## WORKSHOP DATES

<table>
<thead>
<tr>
<th>Workshop/programme/course</th>
<th>Date</th>
<th>book online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evolve Conference</td>
<td>16 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Enterprise Access Grant</td>
<td>16 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>First Aid Refresher</td>
<td>20 and 21 November 2018</td>
<td><a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Inclusive teaching event from Avanced HE</td>
<td>22 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Introduction to Higher Education</td>
<td>22 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Writing well</td>
<td>23 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Recruitment and selection refresher</td>
<td>23 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>HSS Moodle and Turnitin training</td>
<td>28 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Recruitment and selection</td>
<td>28 November 2018</td>
<td>book here</td>
</tr>
<tr>
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<td>book here</td>
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<tr>
<td>HSS Moodle and Turnitin training</td>
<td>28 November 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Welcome to Brookes</td>
<td>3 December 2018</td>
<td><a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Writing retreat</td>
<td>6 December 2018</td>
<td><a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></td>
</tr>
<tr>
<td>First aid annual update</td>
<td>6 December 2018</td>
<td>book here</td>
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<tr>
<td>Recruitment and selection</td>
<td>7 December 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Enterprise Access Grant</td>
<td>12 December 2018</td>
<td>book here</td>
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<tr>
<td>Managers communicating effectively</td>
<td>13 December 2018</td>
<td>book here</td>
</tr>
<tr>
<td>Display screen equipment DSE training</td>
<td>13 December 2018</td>
<td><a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></td>
</tr>
<tr>
<td>An introduction to Health and Safety</td>
<td>17 December 2018</td>
<td><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>First aid annual update</td>
<td>8 January 2019</td>
<td><a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Recruitment and selection refresher</td>
<td>9 January 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Enterprise Access Grant</td>
<td>9 January 2019</td>
<td>book here</td>
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<tr>
<td>Leading and managing change</td>
<td>11 January 2019</td>
<td>book here</td>
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<tr>
<td>Working with international students</td>
<td>15 January 2019</td>
<td>book here</td>
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<tr>
<td>Getting started - Academic Induction with Academic Advising</td>
<td>16 January 2019</td>
<td>book here</td>
</tr>
<tr>
<td>First aid 3 day course</td>
<td>16 January 2019</td>
<td><a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></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>Starting 17 January 2019</td>
<td>book here</td>
</tr>
<tr>
<td>First aid annual update</td>
<td>28 January 2019</td>
<td><a href="mailto:OCSLD@brookes.ac.uk">OCSLD@brookes.ac.uk</a></td>
</tr>
<tr>
<td>Writing retreat</td>
<td>7 February 2019</td>
<td>book here</td>
</tr>
<tr>
<td>An Introduction to Higher Education</td>
<td>Starting 12 February 2019</td>
<td>book here</td>
</tr>
<tr>
<td>ILM Coaching and Mentoring level 5</td>
<td>Starting 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>Introduction to Project Management</td>
<td>26 February 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>
</tr>
<tr>
<td>Presentation skills: the basic essentials</td>
<td>4 April 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Effective Workplace Presentations</td>
<td>14 May 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Leading, managing and motivating a team</td>
<td>15 May 2019</td>
<td>book here</td>
</tr>
<tr>
<td>Time management</td>
<td>Online, anytime</td>
<td>book here</td>
</tr>
</tbody>
</table>
THE EMPLOYABILITY AGENDA

16 November 2018, 09.30 - 13.00

Do you want to find out more about supporting your students’ employability education, entrepreneurship, and opportunities for enterprise within the curriculum?

Register for the free half-day Evolve conference: http://evolve.ocsld.org/

This event is 09.30 - 13.00 on Friday 16 November in Union Square, the John Henry Brookes Building, Headington Campus.

The Keynote speaker is Jon Powell, Chair of Enterprise Educators UK who will discuss national drivers including the TEF, and the parallel sessions of papers and workshops will showcase best practice in employability education from across Oxford Brookes.

FEEDBACK REQUIRED TO IMPROVE PROFESSIONAL STANDARDS FRAMEWORK SCHEME AT BROOKES

Are you an AFHEA, FHEA, SFHEA or PFHEA?
Our current PSF Pathway provision offers Fellowships to demonstrate continued commitment to professionalism in learning, teaching, and assessment in higher education. We 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 improvements 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, are a panel member or even if you have not yet applied to complete your fellowship, we would like to hear from you.

Please add your views here. It will only take a few minutes of your time to help develop and improve our scheme here at Brookes.

For more information on PSF Fellowships Contact: m.kitchener@brookes.ac.uk

ENTERPRISE ACCESS GRANT

16 November 2018, 12.30 - 13.00, Union Hall, JHBB, Headington Campus.

All staff are invited to apply for an Enterprise Access Grant of up to £1,000 to promote the development or enhancement of taught curricular programmes which provide opportunities for students to develop enterprise capabilities. The deadline is 16 January 2019. For details see: https://www.brookes.ac.uk/enterprise/staff

The Access Grant funding could go towards field trips, events, guest speakers, or the production of resources for students. Successful projects tend to be those which promote the development of taught curricular programmes, providing students with opportunities to learn enterprise capabilities as part of their subject studies.

To apply: https://tinyurl.com/ycwuxham

OCSLD is running workshops to support your preparation of an Access Grant application. These will take place on:

- 16 November 2018, 12.30 - 13.00, Union Hall, JHBB, Headington campus.
- 12 December 2018 11.00 - 13.00 Gibbs 221, Headington campus with lunch included.
- 9 January 2018 11.00 - 13.00 Gibbs 221, Headington campus with lunch included.

For an informal chat about applying for the Access Grant, contact Dr Mary Deane, mdeane@brookes.ac.uk
**AN INTRODUCTION TO HIGHER EDUCATION**

22 November 2018  Book now

This course is aimed primarily at those members of staff, both academic and support, who are new to the HE sector and want to find out more. It is also targeted at existing staff members who want to expand their knowledge about the sector they work in.

The aim of this 3 hour workshop is to provide people with an understanding of the wider context in which they operate and hopefully, make their work more interesting. By the end of the session, staff will be able to identify priorities for Brookes and will be able make better informed decisions in their role.

- Describe the political, financial and economic context in which universities operate
- Define the organisational status of universities
- Identify the funding arrangements for universities
- Find out what ‘governance’ means in Universities and how it is managed at Oxford Brookes
- Clarify the relationship between central Government and universities
- Define the key changes facing universities and how Oxford Brookes is responding.

The course will be run in an interactive, participative way. There will be plenty of opportunity for group discussion.

**DO YOU NEED SOME INTERVIEW PRACTICE?**

28 November 2018, 7 December 2018

We currently need some interview volunteers for the above dates.

We regularly need interviewee volunteers for our Recruitment and Selection courses. The benefits include a ‘practice’ interview, feedback on your performance and a £20 Marks and Spencer token.

For more details please contact ocsld@brookes.ac.uk

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**EMBEDDING EQUALITY, DIVERSITY AND INCLUSION (EDI) IN LEARNING AND TEACHING**

22 November 2018, 09.00 - 13.00  Book now

We are pleased to offer a **FREE** half-day workshop ‘Embedding equality, diversity and inclusion (EDI) in learning and teaching’ facilitated by Advance HE here at Brookes. Maximum 25 places available.

This workshop is designed to reinforce participants’ knowledge, skills and confidence in designing and delivering accessible and inclusive learning and teaching to meet the needs of an increasingly diverse student population.

The interactive programme considers the drivers for greater inclusivity in learning and teaching and explores how curriculum design and other learning and teaching activities might affect student performance, well-being and sense of belonging. With a focus on the impact that a positive approach to access and inclusion can have on the student experience, participants will have the opportunity to reflect on institutional barriers and portals to inclusion, as well as on how their personal attitudes and approaches might impact on their learning and teaching practice. There will be plenty of opportunities to share experiences of designing and delivering learning and teaching that meets the needs of students from particular protected groups.

Workshop Facilitator: Jess Moody Senior Adviser, (Knowledge, Insights, Innovation and Delivery) at Advance HE.

Jess specialises in social mobility, equality, and inclusion across the student lifecycle working with academics, professional services, senior leaders and students. Her recent work includes work on religious inclusion, diversifying student intakes, and advising a learned society on subject-specific approaches to gender and race/ethnicity equality. She has nearly 15 years’ experience working with and within a range of different universities, with a background in student access and admissions. She also works with JISC on use of equality data, mentors with the Social Mobility Foundation, and was part of the National Expert Think Tank on professionalising admissions. She holds a Law degree from the University of Oxford, and an MA in Gender, Sexuality, and Culture from Birkbeck.
WRITING WELL WORKSHOPS

- 23 November 2018
- 28 November 2018

Book now

Everybody writes. In fact, in the digital era we are all reading and writing more than ever. Some studies have shown that a typical social media user now sees about 54,000 words a day.

With so many words fighting for attention, being able to write well has never been more important!

The range of styles we’re expected to be able to turn our hand to has also expanded. One minute we may find ourselves writing up meeting notes, the next, tweeting project updates.

This workshop is for:
- Anyone who is contributing to external communications - whether these be print or digital.
- Anyone who is looking to improve their business writing skills more generally.

This is a hands-on workshop which lasts for 1.5 hours. We will experiment with some tools you may not have come across before, which will help bring a sense of order to the way you approach your writing. We’ll also try our hand at a satisfyingly ruthless editing technique for improving clarity.

During the workshop you’ll discover:
- what to consider before you start writing
- common characteristics of good writing
- how to write with your ears
- how to build a logical structure
- why considering the tone of your writing is vital
- how to edit like a professional.

By the end of this session you will have:
- a simple tool to help you plan your writing
- a reliable technique for efficiently editing your work
- a checklist for reviewing your writing.

HSS MOODLE AND TURNITIN TRAINING

- 28 November 2018, 10.00 - 12.00, Lloyds Training Room, Headington Campus
- 30 November 2018, 10.00 - 12.00, FLG02 Harcourt Hill Campus

Places are limited and booking is required, via an online booking form.

This practical workshop will showcase best practice and provide opportunities for you to experiment and even ask those silly questions about online assessment and feedback. Please bring your laptop, ipad, or smartphone to take part in the activities.

Topics covered will include:
- a positive student experience of online assessment
- the challenges and tricks of online assessment
- encouraging students to read and respond to their feedback.

There will also be tips on best practice for online assessment and feedback including:
- attaching assessment grids for online assessment
- use of audio feedback
- using and sharing quick marks
- getting the right equipment
- standardising module moodle sites.

The session will be led by Tom Cosgrove with Mary Deane (OCSLD) and Paul Wickens (Education). The session is offered at both Harcourt Hill and Headington campuses.

For further information, contact Dr Mary Deane via: mdeane@brookes.ac.uk

COMING SOON

INTENSIVE INDUCTION WEEK JANUARY 2019

Intensive induction week will be running again from 14 to 18 January 2019. Welcome to Brookes, DSE, Health and Safety, Moodle will all feature. Full details will be on our website shortly and in our next newsletter (December 2018).
**ACADEMIC WRITING DAYS**

Next date: 6 December 2018, 9.30 - 14.30

OCSLD’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.

Upcoming dates:
- 7 February 2019
- 7 March 2019
- 2 May 2019
- 6 June 2019
- 4 July 2019

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

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**WANT TO HELP YOUR INTERNATIONAL STUDENTS REACH THEIR FULL POTENTIAL?**

15 January 2019, 10.00 - 15.00

Register for the free ‘Working with International Students’ event in JHB 204 Headington Campus. Facilitated by: Sally Saca, Head of International Student Advice Team, Lisa Hale, Programme Lead, Pathways Programmes, Mary Deane, Educational Developer, OCSLD, and Peter Teagle, International Chaplain.

Lunch will be provided.

Topics covered include:
- Enhancing our intercultural awareness
- Building students’ confidence and competence as scholars in the UK
- Interpersonal interactions with a diverse range of learners
- Students’ experiences of academic and other culture shocks
- Opportunities to make a difference

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**TRAIN THE TRAINER PROGRAMME**

Starting January 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](#).

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**EXTERNAL TO BROOKES ASSESSMENT IN HIGHER EDUCATION (AHE) CONFERENCE CALL FOR CONTRIBUTIONS**

The deadline for submission of proposals is 21 January 2019. This conference is taking place at the Macdonald Manchester Hotel, Manchester on 26 and 27 June 2019.

The themes will invite a wide range of papers, innovative practice exchanges, micro presentations and posters. Themed poster presentations, accompanied by a short pitch from the authors, have been a particular strength of the conference and have encouraged networking by delegates.

Please submit your proposals online here: [https://tinyurl.com/y8edpn62](https://tinyurl.com/y8edpn62) For further information on AHE network, previous conferences and seminars please follow this link: [https://aheconference.com/](https://aheconference.com/)
LEADERSHIP AND MANAGEMENT
ILM AWARD LEVELS 3 AND 5

You can take the workshops below individually or combine them to obtain a level 3 or 5 award in Leadership and Management.

- **Introduction to Project Management, 26 February 2019**  Book here

  This one day workshop is designed for all those people who have responsibility for managing projects, whether large or small. It provides basic guidance for those new to the task and will also refresh the thinking of those already undertaking a project management role.

- **Effective Workplace Presentations, 14 May 2019**  Book here

  This workshop is designed for people who have not received any presentation skills training before but who will be expected to design and deliver a presentation or briefing in the future within the workplace.

For more information please contact ocsld@brookes.ac.uk.

SPRINGBOARD WOMEN’S
DEVELOPMENT PROGRAMME

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

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

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.

Would you like to:

- Increase your confidence?
- Improve your work-life balance?
- Make changes in your life?
- Be more assertive?
- Take the initiative at work?
- Set and achieve goals?
- Promote a positive image of yourself?

RETIREMENT PLANNING
WORKSHOP

- **19 and 20 December 2018**  Book here
- **26 and 27 June 2019**  Book here

This 2 day workshop is for any member of staff who is considering and planning their retirement. The workshop brings together a number of contributors from inside and outside the University facilitated by OCSLD.

Day 1: the day centres itself around general financial planning aspects of retirement planning.

Day 2: the day examines the specifics of retirement planning at Brookes and its nominated pension schemes.

BROOKES LEARNING AND
TEACHING CONFERENCE 2019

HOLD THE DATE: 13 JUNE 2019

BLTC19, “Rising to the Challenge”.

Berry O’Donovan, Principal Lecturer Student Experience, Oxford Brookes Business School will co-chair with George Roberts, Principal Lecturer Student Experience, OCSLD.

For more information please see the OCSLD website.
COACHING

Would you like some coaching to help you with a work-related issue? We are able to offer coaching to staff members in the University.

Coaching can be helpful for people who are dealing with a workplace challenge such as:
- Transition to a new job
- Taking on a management role
- Identifying priorities
- Improving work relationships
- Finding new directions at work

Your coach will listen to you and ask questions to clarify the issue you are dealing with. This will enable you to develop new insights so that you can work out more innovative responses. The reported benefits of coaching are greater self-awareness, confidence and ideas for moving forward.

We have over 20 Brookes’ coaches from a wide range of backgrounds across the University who are volunteering their time to work with colleagues in the Brookes Coaching Pool. Our coaches are all professionally qualified in coaching and attend CPD and Supervision events regularly in line with good practice guidelines set out by the professional bodies.

The Brookes Coaching Pool can be accessed via an online matching system. By registering onto the online system, you can choose the coach you would like to work with. We offer 4 one hour sessions at intervals appropriate for you.

Further information about coaching at Brookes can be found here. We have also a number of external coaches we can recommend.

OCSLD PUBLICATIONS

We have the following popular e-books to download for FREE:
- First Words on Teaching and Learning by David Baume
- Learning by Doing: a guide to teaching and learning methods by Graham Gibbs
- Small Group Teaching by David Jaques
- Twenty Terrible Reasons for Lecturing by Graham Gibbs
- What we Know about Assessment by Chris Rust

Popular books available to Brookes staff at 30% OFF:

Learning in teams series:
- A Student Guide, by Graham Gibbs
- A Student Manual, by Graham Gibbs
- A Tutor Guide by Graham Gibbs

Learning to teach series:
- Powerful Ideas in Teaching and Learning by David and Carole Baume
- Assessing Students’ Work by David and Carole Baume
- Running Tutorials and Seminars by David and Carole Baume
- Making Presentations by David and Carole Baume
- Assisting with Laboratory Work and Field Trips by David and Carole Baume

For the complete publication list, please see the OCSLD website.

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 from you about 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/