced colleagues either in a supportive or full teaching role.

OCSLD would like to congratulate the following for their successful CPD claims at the September 2018 PSF panel:

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<tbody>
<tr>
<td>Adam Blades TDE</td>
<td>Helen Baker HLS</td>
<td>Dr Obrey Alexis HLS</td>
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<tr>
<td>Sara Dalir OBBS</td>
<td>Richard Bentley TDE</td>
<td>Dr Carmel Capewell HLS</td>
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<tr>
<td></td>
<td>Dr Antonia Mackay HSS</td>
<td>Dr Barbara Giraud HSS</td>
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<td></td>
<td>Dr Daniel O’Gorman HSS</td>
<td>Barry Ricketts HLS</td>
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<td></td>
<td>Judith Paskin TDE</td>
<td>Dr Stephen Samuel TDE</td>
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<td></td>
<td>Lawrence Rutherford ACP (Solihull)</td>
<td>Prof Lucy Vickers HSS</td>
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<td></td>
<td>Julie Young HLS</td>
<td>Dr Hazel Dawe HSS</td>
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<td>Joanna Peto HLS</td>
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FEEDBACK TO IMPROVE THE PSF SCHEME

OCSLD administer the scheme on behalf of Advance HE and in March 2019, the scheme at Brookes is due for re-accreditation. This opens up an opportunity for us to refresh and make improvement to the current provision. We would like to gather feedback on what works well and what could be improved. If you have a fellowship through the scheme, review fellowships or even if you have not yet applied to complete your fellowship, we would like to hear from you. Please add your views here.

Want to gain recognition for your contribution to high quality teaching, learning and assessment at Brookes? The PSF fellowship programme is open to all in a supportive or full teaching role. For further information see: PSF Pathway Moodle site or contact: Mary Kitchener (m.kitchener@brookes.ac.uk).
RETIREMENT PLANNING WORKSHOP

WORKSHOP DATES:
- 19 and 20 December 2018
- 26 and 27 June 2019

This 2 day workshop is for any member of staff who is considering and planning their retirement options in the near future (within circa 5 years).

This workshop will enable participants to construct a realistic and effective plan for their retirement having looked at retirement in all its aspects. The workshop brings together a number of contributors from inside and outside the University facilitated by OCSLD.

Day 1: Delivered by Financial Education Specialists, Close Brothers, the day centres itself around general financial planning aspects of retirement planning.

Day 2: Facilitated by OCSLD, with input from a variety of contributors (HR, Finance, Pension Scheme providers, Occupational Health, the Brookes Society), the day examines the specifics of retirement planning at Brookes and its nominated pension schemes. It also continues to look at the broader aspects of making the most of retirement.

Please book here.

THE HIGHER EDUCATION SYMPOSIUM

The symposium: making a difference

OCSLD invites all who lead or aspire to lead a future higher education. You are invited to join Dr George Roberts, Principal Lecturer in the Oxford Centre for Staff and Learning Development, with MA Education (Higher Education) participants for a series of five online seminars on higher education today.

Join by Adobe Connect, see the OCSLD website for all seminar dates, how to connect and topic details. Next seminar - 16 October 2018.

TRAIN THE TRAINER PROGRAMME 2019

This programme has been designed for nominated staff members who are required to both design and deliver training sessions for their department or organisation. The programme starts from the premise that delegates are new to this subject area.

Participants will need to determine at the outset of the programme what learning event they are planning to design and deliver on their return to the workplace.

This programme requires potential delegates to be nominated by their managers and requires an investment of time and places are limited.

The programme is ILM endorsed and there is a final assessment comprising an observed learning intervention in the workplace. For more information on costs, dates and learning objectives.

Please see the OCSLD website

SPRINGBOARD WOMEN’S DEVELOPMENT PROGRAMME

Programme dates: 1 April, 29 April, 3 June and 8 July 2019

Springboard is a globally recognised woman’s development programme designed to allow holistic review and action enabling planning achievement of personal and professional goals.

Springboard is for all non-management and junior management women who have some work experience. It is suitable for both academic and support staff at any age or stage in their lives and from any background. You set your own agenda for the programme. You don’t have to be ambitious in career terms. You can set goals in any aspect of work or personal life. You just need a desire to take a fresh look at yourself and to developing your life.

Please book here.
PRESENTATION SKILLS WORKSHOP (THE BASIC ESSENTIALS)

Workshop dates: 4 April or 2 May 2019

This half day workshop is for staff who are inexperienced at delivering presentations. This short workshop aims to introduce individuals to the basic tenets of delivering an effective presentation.

Delegates will work through a four-step process (preparation, design, delivery and follow on) that will ensure their presentations have a clear purpose and meet the desired outcomes.

By the end of this workshop, delegates should be able to:

- conduct a thorough initial preparation and analysis process
- employ robust design methods to ensure presentations have maximum impact
- create visuals that support and enhance presentation messages
- control pre-presentation nerves
- deliver presentations in a clear and confident manner
- outline their follow on strategy to realise the original purpose of their presentation

Prior to the course delegates will be asked to research and prepare a two minute Dragons’ Den (BBC 2) style (non powerpoint) presentation. Delegates will then self critique their presentations during the workshop before having a test delivery (to their fellow delegates) at the end of the workshop.

Please book here.

NEWSLETTER FEEDBACK

Please let us know if you have any feedback about this latest issue of our newly designed OCSLD newsletter. We would really like to hear your ideas of what you would like to see and engage with.

The OCSLD Team

CONNECT WITH OCSLD

Twitter: @ocsld  Email: ocsld@brookes.ac.uk  Tel: 01865 485910  OCSLD Blog: http://ocsld.brookesblogs.net/